# Fiscal Year 2021–22 California State Preschool Program Request for Applications Overview and Instructions



**Application Due Date:  
Thursday, April 21, 2022**

Administered by the Early Education Division

California Department of Education

1430 N Street, Suite 2204

Sacramento, CA 95814-5901

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

(Revised April 2022)

Table of Contents

[Program Overview 4](#_Toc96495969)

[Program Description and Requirements 4](#_Toc96495970)

[Statutory and Regulatory Background 5](#_Toc96495971)

[Subcontracting 6](#_Toc96495972)

[Family Childcare Home Education Networks 6](#_Toc96495973)

[Program Funding 7](#_Toc96495974)

[Eligibility 7](#_Toc96495975)

[General CSPP Contract Information 8](#_Toc96495976)

[How Contract Payments Will Be Made 9](#_Toc96495977)

[Request for Service Level Exemption “Start-Up Allowance” (If applicable) 10](#_Toc96495978)

[Application Requirements 11](#_Toc96495979)

[Application Package Preparation 11](#_Toc96495980)

[Format 11](#_Toc96495981)

[Presentation of Application 11](#_Toc96495982)

[Cost of preparing the Application 11](#_Toc96495983)

[Submission Requirements 12](#_Toc96495984)

[Due Date to Submit the RFA 12](#_Toc96495985)

[Methods to Submit the RFA 12](#_Toc96495986)

[Electronic RFA 12](#_Toc96495987)

[Physical RFA by Mail or In-Person (Hard Copy) 12](#_Toc96495988)

[Application Review Process 14](#_Toc96495989)

[Preliminary Screening Process 14](#_Toc96495990)

[Scoring Criteria 14](#_Toc96495991)

[Application Result Notification 14](#_Toc96495992)

[Appeals 14](#_Toc96495993)

[Notification of Awards 15](#_Toc96495994)

[Application Timeline 15](#_Toc96495995)

[Application Instructions 16](#_Toc96495996)

[Section I – Applicant Information 16](#_Toc96495997)

[Section II – Legal Status of Applicant 17](#_Toc96495998)

[Section III – County or Counties of Service 17](#_Toc96495999)

[Section IV – Slots Requested 17](#_Toc96496000)

[Section V – Intent to Subcontract Services 18](#_Toc96496001)

[Section VI – Intent to Operate a CSPP via a FCCHEN 18](#_Toc96496002)

[Section VII – Fiscal Worksheets 19](#_Toc96496003)

[Section VIII– Fiscal Attachments 23](#_Toc96496004)

[Section IX – Program Attachments 23](#_Toc96496005)

[Section X – Program Narrative 24](#_Toc96496006)

[Section XI – Applicant Certification 26](#_Toc96496007)

[Section XII – Requirement Checklist 26](#_Toc96496008)

[Section XIII – Application Checklist 26](#_Toc96496009)

## Program Overview

### Program Description and Requirements

The California Department of Education (CDE), Early Education Division (EED) announces the availability of $130 million to expand California State Preschool Program (CSPP) services statewide, as appropriated in the 2021–22 Budget Act, as amended by Senate Bill 129.

FY 2021–22 CSPP RFA Overview and Instructions (CA Dept of Education)

These funds are available to local education agency (LEA) applicants to provide full-day/full-year and/or part-day/part-year CSPP services beginning in fiscal year (FY) 2022–23. 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. The CDE encourages all eligible applicants to apply.

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.

The intent of this Request for Applications (RFA) is to expand CSPP services statewide to the greatest extent possible. The RFA funding opportunity is available to LEAs that are current CSPP contractors, or to LEAs that do not currently hold a CSPP contract with the CDE, EED. 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.

### 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 a 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.

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. The EED strongly recommends applicants review and understand the statutory and regulatory references cited above prior to completing and submitting an application. The CDE School Accounting Manual web page is located at <https://www.cde.ca.gov/fg/ac/sa/>. The CDE Audit Guide web page is located at <https://www.cde.ca.gov/fg/au/pm/>.

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

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.

