



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1i

Meeting Date: January 19, 2023

Subject: Approve the Continued Funding Application (CFA) for the California State Preschool Program (CSPP) grant funding for fiscal year 2023-24

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve the Continued Funding Application (CFA) for the California State Preschool Program (CSPP) grant funding for fiscal year 2023-24.

Background/Rationale: Grant funding supports Early Learning and Care Department Preschool program.

Financial Considerations: No cost to the district

LCAP Goal(s): Family and Community Engagement; Safe, physically and emotionally healthy learning environment

Documents Attached:

1. CFA Application and Board Resolution form from California Department of Education

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Melissa Sigars, Director</p> <p>Approved by: Jorge A. Aguilar, Superintendent</p>
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Fiscal Year 2023–24 Continued Funding Application
DUE DATE: DECEMBER 9, 2022

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) 2023–24 must complete this application for continued funding. The FY 2023–24 CFA Overview and Instructions may be accessed on the CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2324.asp>.

Upon completion of this CFA, the California Department of Education (CDE) will review the application and may contact your agency seeking additional information. 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 2023–24, as contracts will be automatically renewed in accordance with all applicable federal and state laws as well as all Contract Terms and Conditions (CT&Cs) that will be incorporated into the 2023–24 CSPP contract, and all CPKS CT&Cs, as applicable. By signing this CFA, the contractor is indicating that it wishes to automatically renew its contract(s) for FY 2023–24 and is willing to, and does, accept all of the terms and conditions of the 2023–24 CSPP contract, and if applicable the 2023–24 CPKS contract, which will be provided to the contractor no later than June 1, 2023.

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, 2023, pursuant to the *California Code of Regulations*, Title 5 (5 CCR) Section 17828. Contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP and, if applicable, CPKS services for FY 2023–24, as contracts will be automatically renewed in accordance with all applicable federal and state laws as well as all CSPP and CPKS CT&Cs that will be incorporated into the 2023–24 contract, as applicable. By signing the CFA, the contractor indicates that it wishes to automatically renew the CSPP contract and, if applicable, CPKS contract for FY 2023–24 and is willing to, and does accept, all terms and conditions of the 2023–24 CSPP and CPKS contract, which will be provided to the contractor no later than June 1, 2023.

If the CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2023–24, if approved, may be delayed.

Contractors that wish to reject the terms of the FY 2023–24 CSPP and/or CPKS contract must provide the CDE with a written notice that the terms of the contract(s) are rejected by emailing ChildDevelopmentContracts@cde.ca.gov on or before June 30, 2023. 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 2023–24 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 a contract(s) in effect for FY 2023–24. Note that while contractors who currently receive CPKS funding may reject their 2023–24 CPKS contract, they cannot reject their 2023–24 CSPP contract and still receive funding under a CPKS contract since CPKS funding is tied to having a CSPP contract.

If a contractor wishes to terminate the contract for any reason during the FY 2023–24 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 CCR 17795.

If you have any questions regarding the CFA, please contact CFA@cde.ca.gov.

Section I – Contractor Information	
Contractor Legal Name:	Sacramento City Unified School District
Contractor “Doing Business As” (DBA):	
Headquartered County:	34 Sacramento
Vendor Number:	6743
Executive Director Name:	Jorge A. Aguilar
Executive Director Telephone Number:	916-399-2058
Executive Director Email Address:	JAguiar@scusd.edu
Legal Business Address:	5735 47 th Avenue
City:	Sacramento
Zip Code:	95824
Mailing Address (if different from above):	
City:	
Zip Code:	
Name of Person Completing the CFA:	Sherrell Peterson
Title of Contact Person Completing the CFA:	Child Development Program Technician
Contact Person Telephone Number:	916-643-7853
Contact Person Email Address:	Sherrell-Peterson@scusd.edu

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Section II, Part 1 – Contract and Program Type
Check all applicable boxes indicating the programs the contractor intends to continue to administer for the FY 2023–24. The contractor agrees to continue implementation of these programs with funds provided by the CDE.
Contract Type
<input checked="" type="checkbox"/> CSPP <input checked="" type="checkbox"/> CPKS
Does the CSPP operate a Family Childcare Home Education Network (FCHEEN)?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Type
<input checked="" type="checkbox"/> Full-Day/Full-Year <input checked="" type="checkbox"/> Part-Day/Part-Year <input type="checkbox"/> Full-Day/Part-Year <input type="checkbox"/> Part-Day/Full-Year
Section II, Part 2 – Funded Enrollment
Insert the number of children your agency expects to enroll with the CSPP contract for each county services are provided, as applicable.
1. County Name: Sacramento Number of Children to be Enrolled in Part-Day CSPP in the County: 860 Number of Children to be Enrolled in Full-Day CSPP in the County: 96 Total Number of Children to be Enrolled in the County: 956
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: 956
To request a change to these numbers during the fiscal year, the contractor must submit a Program Narrative Change to request approval from their assigned regional consultant. The new “Number of Children” must also be reported during the Program Self Evaluation survey.

