California Department of Education
Early Education Division

September 2024

# Fiscal Year 2025–26 Continued Funding Application Overview and Instructions

## Overview

Contractors operating a California State Preschool Program (CSPP), and a Prekindergarten and Family Literacy Support (CPKS) program if applicable, must review the following instructions prior to completing the Continued Funding Application (CFA) for fiscal year (FY) 2025–26.

## Due Dates

All CFAs must be received on or before 5 p.m., on **Friday, November 1, 2024**,

regardless of submission by email or US mail.

*California Code of Regulations*,Title 5 (5 *CCR*) Section 17726(e)provides that failure to respond within the timelines specified in the CFA request shall constitute notification of the contractor’s intent to discontinue services at the end of the current contract period. Contractors needing additional time to return the CFA may seek an extension by the CDE at CFA@cde.ca.gov. When submitting an extension request, please be specific as to the reason(s) why you are requesting an extension. If requesting an extension due to late board approval, please describe the circumstances that resulted in the late approval. Extension requests must be received no later than 5 p.m. on November 1, 2024. Contractors who request a time extension may experience delays in receipt of an approved contract.

## Questions

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

## Auto-Renewal Process

Current contractors who apply for and are approved for continued funding will not need to sign and return a CSPP contract, or a CPKS contract if applicable, to provide services for FY 2025–26, as CSPP and CPKS contracts approved for continued funding will be automatically renewed in accordance with all applicable federal and state laws, as well as all corresponding contract terms and conditions (CT&C) that will be incorporated into the subsequent contract.

By signing the CFA, your agency indicates that it wishes to automatically renew its current CSPP contract, and CPKS contract if applicable, for the next FY and accepts all terms and conditions of such contract, which will be provided to all contractors being renewed for funding no later than June 1, 2025.

Contractors that wish to reject the terms of the FY 2025–26 CSPP and/or CPKS contract must provide the CDE with written notice that the terms of the contract(s) are rejected by emailing EarlyEducationContracts@cde.ca.gov on or before June 30, 2025. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP and, as applicable, the CPKS contract, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have contract(s) in effect for FY 2025–26. Contractors cannot reject their CSPP contract and still receive funding under a CPKS contract as CPKS funding is tied to having a CSPP contract. If the CFA is approved and no notice of rejection is sent to the CDE, the contract will be automatically renewed, and no further action will be required from the contractor.

## CFA Signature Authority

The CFA must be signed by a person with the legal authority to contractually bind the agency, or the contractor's "authorized representative."

The State Administrative Manual (SAM) defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, charter school, or federal agency. Any CSPP contractor that does not meet these criteria is considered a **non-public agency**.

If the contractor is a public agency, the CFA must be accompanied by a board resolution, board meeting minutes, or board policy from the governing body authorizing execution of the CFA and identifying the individual(s) authorized to sign the CFA and related contract documents on behalf of the agency.

County offices of education (COEs) are not required to submit a resolution onlyif the County Superintendent signs the CFA and all related contract documents. If anyone else signs, a board resolution or minutes authorizing delegation of signature authority is required.

Non-public agencies such as nonprofit, community-based organizations should follow their agency’s bylaws and legal requirements pertaining to authorizing contracts on behalf of the agency. Generally, the Executive Director, Owner, or President are the authorized signers. If an individual with a different title than above signs the CFA and related contract documents, provide (1) a letter on company letterhead, (2) board resolution, or (3) board meeting minutes indicating the signee has been delegated the legal authority to sign the CFA and related contract documents on behalf of the agency.

Please refer to the board resolution template provided on the CDE CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp> for the required authorization language. Agencies may either complete this template or provide an equivalent resolution in their own format.

## CFA Submission Instructions

1. Download, complete, and save the CFA and all required supporting documents from the CDE CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp>.
2. Obtain the authorized representative’s signature on all signature pages. The CFA and accompanying documents must be signed by a person who has been delegated the legal authority to sign contractual documents on behalf of the agency. Signatures may be provided using a digital signature program such as AdobeSign or DocuSign, or you may print a paper copy, sign by hand using blue ink, scan, and email to CFA@cde.ca.gov.
3. The CFA may be submitted by email or by US mail following the instructions below. Email submissions of the CFA are strongly encouraged. Please keep a copy of the CFA for your records.