### Family Childcare Home Education Networks

Applicants may apply for CSPP funding to operate the CSPP via a family childcare 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, which requires FCCHENs to:

1. Recruit, enroll, and certify eligible families
2. Recruit, train, support, and reimburse licensed family childcare home providers
3. Collect family fees in accordance with contract requirements
4. Assess, according to the standards set by the department, the educational quality of the program offered in each family childcare home in the network
5. Assure that the developmental profile is completes for each child based on observations of network staff, in consultation with the provider
6. Monitor requirements, including quality standards, and conduct periodic assessments of program quality in each family childcare home affiliated with the network
7. Ensure that basic health and nutrition requirements are met
8. Provide data and reporting in accordance with the contract requirements

## Program Funding

### Eligibility

To apply for CSPP funding pursuant to this RFA, all agencies must be:

* 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.

If the LEA is not exempt from the 22 *CCR* Child Care Licensing requirements, services for children must not begin until the CSPP contractor submits a copy of the facility license to the CDE. If the applicant contractor’s program delivery proposal includes a subcontract with another entity to administer and/or provide program services under the CSPP contract, or delivery of the CSPP services through a FCCHEN, the subcontractor or FCCHEN provider must meet the 22 *CCR* Child Care Licensing requirements, or provide evidence of its license-exempt status pursuant to the *Health and Safety Code* Section 1596.792 at the time the application is submitted, or prior to execution of a CSPP contract. For all contractors, subcontractors, and FCCHEN providers, services for children must not begin until a service contract is fully executed by the CDE.

Any applicant that is awarded a CSPP contract to provide CSPP services through a FCCHEN must adhere to all of the administrative and program requirements set forth in this RFA, as well as the *EC* Section 8223, which is specifically applicable to FCCHENs.

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).
* 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).

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).
* 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).

In addition to the above, 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.

### 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 MRA, as described in this RFA, will be negotiated based on the proposed award amount.

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. 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.

All transactions conducted by the awarded LEA shall be fair and reasonable and conducted at an arm’s length, including but not limited to where the contractor is party to a transaction and the other party is one of the following:

* An officer or employee of the contractor or of an organization having financial interest in the contractor; or
* A partner or controlling stockholder of the contractor or an organization having financial interest in the contractor; or
* A family member of a person having a financial interest in the contractor

### How Contract Payments Will Be Made

Applicants are advised that funds cannot be disbursed until a formal contract between the CDE and the contractor has been fully executed and is 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. Prior to that time 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.

CSPP contract payments will be made by the CDE according to the contract terms and state and federal laws. Payments will only be made for reimbursable costs incurred during the contract period, subject to the terms and conditions set forth in the contract signed by an authorized representative of both the CDE and the contractor.

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.

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.

At the time of the application, the CDE recommends contractors have three (3) months of operating capital available to administer the CSPP prior to receiving state contract payments from the EENFS. Examples of acceptable operating capital would include, but are not limited to, cash or a line of credit. Three (3) months of operating capital is approximately one-fourth of the CSPP contract’s total annual MRA.

The CDE may recoup any payments made for costs that are not reasonable and necessary, and is entitled to recover any costs of the recoupment. Claims for reimbursement shall not be made unless there are adequate documents to support the claims. The contractor has the burden of supporting claims for reimbursement.

### **Request for Service Level Exemption “Start-Up Allowance”** (If applicable)

In accordance with *EC* Section 8255 and 5 *CCR* Section 18034, a new or expanding CSPP may not have sufficient enrollment during the first contract period while the program is starting up, but may have reimbursable expenses. 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.

Applicants may request a Start-Up Allowance that may be used for all of the following:

* The employment and orientation of new staff
* The setting up of the program and facility
* The finalization of rental agreements and the making of necessary deposits
* The purchase of a reasonable inventory of materials and supplies
* The purchase of an initial premium for insurance

Contracted agencies will only be reimbursed for approved reimbursable start-up expenses incurred during the contract period. Unexpended funds cannot be transferred to a subsequent FY. Start-up costs for this RFA may be available during FY 2021–22 and/or 2022–23. Applicants requesting start-up costs must submit the Request for Service Level Exemption (Start-Up Allowance) to their EENFS analyst, once an award letter has been received.