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Section III – Contractor’s Officers and Board of Directors Information				
Does the contractor have a board of directors?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain the entity type and the governance structure (i.e., number of owners and partnership)				
List all officers and board members/governing individuals (i.e., owner, director, etc.) Attach additional sheets as necessary.				
Officer, Board Member, Owner or Governing Individual Name	Title	Telephone Number	Mailing Address	Email Address
Chinua Rhodes	President, Area 5	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Chinua-Rhodes@scusd.edu
Jasjit Singh	2 nd Vice President, Area 2	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Jasjit-Singh@scusd.edu
Jamee Villa	Member, Area 4	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Jamee-villa@scusd.edu
Tara Jeane	Member, Area 1	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Tara-Jeane@scusd.edu
Lavinia Grace Phillips	1 st Vice President, Area 7	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Lavinia-Phillips@scusd.edu
Taylor Kayatta	Member, Area 6	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Taylor-Kayatta@scusd.edu
Liam McGurk	Student Board Member	(916) 643-9314	5735 47 th Avenue Sacramento, CA 95824	Liam-mcgurk-NDE@scusd.edu
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?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

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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 programmatic **or** calendar changes.

No changes

B. Please select all applicable fields below if the contractor **does** have programmatic **or** calendar changes. Programmatic or Minimum Days of Operation (MDO) changes require completion of a form EED 3704A. This form is available on the CFA web page at:

<https://www.cde.ca.gov/sp/cd/ci/cfaforms2324.asp>.

NOTE: Program calendars must be submitted for all CSPP program types ([1] full-day/full-year, [2] part-day/part-year, [3], full-day/part-year, and [4] part-day/full-year, as applicable. Making changes to the MDO does not change the contract Maximum Reimbursable Amount (MRA).

Programmatic change

MDO change

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Section V – Personnel Certification	
The State of California requires any contractor receiving early education and care funding, disbursed by the CDE, to employ fully qualified personnel as stipulated in the Education Code (<i>EC</i>); and the 5 <i>CCR</i> ; and the <i>CT&Cs</i> .	
I certify, as the authorized agent representing this contractor, that 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.	
Signature of the Contractor's Authorized Representative:	
Printed Name and Title of the Contractor's Authorized Representative:	Melissa Sigars, Director III
Date of Signature:	1/10/2023
Authorized Representative's Telephone Number:	916-643-7801
Authorized Representative's Email Address:	Melissa-Sigars@scusd.edu

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Section VI – Subcontract Certification	
<p>A. Please select the box below if the contractor does not have subcontractors, and move to section VII:</p> <p><input checked="" type="checkbox"/> No subcontractors</p>	
<p>B. Please select the box below if the contractor does have subcontractors, and complete the information and sign in the section below. Contractors who subcontract services will need to complete and submit the form EED 3704B. The form is available on the CFA web page at: https://www.cde.ca.gov/sp/cd/ci/cfaforms2324.asp.</p> <p><input type="checkbox"/> Subcontractors</p>	
<p>I certify that the contractual arrangement(s) listed above are made in adherence to the required subcontract provisions contained in the 5 CCR, and the CT&Cs.</p> <p>I understand that signing this certificate does not lessen the legal responsibility for the contract requirements. 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.</p>	
Signature of the Contractor's Authorized Representative:	
Printed Name and Title of the Contractor's Authorized Representative:	Melissa Sigars, Director III
Date of Signature:	1/10/2023
Authorized Representative's Telephone Number:	916-643-7801
Authorized Representative's Email Address:	Melissa-Sigars@scusd.edu

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Section VII – Contractor Certification

Under penalty of perjury, I certify the following:

- 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 2023–24, 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, 2023.
- On behalf of the contractor and its governing authority, the contractor understands 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.
- The signer has supervisory authority over the CSPP, have actual, personal knowledge of the information provided in this CFA, and certify that it is true and correct in all material respects.
- The signer is familiar with and will ensure that the contractor complies with all applicable program statutes and regulations, including but not limited to:
 - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 CCR.
 - 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 EC.
 - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR, and accounting and reporting requirements in 5 CCR.
 - Operational and programmatic requirements.