### Option 1: Submit by Email

Email the completed and signed documents to CFA@cde.ca.gov. Include the following message in the body of your email:

“I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name].”

**Your application will be incomplete without this email certification.**

### Option 2: Submit Hard Copy by US Mail

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

California Department of Education
Early Education Division

Attention: Continued Funding Application 2025–26

1430 N Street, Suite 3410
Sacramento, CA 95814-5901

## Section I – Contractor Information

### Contractor Legal Name: Insert the contractor’s legal name, as stated in your agency’s current contract.

**Note:** For non-public agencies, the name must match the name filed with the California Secretary of State. Access the California Business Search on the Secretary of State web page at <https://bizfileonline.sos.ca.gov/search/business>. For local educational agencies (LEAs), the name must match the name appearing in the California School Directory available at <https://www.cde.ca.gov/SchoolDirectory/> or Directory of California Community Colleges and Community College Districts available at <https://www.cccco.edu/Students/Find-a-College/Community-College-Districts>.

### Contractor Doing Business As (DBA): Insert the DBA name, if applicable. Do not use DBA where legal name is requested.

### Headquartered County: Select the county where the contractor’s headquarters is located from the drop-down menu.

The Headquartered County is the county where (1) contractors have provided preschool services and family literacy services, if applicable, in the service delivery area, as defined in 5 *CCR* Section 17700(bf), for at least three years or (2) where contractors have their primary administrative office. The primary administrative office is the office that houses the executive officer/s, fiscal officer/s, and other centralized support services.

### Vendor Number: Insert the CDE-assigned four or five-character vendor number.

### Executive Director Name: Insert the name of the person listed in the Child Data Management Information System (CDMIS) as the contractor’s “Executive Director.” This should be the contractor’s head executive (i.e., executive director, superintendent, chancellor, or president). To access CDMIS, visit <https://www4.cde.ca.gov/cdmis/default.aspx>.

**Note:**The executive director's information must match the information in the CDMIS. To update information in the CDMIS, refer to the instructions under “CDMIS Agency Information Certification” in the Required Attachments section of this document.

### Executive Director Telephone Number: Insert the telephone number for the executive director.

### Executive Director Email Address: Insert the email address for the executive director.

### Legal Business Address: Insert the contractor’s legal business address.

For non-public agencies, this address must match the address filed with the California Secretary of State. For LEAs, this address must match the address appearing in the California School Directory or Directory of California Community Colleges and Community College Districts.

**Note:**CDMIS must show the legal business address. To update information in the CDMIS, refer to the instructions under “CDMIS Agency Information Certification” in the Required Attachments section of this document.

### City: Insert the city of the contractor’s legal business address.

### Zip Code: Insert the zip code of the contractor’s legal business address.

### Mailing Address: Insert the contractor’s mailing address if it is different from the legal business address.

### City: Insert the city of the contractor’s mailing address if it is different from the legal business address.

### Zip Code: Insert the zip code of the contractor’s mailing address if it is different from the legal business address.

### Contact Name: Insert the name of the contact person completing the application.

### Contact Title: Insert the title of the contact person completing the application.

### Contact Phone Number: Insert the phone number of the contact person completing the application.

### Contact Email Address: Insert the email address for the contact person completing the application.

## Section II, Part I – Contract and Program Types

Check all applicable boxes to indicate the contract and program type(s) the contractor intends to administer in FY 2025–26. By checking the boxes, the contractor agrees, if approved for continued funding, to continue implementing the preschool services, and family literacy services if applicable, with funds provided by the CDE in accordance with all applicable federal and state terms and conditions.

### Contract Type: Select the type(s) of contract(s) the contractor currently holds (CSPP and, if applicable, CPKS).

### Does the CSPP operate a Family Childcare Home Education Network (FCCHEN)? Select Yes or No.

### Does the CSPP operate any sites on Tribal reservations or Tribal Trust Lands? Select Yes or No. If yes, please indicate the name(s) of the Tribe(s) and Tribal affiliated sites.