All items listed in the start-up allowance request must be approved by the EENFS and the EED, if applicable. The EED will approve the high value equipment and renovation and repair costs as outlined above. The EENFS will approve the remaining requested items in the start-up request.

Do not make purchases for start-up items prior to receiving approval from the EENFS and/or the EED, as applicable.

## Application Requirements

The CDE requires that all applications for CSPP funding be completed in accordance with the following instructions.

### 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. 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.

### Format

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.

### Presentation of Application

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.

### Cost of preparing the Application

The applicant accepts the sole responsibility for all costs incurred in the development of its application. These costs are not reimbursable, even if the applicant is awarded funds through this RFA.

## Submission Requirements

Applications must be received as set forth below. Failure to submit a complete application by the due date will result in disqualification of the application.

### Due Date to Submit the RFA

Applications, whether submitted electronically or physically by mail or in-person must be received by the CDE no later than 5 p.m. on April 21, 2022.

### Methods to Submit the RFA

Applicants may submit the RFA electronically by email or physically by mail or in-person (hard copy). Electronic submissions of the RFA are encouraged.

#### Electronic RFA

* Option 1: Electronic RFA with a Digital Signature:

The RFA must be digitally signed by the CSPP contractor’s authorized representative if submitting the RFA electronically.

* Option 2: Scanned RFA:

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

**IMPORTANT:** If submitting electronically, email the completed and signed RFA and all required attachments to [CSPPRFA@cde.ca.gov](mailto:CSPPRFA@cde.ca.gov).

#### Physical RFA by Mail or In-Person (Hard Copy)

Physical RFAs may be mailed or hand delivered to the CDE, EED.

The original copy requires an original signature of the applicant’s authorized representative and all original signatures in the RFA must be in **blue ink**.

If submitting hard copies by **mail** the completed and signed RFA and all required attachments must be **date stamped** no later than 5 p.m. on April 21, 2022.

If submitting hard copies by **in person** the completed and signed RFA and all required attachments must be **delivered** no later than 5 p.m. on April 21, 2022.

All hard copies must be delivered to the following address:

**California Department of Education**

**Early Education Division**

**Attention: Administration and Fiscal Services**

**1430 N Street, Suite 3410**

**Sacramento, CA 95814-5901**

**Reminder:** 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.

No changes, modifications, corrections, or additions may be made to the application once it is received by the CDE. All applicants agree that by submitting the application that they authorize the CDE to verify any and all claimed information, including any referenced names in the application.

All submitted applications remain the property of the CDE and may be subject to disclosure in the event of a Public Records Act request.

## Application Review Process

### Preliminary Screening Process

Applications will be preliminarily screened to determine whether the applicant and listed subcontractors, if applicable, are eligible for funding, as described in the Program Funding section of the RFA Overview and Instructions. 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. It is the sole responsibility of the applicant to carefully review the RFA information and requirements before submitting an application for funding.

Although the CDE has the right to exercise reasonable discretion and waive minor discrepancies in application and submission requirements that do not impact the integrity of the submission, it is not required to do so. Disqualified applicants will be informed in writing of the reasons for the disqualification.

### Scoring Criteria

The EED will evaluate each application that has successfully passed the preliminary screening process. 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. The applicant’s score is based solely on the assessment of the written program narrative. 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.

### Application Result Notification

The CDE will notify all eligible applicants of their score via email beginning April 29, 2022.

### Appeals

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. The notice of appeal must include the following information:

1. The appellant’s name, mailing address, and telephone number
2. The name(s) of the person(s) who will present the appeal at the appeal hearing
3. Whether the representative(s) will attend the appeal hearing in person, or will communicate through telephone conference call or a virtual meeting
4. Written materials that explain why the specific written program narrative component(s) should have received a higher score

Appellants must submit the notice of appeal to the CDE electronically via email, or hard copy via mail. The CDE strongly encourages appellants to submit their appeals electronically to ensure timely receipt. Send the notice of appeal to:

**California Department of Education**

**Early Education Division**

**Attn: Appeals Coordinator**

**1430 N Street, Suite 3410**

**Sacramento, CA 95814**

**Phone: 916-322-1273**

**Fax: 916-323-6853**

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

The CDE shall notify the appellant in writing of the results of the appeal within 10 business days of the appeal hearing. The appeal will be limited to the application submitted in response to the RFA. The CDE’s decision is the final administrative action afforded the appeal.

