

**Fiscal Year 2025–26 Continued Funding Application**  
**DUE DATE: 5:00p.m. November 1, 2024**

Contractors holding a current California State Preschool Program (CSPP) contract, and if applicable a Prekindergarten and Family Literacy Support (CPKS) contract, who wish to be considered for continued funding for fiscal year (FY) 2025–26 must complete this application for continued funding. The FY 2025–26 CFA Overview and Instructions may be accessed on the California Department of Education (CDE) CFA web page located at <https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp>. Contractors are strongly encouraged to review the CFA Overview and Instructions before and after completion of the CFA and associated documents to confirm that the application and forms submitted for their agency have been completed in accordance with all applicable instructions.

Current contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP and CPKS services for FY 2025–26. Contracts will be automatically renewed in accordance with all applicable federal and state laws and Contract Terms and Conditions (CT&Cs). By signing this CFA, the contractor is indicating that it wishes to automatically renew its contract(s) for FY 2025–26 and accepts all of the terms and conditions of the 2025–26 CSPP contract, and if applicable the 2025–26 CPKS contract, which will be provided to the contractor no later than June 1, 2025.

Upon receipt of this CFA, the CDE will review the application and may contact your agency seeking additional information. If the CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2025–26 may be delayed.

Please also note that contractors have no vested right to a subsequent contract. Completion of this CFA does not guarantee a renewal of funding. If the CDE determines your agency will not be renewed for a subsequent contract year, you will be notified in writing no later than April 7, 2025, pursuant to the *California Code of Regulations*, Title 5 (5 CCR) Section 17828.

Contractors that wish to reject the terms of the FY 2025–26 CSPP and/or CPKS contract must provide the CDE with a written notice that the terms of the contract(s) are rejected by sending an email to [EarlyEducationContracts@cde.ca.gov](mailto: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 no notice is sent to the CDE, the contract will be automatically renewed, and no further action will be required from the contractor.

If a contractor wishes to terminate the contract for any reason during the FY 2025–26 contract term, the contractor shall notify the CDE of its intent to terminate the contract at least 90 calendar days in advance of contract termination and shall follow 5 CCR 17795.

If you have any questions regarding the CFA, please contact the CFA team by sending an email to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov).

<b>Section I – Contractor Information</b>	
Contractor Legal Name:	
Contractor “Doing Business As” (DBA):	
Headquartered County:	
Vendor Number:	
Executive Director Name:	
Executive Director Telephone Number:	
Executive Director Email Address:	
Legal Business Address:	
City:	
Zip Code:	
Mailing Address:	
City:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Telephone Number:	
Contact Email Address:	

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**Section II, Part I – Contract and Program Type**

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2025–26. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

**Contract Type** *(select all that apply)*

CSPP

CPKS

**Does the CSPP operate a Family Childcare Home Education Network?**

Yes

No

**Does the CSPP operate any sites on Tribal reservations or Tribal Trust Lands?**

Yes

No

If yes, please indicate the name(s) of the Tribe(s) and each Tribal affiliated site:

**Program Type** *(select all that apply)*

Full-Day/Full-Year

Part-Day/Part-Year

Full-Day/Part-Year

Part-Day/Full-Year

**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.

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<b>Section II, Part II – Projected Enrollment</b>
Insert the number of subsidized children your agency expects to enroll with the CSPP contract for each county services are provided, as applicable.
How many counties does your agency operate in?
1. County Name: Number of Children to be Enrolled in Part-Day CSPP in the County: Number of Children to be Enrolled in Full-Day CSPP in the County: Total Number of Children to be Enrolled in the County:
2. County Name: Number of Children to be Enrolled in Part-Day CSPP in the County: Number of Children to be Enrolled in Full-Day CSPP in the County: Total Number of Children to be Enrolled in the County:
3. County Name: Number of Children to be Enrolled in Part-Day CSPP in the County: Number of Children to be Enrolled in Full-Day CSPP in the County: Total Number of Children to be Enrolled in the County:
Total Number of CSPP Children to be Enrolled:

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<b>Section III – Contractor’s Officers and Board of Directors Information</b>				
Does the contractor have a board of directors?		Yes	No	
If no, please explain the entity type and the governance structure, including the number of owners and partnerships.				
List all officers and board members/governing individuals (i.e., owner, director, etc.). Attach additional sheets as necessary.				
Name	Title	Telephone Number	Mailing Address	Email Address
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?				
Yes		No		
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/were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment.				

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**Section IV – Program Narrative**

A. Please select the box below if the contractor **does not** have program **or** minimum days of operation (MDO) changes.

No changes

B. If the contractor **does** have program and/or MDO changes, please select the type(s) of change(s) and complete the Program Narrative Change (EED-3704A).

Program change

MDO change

**NOTE:** Making changes to the MDO does not change the contract Maximum Reimbursable Amount (MRA).

**REQUIRED DOCUMENT:** Contractors requesting program and/or MDO changes must also submit a completed Program Narrative Change (EED-3704A).

**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 the California Code of Regulations, Title 5 (5 CCR) and the Contract Terms and Conditions (CT&C) through an agreement with the lead contracted agency.

A. Please select the box below if the contractor does not have subcontractors.

No subcontractors

B. Please select the box below if the contractor does have subcontractors and intends to continue to operate using the subcontractors previously approved by EED.

Subcontractors

**REQUIRED DOCUMENT:** Contractors who subcontract CSPP services must also submit a completed Subcontract Certification Form (EED-3704B).