### Program Type: Select the type(s) of program(s) operated: (1) Full-Day/Full-Year, (2) Part-Day/Part-Year, (3) Full-Day/Part-Year, and/or (4) Part-Day/Full-Year.

California *Education Code* (*EC*) Section 8207 states:

(b) A part-day California state preschool program shall operate for a minimum of (1) three hours per day, excluding time for home-to-school transportation, and (2) a minimum of 175 days per year, unless the contract specifies a lower number of days of operation.

(c) A full-day California state preschool program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation.

If you have questions about which program type(s) apply to your contract, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office consultant using the directory at: <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

**Required Document:** A completed program calendar (EED 9730) form is required. If the contractor operates both a full-day and a part-day program, a separate program calendar (EED 9730) must be submitted for each. This form is available on the CDE CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp>.

## Section II, Part II – Projected Enrollment

Insert the number of subsidized children your agency expects to enroll in FY 2025–26. This number should be your best projection of the number of children who will be enrolled in CSPP in the contract year. The “Number of Children” counts may be used to assist with determining and monitoring compliance with a contractor’s 5 percent set aside count for children with exceptional needs, pursuant to *EC* sections 8208(c)(1)(B) and (d)(2)(A)(ii).

**How many counties does your agency operate in?** Insert the number of counties served and provide the information listed below for each applicable county:

**County Name:** Insert the name of the county in which CSPP services are provided.

**Number of Children to be Enrolled in Part-Day CSPP in the County:** Insert the projected number of subsidized children to be enrolled in part-day CSPP in this county.

**Number of Children to be Enrolled in Full-Day CSPP in the County:** Insert the projected number of subsidized children to be enrolled in full-day CSPP in this county.

**Number of Children to be Enrolled in the County:** Insert the projected total number of subsidized children to be enrolled in this county.

**Total Number of CSPP Children to be Enrolled:** Insert the projected total number of subsidized children to be enrolled for the entire contract, inclusive of all counties.

If you have questions regarding your projected enrollment, please contact your assigned EED, PQI office consultant.

## Section III – Contractor’s Officers and Board of Directors Information

### Does the contractor have a Board of Directors? Select Yes or No as applicable.

### If no, please explain the entity type and the governance structure, including the number of owners and any partnerships.

If the contractor does not have a Board of Directors, provide an explanation in the space provided indicating the type of entity (i.e., sole proprietorship, partnership, joint powers authority, etc.) and the governance structure, including the number of owners or partnerships.

### List all officers and board members/governing individuals (i.e., owner, director, etc.)

Complete contact information for each of the current year’s officers and board of directors or governing individuals. Enter each person’s name, title, telephone number, mailing address, and email address. Attach additional sheets if necessary.

### Have any of the listed officers, board members, owners or other governing individuals ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

Select Yes or No as applicable. If yes, list on a separate page the officer/s, board member/s, owner/s or other governing individual/s to which this applies and include the former agency(ies) with which the individual(s) was or were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment.

## Section IV – Program Narrative

* 1. Select the “No Changes” box to indicate the CSPP contractor **does not** have programmatic or minimum days of operation (MDO) changes if applicable.
	2. If the CSPP contractor **does** have programmatic **and/or** MDO changes, check the appropriate box/boxes to indicate a programmatic change **and/or** MDO change.

**Required Document:** Contractors with changes must complete and submit form EED-3704A. This form is available on the CDE CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp>.

## Section V – Subcontract Certification

For purposes of this CFA, subcontractor refers to an agency, other than lead contracted agency, who provides CSPP services in accordance with the provisions contained in Chapter 18.5 of 5 *CCR* and the CT&C through an agreement with the lead contracted agency.

All subcontracts require prior approval by the EED.

To propose a new subcontract, or to propose a change to an existing subcontract, please contact your assigned EED, PQI office consultant.

Indicate whether the contractor operates with or without the use of subcontractors.

1. Select “No Subcontractors” if the CSPP contractor operates **without** the use of a subcontractor.
2. Select “Subcontractors” if the CSPP contractor **does** have subcontractors and intends to continue to operate using subcontractors previously approved by EED.