### Notification of Awards

The CDE will email proposed funding award letters to successful applicants. If necessary, the EENFS unit will contact successful applicants to ask clarifying questions regarding the fiscal information submitted with the application. The CDE reserves the right to ask follow-up questions or request additional documentation of successful applicants through email, telephone, or on-site visits that the applicant meets all eligibility and legal requirements, and is capable of fulfilling all contract requirements prior to awarding a final CSPP contract. Proposed awards may be revoked at any time at the discretion of the CDE. No award is final until the CDE receives a completed and signed contract package from the applicant, and the contract is executed by the CDE. Applicants should not incur any costs or expenses in reliance upon a proposed award.

At the time of contracting, all contractors may be expected to sign additional compliance certifications (e.g., Air or Water Pollution violations; Recycled Paper certifications; Child Care Support compliance).

## Application Timeline

**\*\*Appeals are due to the CDE within 10 business days after receipt of score**

| **Item** | **Date (subject to change)** |
| --- | --- |
| Request for Applications released | **February 28, 2022** |
| Instructional Webinar | **March 17, 2022** |
| Applications Due to the EED | **April 21, 2022** |
| Notification of Scores to Applicants | **June 1, 2022** (Previously scheduled for May 12, 2022) |
| Appeals Due to the CDE\*\* | **June 15, 2022** (Previously scheduled for May 26, 2022) |
| Awards Announced | **June 27, 2022** (Previously scheduled for June 15, 2022) |
| Start Date of Contracts | **July 1, 2022** |

## Application Instructions

### Section I – Applicant Information

**Legal Name of Applicant:** 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 *CCR,* Section 18000(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 services in the service delivery area, as defined in 5 *CCR*, Section 18000(f), for at least three years immediately preceding the date of the RFA; or
* Contractors or applicants who have their primary administrative office for the CSPP 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 CDE assigned vendor number 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 Prior Affiliations:** Prior organization(s) that the person is affiliated with that held an EED contract.

**Executive Director’s Telephone Number, Fax Number, and Email Address:** Insert the telephone number, fax number, and email 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 *EC* Section 8298, for the CSPP described in this application. For CSPPs operated via FCCHENs, administrative and programmatic responsibility includes ensuring that quality services are provided by the family childcare home provider. Enter **To Be Determined** if agency does not have a program director at the time of application.

**Program Director Prior Affiliations:** Prior organization(s) that the person is affiliated with that held an EED contract

**Program Director’s Telephone Number, and Email Address:** Insert the telephone number and email address of the Program Director’s administrative office, if applicable.

**Agency Legal Business Address:** Insert the legal physical headquartered address of the applicant agency. 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 Email Address:** Insert the telephone number and email address of the contact person.

### Section II – Legal Status of Applicant

**Select the Applicant’s Legal Status:** Check the appropriate box that identifies the organization as a community college, county office of education, school district, direct funded charter school.

**County District School (CDS) Code:** Enter the CDS code as published in the California Public School Directory on the CDE California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

**Current CSPP Contractor:** Check the applicable box indicating if the applicant agency is a current CSPP contractor.

### Section III – County or Counties of Service

List the county or counties the contractor will serve with this funding. 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 proposes to serve in full-day/full-year CSPP with this funding
* Enter the number of children the agency proposes to serve in part-day/part-year CSPP with this funding

### Section V – Intent to Subcontract Services

(If the applicant does not intend to subcontract services, skip this section)

* Check the box if the agency intends to subcontract with CSPP services with another agency, as described in the application. If not intending to subcontract, skip to Section VI.
* Enter the subcontractor’s information on Form EED 3704B. Form EED 3704B is located on the CSPP Expansion web page at <https://www.cde.ca.gov/fg/fo/r2/documents/elcd3704b.pdf>.
* Include a copy or draft of your agency’s contract or Memorandum of Understanding that includes the required subcontract provisions referenced in 5 *CCR* Section 18031.