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### Section VI – Contractor Certification

Under penalty of perjury, I certify the following statements as true and correct to the best of my knowledge:

- I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All staff employed by the contractor for the provision of preschool services are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Education Division.
- I am authorized by the contractor's Board of Directors or other governing authority to execute this CFA, signifying their intent to automatically renew the current CSPP contract, and CPKS contract if applicable, for FY 2025–26, under new terms and conditions to be established by the CDE, unless rejected in writing prior to the effective date of the new contract(s) on June 30, 2025.
- On behalf of the contractor and its governing authority, I understand that some information requested in this CFA is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used, reviewed, or considered by the CDE until after the contract has expired, if ever. Therefore, the contractor further understands that the information (and any underlying transactions) disclosed by this CFA shall not be considered properly noticed to the CDE, nor approved, accepted, or authorized by the CDE, even if the contractor's request for continued funding by the CDE is subsequently approved.
- The governing board members or persons with governing authority have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- As the signer of this CFA, I have supervisory authority over the CSPP and have knowledge of the information provided in this CFA. I am familiar with and will ensure that the contractor complies with all applicable program statutes and regulations in effect for FY 2025–26, including but not limited to:
  - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 CCR. I certify that any contractual arrangement(s) with subcontractors are made in adherence to the required subcontract provisions contained in the *California Education Code (EC)*, 5 CCR, and the CT&C. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term and that the contractor is ultimately responsible for the actions of any subcontractor.
  - Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in Education Code.
  - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount

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- and other provisions in 5 CCR, and accounting and reporting requirements in 5 CCR.
- Operational and programmatic requirements.
- Personnel requirements as stipulated in Education Code, 5 CCR, and the CT&C.
- As the authorized representative of the CSPP contractor named in this application, I certify that:
  - I have reviewed all information for my agency and, to the best of my knowledge, the information on the CDMIS website reflects accurate information for my agency as of the date this certification is signed.
  - I understand my obligation as a CSPP contractor to ensure the accuracy of information in CDMIS on an ongoing basis and will update the information in CDMIS as needed throughout the contract period.

By signing this CFA, the contractor is indicating that it wishes to automatically renew the current contract for FY 2025–26 and, if approved, is willing to, and does accept, all terms and conditions of the CSPP contract, which will be provided to the contractor no later than June 1, 2025.

The contractor may reject the FY 2025–26 contract by providing the CDE with a written notice of rejection no later than June 30, 2025. Contractors that wish to reject the terms of the FY 2025–26 contract must provide written notice that the terms of the contract are rejected by sending an email to [EarlyEducationContracts@cde.ca.gov](mailto: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 contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2025–26. I understand that failure to timely reject the terms of the contract means that the contract may be automatically renewed for FY 2025-26 starting on July 1, 2025.

As the authorized representative of the contractor named in this application, I certify that I have reviewed all the information provided in this application, and in all accompanying forms, and I hereby attest that the information provided is true and correct to the best of my knowledge as of the date this certification is signed.

<b>Printed Name of the Contractor's Authorized Representative:</b>	
<b>Title of the Contractor's Authorized Representative:</b>	
<b>Signature of the Contractor's Authorized Representative:</b>	
<b>Date of Signature:</b>	



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Section VII – Continued Funding Application Checklist	
<p>1. Is the contractor a public or non-public agency?</p> <p><i>The State Administrative Manual defines a <b>public agency</b> 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 <b>non-public agency</b>.</i></p> <p style="text-align: center;">Public Agency                  Non-Public Agency</p>	
<p>2. Is the contractor a community college or community college district in California?</p> <p style="text-align: center;">Yes                                  No</p>	
<p>3. Is the contractor a local educational agency (LEA)?</p> <p style="text-align: center;">Yes                                  No</p>	
<p>Please review your CFA package carefully before submission. Check the boxes below to confirm that each CFA section is complete, and each applicable required attachment is included in the CFA package. Forms for attachment are located on the CDE CFA web page located at <a href="https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp">https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp</a>.</p>	
CFA Section	Check Box
Section I – Contractor Information	
Section II – Contract and Program Type	
Section III – Contractor’s Officers and Board of Directors Information	
Section IV – Program Narrative	
Section V – Subcontract Certification	
<b>Section VI – Contractor Certification*</b>	
Section VII – CFA Checklist	
<p>All Sections must be included in the CFA package. <b>*Requires signature.</b></p>	

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<b>Required Attachments</b>	<b>Public Agency</b>	<b>Non-Public Agency</b>	<b>Check Box</b>
CSPP Program Calendar(s) (EED 9730)	Yes	Yes	
California Civil Rights Laws Certification (CO-005)	Yes	Yes	
Contractor Certification Clauses (CCC)	Yes	Yes	
Federal Certification (CO.8)	Yes	Yes	
CDMIS Agency Information Certification	Yes	Yes	
State of California, Payee Data Record (STD. 204)	No	Yes	
Payee Data Record Supplement (STD. 205)	No	Required only if payment address differs from mailing address on STD. 204	
Secretary of State certification or search results	No	Yes	
Verification of LEA Name and Address: Information page printed from California School Directory web page or California Community College Chancellor's web page, as applicable	LEAs only	No	
Program Narrative Change (EED 3704A)	Required only if requesting changes	Required only if requesting changes	
Subcontract Certification (EED 3704B)	Required only if subcontracting	Required only if subcontracting	
Authorizing board resolution, policy, or meeting minutes	Yes	As applicable	
Application for License Exemption	Required only from LEAs applying to be exempt from licensure pursuant to <i>Health &amp; Safety Code</i> Section 1596.792(o).	No	