Subcontracts for CSPP services will be audited in accordance with the CDE Audit Guide available at <https://www.cde.ca.gov/fg/au/pm/>, and must be reported with the CSPP contractor’s annual financial and compliance audit.

**Required Document:** Contractors who subcontract CSPP services must complete and submit form EED-3704B. This form is available on the CDE CFA web page at https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp.

## Section VI – Contractor Certification

The contractor’s authorized representative reviews the assertions set forth in the contractor certification and certifies they have read and understand the contents thereof, including the staffing requirements applicable to this contract, and that they are authorized to execute the CFA, have supervisory authority over the CSPP, and CPKS if applicable, have actual knowledge of the information in the application, and further certifies that the information in the application is true and correct.

CSPP contractors are required to review and update all information in the CDMIS and certify under penalty of perjury that information in CDMIS is complete and accurate as of the certification date. This includes the legal name of the contractor and contact information for the executive director and program directors, location of offices, location of sites and/or providers, license number, licensed capacity of facility sites and/or family childcare home providers who serve children through a CSPP Family Childcare Home Education Network (FCCHEN), and the number of children enrolled.

The authorized representative agrees that by signing the CFA they are agreeing to renew the CSPP contract, and CPKS contract if applicable, under the terms and conditions that will be applicable to FY 2025–26 and that such contract will be in effect as of July 1, 2025, unless the CSPP contractor submits written notice of rejection of the contract to the CDE on or before June 30, 2025.

Contractors that wish to reject the terms of the FY 2025–26 CSPP and/or CPKS contract must provide the CDE with written notice that the terms of the contract(s) are rejected by emailing EarlyEducationContracts@cde.ca.gov on or before June 30, 2025. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP and/or CPKS contract are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2025–26. Contractors cannot reject their CSPP contract and still receive funding under a CPKS contract since CPKS funding is tied to having a CSPP contract. If no notice of rejection is sent to the CDE and the CFA is approved, the contract will be automatically renewed, and no further action will be required from the contractor.

### Printed Name of the Contractor’s Authorized Representative: Print the name of the contractor’s authorized representative.

### Title of the Contractor’s Authorized Representative: Print the title of the contractor’s authorized representative.

**Signature of the Contractor’s Authorized Representative:** This form must be completed and signed by the contractor’s authorized representative. To digitally sign the form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed and physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application, signatures must be signed in blue ink.The authorized representative is the person(s) who has been delegated the authority to sign contractual documents on behalf of the agency.

### Date of Signature: Insert the date of signature.

## Section VII: Continued Funding Application Checklist

Make the appropriate selections to identify your entity type:

1. **Is the contractor a public or non-public agency?**

The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. A charter school is also a public agency. Any agency that does not meet these criteria is considered a **non-public agency**.

1. **Is the contractor a community college or community college district in California?**

Community colleges and community college districts appear in the California Community Colleges Chancellor’s Office directory available at https://www.cccco.edu/Students/Find-a-College/Community-College-Districts.

1. **Is the contractor an LEA?**

LEAs include school districts, COEs, and direct-funded charter schools. LEAs appear in the California School Directory available at <https://www.cde.ca.gov/SchoolDirectory/>.

### Review your CFA packet carefully and complete the CFA checklist.

Check the box next to each CFA section and each required attachment, as applicable, to confirm the document is complete, includes required signatures, and is included in the CFA packet.

If submitting the completed CFA by US mail, please insert each required attachment in the order indicated after the CFA.

If submitting the completed CFA by email, please attach each completed form to an email and send the email to CFA@cde.ca.gov.

Include the following message in the body of your email:

“I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name].”

**Your application will be incomplete without this email certification.**

## Required Attachments

Download, complete, and save all required supporting documents. These forms must be submitted as part of the application package. Attachments are located on the CDE CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp>.

Complete all fields including any required signatures. To digitally sign a form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application, signatures must be signed in blue ink.