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Signature of the Contractor's Authorized Representative:	
Printed Name and Title of the Contractor's Authorized Representative:	Melissa Sigars, Director III
Date of Signature:	1/10/2023
Authorized Representative's Telephone Number:	916-643-7801
Authorized Representative's Email Address:	Melissa-Sigars@scusd.edu

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Section VIII Certification of Contractor Information in the CDMIS

CSPP contractors are required to review all information in the Child Development Management Information System (CDMIS) and update any outdated or incorrect information. To review the information and submit changes, log on to the [CDMIS](#).

As the authorized representative of the CSPP contractor listed below, I certify, under penalty of perjury, that I have reviewed all of the information for **<Insert Contractor Legal Name>** and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

- Executive Director/Superintendent information
- Program Director information
- Site and/or Office information including:
 - Associated license or license-exempt information per site
 - Number of children served in assigned contract per site
 - Site Supervisor information
- CSPP FCCHEN provider summary information, if applicable, including:
 - Number of homes
 - Total number of children by age group served in FCCHEN

To the best of my knowledge, the information on the CDMIS website reflects accurate information for **<Insert Contractor Legal Name>** as of the date this certification is signed.

Program Director/Authorized Representative Signature

Date Signed

Melissa Sigars, Director III

Printed Name of Program Director/Authorized Representative

Contractor Name

Vendor #

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00 Select One

Section IX – Required Attachments
All CFA attachments and/or documentation below must be completed, current, and included when submitting the CFA. Attachments A–J are located on the CFA web page at: https://www.cde.ca.gov/sp/cd/ci/cfaforms2324.asp .
A. Fiscal Year 2023–24 Program Calendar (EED-9730)
B. Payee Data Record (STD. 204) (non-public agencies only)
C. Payee Data Record Supplement (STD. 205) (non-public agencies only, as applicable)
D. Secretary of State (non-public agencies only)
E. Verification of Local Educational Agency Name and Address (public agencies only)
F. Program Narrative Change (EED 3704A) (as applicable)
G. Subcontractor Certification (EED 3704B) (as applicable)
H. CSPP License Exemption Self-Certification (as applicable)
I. California Civil Rights Laws Certification (CO-005)
J. Contractor Certification Clauses (CCC)
K. Federal Certification (CO.8)
L. Agency’s board resolution and/or minutes authorizing signature on this document, and a delegation of authority, if applicable (public agencies only)

Contractor Name

Vendor #

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00 Select One

Section X – CFA Checklist			
Section Number	Section Description	Page Number	Check Box
Section I	Contractor Information	3	<input type="checkbox"/>
Section II	Contract and Program Type	4	<input type="checkbox"/>
Section III	Contractor’s Officers and Board of Directors Information	5	<input type="checkbox"/>
Section IV	Program Narrative	6	<input type="checkbox"/>
Section V*	Personnel Certification	7	<input type="checkbox"/>
Section VI*	Subcontract Certification	8	<input type="checkbox"/>
Section VII*	Contractor Certification	9	<input type="checkbox"/>
Section VIII*	Certification of Contractor Information in the CDMIS Database	11	<input type="checkbox"/>
Section IX	Required Attachments	12	<input type="checkbox"/>
Section X	CFA Checklist	13	<input type="checkbox"/>
Attachment I	CSPP Program Calendar(s) (EED-9730)	Insert after page 11	<input type="checkbox"/>
Attachment II	State of California, Payee Data Record (STD. 204) (non-public agencies only)	Insert after page 11	<input type="checkbox"/>
Attachment III	Payee Data Record Supplement (STD. 205) (Non-public agencies only)	Insert after page 11	<input type="checkbox"/>
Attachment IV	Secretary of State certification or search results (non-public agencies only)	Insert after page 11	<input type="checkbox"/>
Attachment V	Verification of Local Educational Agency Name and Address search, as applicable	Insert after page 11	<input type="checkbox"/>
Attachment VI	Program Narrative Change (EED 3704A)	Insert after page 11	<input type="checkbox"/>

SAMPLE OF RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2023–24, the Continuing Funding Application, and all related contract documents.

RESOLUTION

BE IT RESOLVED that the Governing Board of

authorizes that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME

TITLE

SIGNATURE

PASSED AND ADOPTED THIS day of (month, year), by the
Governing Board of
of County, in the State of California.

I, , Clerk of the Governing Board of

 , of , County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)