### Section VI – Intent to Operate a CSPP via a FCCHEN

(If the applicant does not intend to operate via a FCCHEN, skip this section)

Check the box if the agency intends to operate the CSPP via a FCCHEN to provide services described in the RFA and complete the following information on separate forms for each provider that will provide CSPP services through the FCCHEN. If not intending to operate a FCCHEN, skip to section VII.

* **Family Childcare Home Network Provider Name:** Insert the name(s) of the family childcare home provider(s) exactly as they appear on the license issued by the Department of Social Services (DSS), Child Care Licensing Division (CCLD). Include a copy of each provider’s license and Child Development permit.
* **Address:** Insert the licensed family childcare home providers’ addresses exactly as they appear on the license issued by the DSS, CCLD.
* **Contact Name, Telephone Number, Email Address, and Fax Number:** Insert the licensed family childcare home provider’s name. Provide a daytime telephone number and, if available, an email address and fax number.
* **CCLD License Number and License Capacity:** Insert the CCLD 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

#### Full-day/Full-year

Funding for this RFA is calculated based on the Service County Rate, effective   
January 1, 2022, per Management Bulletin 22-01: Revised Rate Reform Implementation Guidance, which can be accessed at <https://www.cde.ca.gov/sp/cd/ci/mb2201.asp>.

**Worksheets A-1 through A-4 – Full-day/Full-year Certified Enrollment Information and Funds Requested:**

Applicants must complete, and submit Worksheets A-1 through A-4, for each proposed Full-day/Full-year site. If more than one site is proposed, duplicate these tabs by right clicking the tab, select **Move or Copy**, check the box, **Create a Copy**, and select **OK**. Repeat this process for each proposed site.

**Worksheet A-1 – Certified Enrollment Information and Funds Requested**

* Select the Service County from the dropdown menu.
* Enter the Site Name.
* 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 a copy of the site license or provides verification of license-exempt status to the CDE.
* Upon selecting a Service County, the Contract Rate for Full-day Service and Part-day Adjustment Factors will auto-populate into Worksheets A-2 through A-4.

**Worksheet A-2 – Certified Enrollment Information and Funds Requested**

* Service county rate information will populate on to this tab.
* No information will need to be entered on this worksheet, move to worksheet A-3.

**Worksheet A-3 – Certified Enrollment Information and Funds Requested**

* 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.
* 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.

**Worksheet A-4 – Certified Enrollment Information and Funds Requested**

* Enter the Total Days of Operation from the Full-day Calendar.
* The Total Adjusted Child Days of Enrollment per day, which is auto-populated from Section 2, will automatically be multiplied by the Total Days of Operation to auto-calculate the Total Annual Adjusted Child Days of Enrollment.
* The Total Annual Adjusted Child Days of Enrollment will automatically be multiplied by the Contract Rate for Full-day Service to auto-calculate the amount of Funds Requested for this site.

**Worksheet A-5 – 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. Enter all Full-day/Full-year non-certified enrollment for all Full-day/Full-year sites onto Worksheet A-5. 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.
* 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.

**Worksheet A-6 – Full-day/Full-year Site Summary Information**

Worksheet A-6 is a summary for all requested sites.

* From each Worksheet A-1, enter Site Name.
* From each Worksheet A-4, enter Total Certified Children per day to be served under this contract for Full-day/Full-year.
* From each Worksheet A-4, enter Total Funds Requested per Site.

**Worksheets A-7 through A-10 – Full-day/Full-year Projected Annual Program Budget**

All applicants must complete Worksheets A-7 through A-10, covering a 12-month period. Applicants will need to enter various required fields while other fields will   
auto-populate data from previous worksheets.

The budget information will be considered in determining an annualized award amount (i.e. July 1, 2022 through June 30, 2023).