## Fiscal Year 2025–26 Program Calendar (Form EED-9730)

The CSPP Program Calendar (Form EED-9730) is required for all contractors. **If the contractor operates both a full-day and a part-day program, a separate Program Calendar (Form EED 9730)** **must be submitted for each.**

Instructions:

1. Download Form EED-9730 from the CDE CFA web page.
2. At the top of the form, insert the name of the CSPP contractor, vendor number, headquartered county, and contract type(s). County and contract type(s) are selected from a drop-down menu.
3. Check the box on each date that the program operates during the FY 2025–26 contract period. Leave the box unchecked if the program does not operate that day. You may navigate and select dates using your cursor or using the Tab button and Spacebar on your keyboard. The total days of operation will auto-populate for each month. Total days of operation for the FY 2025–26 contract period will auto-populate at the bottom of the page. Please verify accuracy before submitting.
4. Save the completed calendar(s) and submit with the CFA packet.

## California Civil Rights Laws Certification (Form CO-005)

Contracts in the amount of $100,000 or more must certify compliance with the California Civil Rights Laws and Employer Discriminatory Policies.

**Proposer/Bidder Firm Name (Printed):** Insert the contractor’s legal name.

**Federal ID Number:** Insert the agency’s Federal Tax Identification Number. The Federal Tax Identification number is a unique nine-digit number assigned by the Internal Revenue Service (IRS). It can be found in your agency’s tax records or by contacting the IRS.

**By (Authorized Signature):** Provide the signature of the contractor’s authorized agent.

**Printed Name and Title of Person Signing:** Insert the name and title of the contractor’s authorized agent.

**Date Executed:** Insert the date of form completion.

**Executed in the County and State of:** Insert the county and state in which the form was completed.

## Contractor Certification Clauses (Form CCC)

The contractor’s authorized agent must certify under penalty of perjury that they are duly authorized to legally bind their agency to the clauses listed within the Contractor Certification Clauses (CCC).

**Contractor/Bidder Firm Name (Printed):** Insert the agency’s name.

**Federal ID Number:** Insert the agency’s Federal Tax Identification Number. The Federal Tax Identification number is a unique nine-digit number assigned by the Internal Revenue Service (IRS). It can be found in your agency’s tax records or by contacting the IRS.

**By (Authorized Signature):** Provide the signature of the authorized agent.

**Printed Name and Title of Person Signing:** Insert the name and title of the contractor’s authorized agent.

**Date Executed:** Insert date of completion.

**Executed in the County of:** Insert the county in which the form was completed.

## Federal Certification (Form CO.8)

All contractors must complete and sign the Federal Certification to attest that they will comply with certification requirements regarding lobbying, debarment, suspension, and other workplace requirements.

**Place of Performance (Street address, city, county, state, zip code):** Insert the address(es) of the agency’s CSPP site(s), and the agency headquarter address, if different.

**Contractor Name:** Insert the agency’s name.

**Vendor ID Number:** Insert the CDE-assigned four or five-character vendor number for the contractor.

**Printed Name and Title of Authorized Representative:** Insert the name and title of the agency’s authorized representative.

**Signature:** Provide the signature of the agency’s authorized representative.

**Date:** Insert date of form completion.

## Child Data Management Information System Agency Information Certification

The information in the CDMIS **becomes part of the agency’s contract**, therefore complete and accurate information is critical to the maintenance of your agency’s CSPP contract. Incomplete or inaccurate information in the CDMIS can result in an audit finding at the state level and a finding of noncompliance for your agency. Maintenance of complete and accurate information in the CDMIS is the contractor’s responsibility. All contractors must follow the directions below to complete CDMIS certification.

There are two types of user access levels in the CDMIS: Super Users and Regular Users. An agency's super user is usually the program director. Only **Super Users** can access the Update Agency Information function within the CDMIS.

To review the information and submit changes, log on to the CDMIS at <https://www4.cde.ca.gov/cdmis/default.aspx>. From the CDMIS Home, select the "User Settings" tab and select the "Update Agency Information" option from the drop-down menu. Review all the information in the sections below, making changes as necessary. Detailed instructions for updating this information can be found within the CDMIS. A checklist has been provided below for your review.

* **Add/Edit Executive Director Information:** Update Executive Director’s name, phone number, fax number, and email address, as needed.
* **Add/Edit Program Director Information:** Update the existing Program Director information, as needed; add new Program Directors, as needed; assign the Program Director(s) to the contract(s) they are responsible for, as needed; change Program Director contract assignments, as needed; and delete Program Directors who are no longer assigned to a contract or no longer with the agency, as needed.
* **Add/Edit FCCHEN Information:** This section only applies to CSPP contractors that provide CSPP services through a FCCHEN. Update information related to services provided in family child care homes through the contractor's CSPP contract(s) as needed to reflect services as of the date of the CDMIS updates.
* **Add/Edit Sites/Offices:** Update, add, or delete sites/offices with the physical address of the site/office as needed. Do not use post office boxes or mailing addresses. Update the Site Supervisor’s first and last name as needed.
* **Update the Site License Information:** For licensed facilities, the site name and physical address should match the name and address on the license issued by the California Department of Social Services, Community Childcare Licensing Division. Update the site(s) license information as needed.
* **Update the Number of Children Served:** Update the Number of Children Servedas neededto reflect services by contract at the site(s) as of the date of the CDMIS updates.
* **Print the Agency Information Certification Form:** After all the information has been reviewed and all changes have been submitted, generate the Agency Information Certification form.
	+ To generate this form, navigate to the bottom of the CDMIS Update Agency Informationweb page and select the **Generate Certification form**button.
	+ When the form is generated, print it using the browser's print function. The CSPP contractor’s authorized CDMIS representative must sign the form. The signed form must be returned with the CFA. Applications **will be considered incomplete** without completing either the **CDMIS Certification of CSPP Contractor Information** **web page** or the **Agency Information Certification form.**

All changes submitted (adds, updates, or deletes) will remain pending until the CSPP contractor's assigned EED, PQI office consultant reviews and approves, or denies the changes.

**Ongoing Updates:** In addition to this annual review of information as part of the CFA process, CSPP contractors are required to submit changes to Executive Director Information, Program Director Information, and Site/Office information (site name, physical address, and license information only) as changes occur. The number of children served by contract and age group at each site/office only needs to be updated once a year during the CFA process.

**Note:** The CSPP contractor's legal name and mailing address cannot be changed through the certification process. For information on how to change your agency’s legal name or headquarters mailing address, contact your assigned EED, PQI office consultant .

For any other questions about submitting changes within the **Update Agency Information**section of the CDMIS website, please contact CDMIS staff at CDMIS@cde.ca.gov.

## Payee Data Record (Form STD. 204)

All non-public agencies are required to complete the Payee Data Record (Form STD.204). The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, charter school, or federal agency. Any CSPP contractor that does not meet these criteria is considered a **non-public agency**.

1. Read and follow the detailed instructions provided on the front and back of the form to complete sections 1 through 5.
2. The following information must be entered in Section 6:

State Agency: California Department of Education

Unit/Section: Early Education Division

Mailing Address: 1430 N Street, Suite 3410, Sacramento, CA 95814-5901

Fax: 912-323-6853

Telephone: 916-322-6233

Email: CFA@cde.ca.gov

1. The form must be signed by the contractor’s authorized representative. To digitally sign the form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application by US mail, signatures must be signed in blue ink.

## Payee Data Record Supplement (Form STD. 205)

Non-public agencies must download and complete the Payee Data Record Supplement form (Form STD. 205) only if the agency’s payment address is different from the mailing address provided on the Payee Data Record form (Form STD. 204).

1. Read and follow the detailed instructions provided on the front and back of the form.
2. Complete the Payee Information Section (must match form STD. 204), Additional Remittance Address Section, and if applicable, Additional Contact Information Section.
3. The form must be signed by the contractor’s authorized representative. To digitally sign the form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed, physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application by mail, signatures must be signed in blue ink.

## Secretary of State Certification or Search Results

Non-public agencies required to register with the Secretary of State (SOS) must have an **active** status. The entity name and address provided on the STD. 204 form andSection I of the CFA must match the name and address filed with the SOS. Contact your assigned EED, PQI office consultant immediately if your agency status is inactive.