#### Part-day/Part-year

Funding for this RFA is calculated based on the Service County Rate, effective   
January 1, 2022, per Management Bulletin 22-01: Revised Rate Reform Implementation Guidance, which can be accessed at <https://www.cde.ca.gov/sp/cd/ci/mb2201.asp>.

**Worksheets B-1 through B-4 – Part-day/Part-year Certified Enrollment Information and Funds Requested**

Applicants must complete, and submit Worksheets B-1 through B-4, for each proposed Part-day/Part-year site. If more than one site is proposed, duplicate these tabs by right clicking the tab, select **Move or Copy**, check the box, **Create a Copy**, and select **OK**. Repeat this process for each proposed site.

**Worksheet B-1 – Certified Enrollment Information and Funds Requested**

* Select the Service County from the dropdown menu.
* Enter the Site Name and Service 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.
* Upon selecting a Service County, the Contract Rate for Full-day Service and Part-day Adjustment Factors will auto-populate into Worksheets B-2 through B-4.

**Worksheet B-2 – Certified Enrollment Information and Funds Requested**

* Service county rate information will populate on to this tab.
* No information will need to be entered on this worksheet, move to worksheet B-3.

**Worksheet B-3- Certified Enrollment Information and Funds Requested**

* 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.
* 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.

**Worksheet B-4-Certified Enrollment Information and Funds Requested**

* Enter the Total Days of Operation from the Part-day Calendar, which must be a minimum of 175 days.
* The Total Adjusted Child Days of Enrollment per day will automatically be multiplied by the Total Days of Operation to auto-calculate the Total Annual Adjusted Child Days of Enrollment.
* The Total Annual Adjusted Child Days of Enrollment will automatically be multiplied by the Contract Rate for Part-day Service to auto-calculate the amount of Funds Requested for this site.

**Worksheet B-5 – Part-day/Part-year Non-Certified Enrollment Information**

This worksheet should be completed only if non-certified children will be served in the Part-day/Part-year program. Summarize all Part-day/Part-year non-certified enrollment for all Part-day/Part-year sites onto Worksheet B-5. 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.
* 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.

**Worksheet B-6 – Part-day/Part-year Site Summary Information**

Worksheet B-6 is a summary for all requested sites.

* From each Worksheet B-1, enter Site Name.
* From each Worksheet B-4, enter Total Certified Children per day to be served under this contract for Full-day/Full-year.
* From each Worksheet B-4, enter Total Funds Requested per Site.

**Worksheets B-7 through B-10 – Part-day/Part-year Projected Annual Program Budget**

All applicants must complete Worksheets B-7 through B-10, covering a 12-month period. Applicants will need to enter various required fields while other fields will   
auto-populate data from previous worksheets.

The budget information will be considered in determining an annualized award amount (July 1, 2022, through June 30, 2023).

### Section VIII– Fiscal Attachments

#### Program Staffing Plan

All applicants must complete a program staffing plan. This attachment and accompanying instructions are available on the CSPP RFA web document at <https://www.cde.ca.gov/fg/fo/r2/documents/cspp21rfastaffingplan.pdf>

### Section IX – Program Attachments

#### Program Calendar

1. **FY 2022–23 Program Calendar**

[https://www.cde.ca.gov/sp/cd/ci/documents/eed9730progcal2223.pdf](https://www.cde.ca.gov/sp/cd/ci/documents/eed9730progcal2223.pdf" \o "FY 2022–23 Program Calendar)

1. **FY 2022–23 Justification for Days of Operation**

<https://www.cde.ca.gov/fg/fo/r2/documents/cspp21justifyopdays.pdf>

Applicants must complete and submit a Program Calendar for all proposed days of operation for FY 2022–23 (Form EED-9730). The calendar will automatically total the Minimum Days of Operation (MDO) when the dates are marked with an **X**. If the agency proposes to provide both part-day/part-year, and full-day/full year CSPP services, submit a separate FY calendar for each program.