**Include SOS verification of your agency’s status or SOS search results with your agency’s CFA packet. To verify your agency’s status:**

1. Access the California Business Search on the Secretary of State web page at <https://bizfileonline.sos.ca.gov/search/business>.
2. In the search bar, insert entity name or number; if entering the number of a corporation, the number must begin with the letter C.
3. Below the search bar, you may expand the advanced search filter options by selecting “Advanced” and enter any desired filters such as entity type or status.
4. Select Search.
5. Search results will appear below. Select the entity name.
6. Entity details will appear on the right-hand side of the page. Verify the status is active.
7. Verify that the entity name and address match Section I of the application and the STD. 204 form.
8. Press the ***Print Screen*** key on your keyboard. This will capture an image of your screen and copy it to the clipboard.
9. Create a blank document in Microsoft Word and select paste to paste the image into the document.
10. Save the Word document. Include the document in your email submission or, if submitting by US mail, print a copy to include with your CFA submission.

## Verification of Local Educational Agency Name and Address

Please provide verification of your agency’s legal name and address from one of the following websites. This information must match the information submitted in the application. To search, select the corresponding link below.

1. **California Community Colleges or Community Colleges Districts:**
	1. Access the California Community College Chancellor’s web page at <https://www.cccco.edu/Students/Find-a-College/Community-College-Districts>.
	2. Select the letter that your college or district starts with.
	3. Navigate to the college or district.
	4. Press the **Print Screen** key on your keyboard. This will capture an image of your screenand copy it to the clipboard.
	5. Create a blank document in Microsoft Word and select paste to paste the image into the document.
	6. Save the Word document. Include the document in your email submission or, if submitting by US mail, print a physical copy to include with your CFA submission.
2. **School Districts, COEs, and Charter Schools:**
	1. Access the California School Directory web page at <https://www.cde.ca.gov/SchoolDirectory/>.
	2. Select the Advanced Search button.
	3. Search Type – select the circle next to Districts and County Offices.
	4. County – select your county.
	5. District – select your district or county office.
	6. Select the Search button.
	7. Right-click your computer mouse and select print from the drop-down menu. Under printer options, choose PDF. Under pages, select the current page only. Select print, then save the PDF document on your computer. Include the document in your email submission or, if submitting by US mail, print a physical copy to include with your CFA submission.

## Program Narrative Change (Form EED-3704A)

Only CSPP contractors who have identified that they have program and/or calendar changes in Section IV of the CFA must complete this form.

**Contractor Legal Name:** Enter the contractor’s full legal name. Do not use acronyms or site names.

**Vendor Number:** Enter the CDE-assigned four or five-character vendor number for the contractor.

**County:** Enter the contractor’s headquartered county.

**Program Type:** Select the program type from the drop-down list.

**Change Type:** Check the appropriate box/boxes to indicate a programmatic change and/or MDO change.

1. **If requesting an MDO change, what is the program’s current MDO?**

Insert the contractor’s current MDO. This can be found in the agency’s CSPP contract and in CDMIS. If not requesting an MDO change, indicate ‘Not applicable.’

1. **If requesting a programmatic change, how is the program currently operating without the requested change?**

Explain how the program currently provides services to children and families.

1. **Describe and justify the proposed change(s) including how services to children and families will be impacted if the change(s) is(are) implemented.**

Insert a description of the proposed change(s) and explain how services will be impacted if the change is implemented.

### Name of Authorized Representative: Print the name of the contractor’s authorized representative.

### Title of Authorized Representative: Print the title of the contractor’s authorized representative.

**Signature of Authorized Representative:** This form must be completed and signed by the contractor’s authorized representative. To digitally sign the form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed and physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application, signatures must be signed in blue ink.The authorized representative is the person/s who has been delegated the authority to sign contractual documents on behalf of the agency.

### Date of Signature: Insert the date of signature.

## Subcontract Certification (Form EED-3704B):

This form is only required for CSPP contractors who identified in Section V part B of the CFA that they intend to continue to operate using subcontractors previously approved by EED.

**Contractor Name:** Enter the contractor’s full legal name.

**Vendor Number:** Enter the CDE-assigned four or five-character vendor number for the contractor.

**County:** Enter the contractor’s headquartered county.

**Contract Type:** Select the contract type from the drop-down list.

**Current CSPP Contract Maximum Reimbursement Amount (MRA):** Insert the MRA dollar amount. This can be found in the contractor’s existing contract.

**Subcontracted MRA Percentage:** Insert the percentage. The percentage can be determined by dividing the total amount subcontracted by the current CSPP contract MRA.

**Subcontractor Legal Name:** Insert the legal name of the entity that you subcontracted with.

**Does this subcontractor also contract with the EED?** Select “Yes” if the entity to which you subcontract your CSPP services also has a current EED contract to provide state-subsidized CSPP services. Select “No” if your subcontractor does not have a CSPP contract.

**Has your agency’s subcontract with this subcontractor already been approved by EED?**

Select “Yes” if you have received written approval of the subcontract from your assigned EED, PQI office consultant.

If you have not received such approval, select “No” and do not include them on this form. Only previously approved subcontractors should be included for recertification on the CFA. For further instructions, contact your assigned EED, PQI office consultant using the directory at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

**Site Information and percentage of the CSPP Contract MRA Subcontracted:**

Provide the following information for the site(s) where subcontracted services will be delivered: site name, site address, the county(ies) where services will be provided, and the percentage of MRA subcontracted.

Subcontracts for CSPP services will be audited in accordance with the CDE Audit Guide available at <https://www.cde.ca.gov/fg/au/pm/>, and must be reported with the CSPP contractor’s annual audit.

### Certification Signature:

This form must be completed and signed by the contractor’s authorized representative. By signing this certification, the authorized representative certifies that all applicable state and federal rules and regulations with respect to the subcontracting of contract funds will be observed, the information contained in the form is correct and, and that all records related to subcontracting will be retained as required by applicable law.

To digitally sign the form, select the signature field and follow the on-screen instructions. Alternatively, the form can be printed and physically signed, scanned, and emailed to CFA@cde.ca.gov. If submitting a physical copy of the application, signatures must be signed in blue ink.The authorized representative is the person/s who has been delegated the authority to sign contractual documents on behalf of the agency.

If the contractor has more than two subcontractors, or needs additional space to list all sites, attach additional copies as necessary.

## Authorizing Board Resolution or Meeting Minutes

**The CFA and all required supporting documents must be signed by a person with the legal authority to contractually bind the agency, or the contractor's "authorized representative." See details below.**

**Public Agencies:**

If the contractor is a county, city, school district, or other public body, the CFA must be accompanied by one of the following documents from the governing body authorizing execution of the agreement and identifying by name the individual(s) authorized to sign the CFA and related contract documents on behalf of the agency:

* Board Resolution; or
* Board Minutes; or
* Board Policy.

For County Offices of Education, a resolution is not required only if the County Superintendent signs the CFA and all related contract documents. If anyone else signs, a board resolution or minutes authorizing delegation of signature authority is required.

**Non-Public Agencies:**

Non-public agencies should follow their agency’s bylaws and legal requirements pertaining to authorizing contracts on behalf of the agency. Generally, the Executive Director, Owner, or President are the authorized signers. If an individual with a different title than above signs the CFA and related contract documents, provide one of the following indicating the signee has the authority to enter into and sign contractual agreements:

* Letter on company letterhead; or
* Board Resolution; or
* Board Minutes

Please refer to the template resolution provided on the CDE CFA web page for the information required in the resolution. Agencies may either complete this template or provide an equivalent resolution in their own format.

## Application for License Exemption

LEAs operating a CSPP may apply to be exempt from licensure pursuant to *Health and Safety Code* Section 1596.792(o) by completing the Application for License Exemption. For each classroom the contractor requests to be license exempt, list the following: (1) Classroom Name or Number, (2) Facility/Site Name, (3) Facility/Site Address.

For initial exemption requests, submit this form, a copy of the current Facility Inspection Report (FIT), the Office of State Architect Certification, and any required attachments as requested by the CDE by email to CSPPExempt@cde.ca.gov. For renewal of exemption requests, submit annually as part of the Continued Funding Application (CFA).

Contractors may not operate as license-exempt until notified by the CDE that this request has been approved.