**To complete the Program Calendar:**

* Type the legal name of the applicant, county, and vendor number in the shaded boxes at the top of the Program Calendar. Applicants not currently under contract with the CDE must leave the vendor number 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.
* Include the completed program calendars for both Full- and Part-year, as applicable, for FY 2022–23 in the application package when submitting to the CDE*.*

#### Justification for Days of Operation:

Pursuant to *EC* Section 8207(b) the MDO for a part-year CSPP is 175 days per year, unless the contract specifies a lower number of days of operation. Pursuant to *EC* Section 8207(c), the MDO for a full-year CSPP is 246 days per year, unless the contract specifies a lower number of days of operation.

Applicants proposing to operate less than the MDO, as described above, for   
FY 2022–23 must submit the Justification for Days of Operation, which can be accessed at: <https://www.cde.ca.gov/fg/fo/r2/documents/cspp21justifyopdays.pdf>

### Section X – Program Narrative

#### Written Program Narrative

The written program narrative section is the sole section of the application that is scored. To be eligible for funding, the applicant must obtain a minimum score of 79.8, which is 70 percent of the 114 total points possible.

Applicants must follow all instructions for the written program narrative or the application may be screened out. The written program narrative section of the RFA can be accessed on the RFA web page at <https://www.cde.ca.gov/fg/fo/r2/documents/cspp21prognarrative.pdf>

A written narrative must be provided for all questions in Sections A through E, as outlined below:

1. Preschool Program Quality (A1-A8)
2. Inclusion (B1-B3)
3. Dual Language Learners (C1-C2)
4. Program Accountability (D1-D2)
5. Program Operations (E1-E4)

Written program narrative responses must be completed on the included written program narrative template, in accordance with information described in this section of the application, and align with the Scoring Criteria included in the written program narrative template, which is aligned to the Scoring Rubric. As applicants complete the written program narrative, the following requirements must be adhered to:

* Information included in the application must be relevant and unique to the program being administered by the applicant.
* Applicants must describe the preschool program that the agency will implement. Any application containing false or misleading information is cause for disqualification.
* An application that is plagiarized in any part or form from another agency’s application will automatically be rejected. Applicants must not submit an application where the text has been copied from another agency’s previous or current application, whether another agency has voluntarily or involuntarily provided the information.
* Each individual question must be completed following the format requirements provided below:
  + Program Narrative responses shall be limited to one page for each question. An individual question may require an entire page or a partial page response. If a question is completed without using the entire page, the remaining page space cannot be used to expand on a different question. (Note: The EED readers will not consider portions of a response that exceeds the stated limit for each question.)
  + 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 lines per inch must be used. Do not use a compressed, narrow, or script font.
* Each response must include a header with the following information:
  + Legal name of agency
  + Page number
  + Title of Program Narrative section and item number (e.g., A1. Preschool Program Quality – Desired Results Developmental Profile, B1. Inclusion, etc.) Each response belongs under their respective titles and pages and responses are limited to one page per question

#### Program Narrative - Acknowledgements

As part of the Program Narrative section, all applicants are required to complete and submit the following acknowledgements:

* Form A. Program Narrative Acknowledgement – Monitoring

<https://www.cde.ca.gov/fg/fo/r2/documents/cspp21rfafrma.pdf>

* Form B. Program Narrative Acknowledgement – Quality

<https://www.cde.ca.gov/fg/fo/r2/documents/cspp21rfafrmb.pdf>

* Form C. Program Narrative Acknowledgement – Statutes and Regulations

<https://www.cde.ca.gov/fg/fo/r2/documents/cspp21rfafrmc.pdf>

To complete the Acknowledgments forms:

* Insert the appropriate names and agency information on each acknowledgement form
* Initial each statement on each acknowledgement form

**Note:** If any of these acknowledgements are missing from the application, or sections are not completed accurately, your application may be screened out.

### Section XI – Applicant Certification

The applicant agency signs the included certification to attest that the agency will fulfill all of the agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable state and federal laws. If submitting a hard copy of the application, the Applicant Certification must be signed in blue ink.

### Section XII – Requirement Checklist

Applications that do not meet the criteria included on the Requirements Checklist may be screened out. By initialing each section on this checklist, as applicable to the agency’s proposal, you are certifying that your application meets each specified criterion.

### Section XIII – Application Checklist

Applicants must check the box for each applicable section of the Application Checklist.