

Fiscal Year 2021–22

**General Child Care and Development Program
Expansion Funding**

**Request for Applications
Program Overview and Instructions**

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Program Overview

Program Description and Requirements

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) announces the availability of approximately \$207 million General Child Care and Development (CCTR) program funds to provide direct services for eligible children as defined in California Welfare and Institutions Code (WIC) Section 10213.5i) and WIC 10213.5 (l)(2). Priority will be given to applicants providing direct services to children from birth to age three.

There is approximately \$207 million available for private agencies, public agencies, local educational agencies (LEA), Federally Recognized Tribes or Tribal Organizations, other local governments, and Family Child Care Home Education Networks (FCCHEN) to provide full-day/full-year services on or after April 1, 2022. Funding will be allocated by county and within each county, by the Local Planning Council (LPC) priority area.

The intent of this Request for Applications (RFA) is to expand full-day/full-year CCTR services statewide to the greatest extent possible. The RFA funding opportunity is available to (1) existing CCTR contractors, (2) existing contractors that do not have a CCTR contract, or (3) new applicants without a CCDD program contract that are a private agency, public agency, or LEA. These funds are intended to increase the availability of CCTR services to eligible children. The CCTR services should be provided based on the needs of families in the communities served and based on the priorities set forth in law.

As set forth above, funding preference shall be provided to underserved areas as identified by the LPC. The LPC priorities are located on the CCDD Electronic Submission of [LPC Priorities](#).

The CDSS will allocate funding by county, based on a statewide comparison of need and resources. Need is established by data and will be determined by families at or below 85 percent of the state median income by county.

In the event that a county does not fully utilize its allocation, the funding will be redistributed to applicants, based on the LPC priority followed by highest score. The CDSS encourages all eligible applicants to apply.

Statutory and Regulatory Background

California Welfare and Institutions Code (WIC) Section 10213.5(aj) defines “local educational agency” as a school district, a 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 purposes of this RFA.

Contractors under contract with the CDSS to administer the CCTR are required to comply with all laws, regulations, rules, policies, and reporting procedures.

Applicants shall comply with the Child Care and Development Services Act, commencing with WIC section 10207; applicable regulations in Title 5 of the California Code of Regulations (5 CCR),; Child Day Care Facilities Act (Health and Safety Code section 1596.70-1597.622) and Title 22 (22 CCR) regarding child care facility licensing regulations, Child Care and Development Fund (CCDF) regulations at Title 45 of the Code of Federal Regulations (45 CFR) Part 98, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200; 45 CFR Part 75). Applicants shall also follow all requirements in the federal School Accounting Manual as well as the CDSS Audit Guide, both available on the CDSS web page. The CCDD strongly recommends applicants review and understand the statutory and regulatory references cited above prior to completing and submitting an application.

Each applicant shall, as a condition of its agreement with the CDSS, adhere to the Funding Terms and Conditions (FT&C) and Program Requirements (PR). The current [CCTR FT&C](#) and [PR for 2021–22](#) are available on the Child Care and Development website. Applicants shall 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 Guidelines-Requirements](#).

Private Agencies shall also follow requirements per the [CDSS Audit Guidance](#).

Public Agencies shall comply with the applicable sections of the Public Contract Code.

Further information about federal CCDF policies and initiatives can be found at the U.S. [Department of Health & Human Services Office of Child Care](#).

Subcontracting

Applicants are permitted to subcontract in accordance with the WIC, 5 CCR, and FT&C as set forth in the contract. Additionally, all subcontracts are subject to the procurement standards in subpart D of [2 CFR part 200](#). Contracts or subcontracts with multi-employee firms for consulting services are not affected by these procurement standard limitations, provided the contractor or subcontractor rather than the recipient or subrecipient selects, directs and controls individual employees providing consulting services. (2 CFR § 1500.10 (b)). Pursuant to 5 CCR Division 1, Chapter 19, Subchapter 2, Article 2, all subcontracts not otherwise exempt must be approved by the CDSS. If approved, subcontracts are subject to the same provisions as the primary agreement and should therefore contain written reference to the provisions of the primary grant agreement.

Note: Reimbursement of administrative costs for contractors and subcontractors shall be limited as detailed in the FT&C and as required by law (WIC Section 10302). All subcontracts must be included in the budget and the use of subcontracts shall be justified in the budget narrative. If any subcontractor is subcontracted with for a total grant amount of ten thousand dollars (\$10,000), or over, the subcontract must be submitted for approval by the State prior to final execution of the grant and/or reimbursement, and a separate Budget Summary will be required. If the subcontract is less than ten thousand dollars (\$10,000), the State reserves the right to request a copy. Subcontractor expenses shall not exceed 10% of the indirect cost rate allowance.

Family Child Care Home Education Networks

Applicants may apply for CCTR funding to operate via a Family Child Care Home Education Network (FCCHEN). However, the applicant contractor is responsible for administrative, programmatic, and fiscal compliance with the CCTR FT&C and Program Requirements as well as compliance with the laws and regulations pertaining to FCCHENs, including the WIC sections 10250–10252.

A CCTR contractor operating via a FCCHEN must adhere to requirements in the WIC, including but not limited to, Section 10251, which requires FCCHENs to:

- Recruit, enroll, and certify eligible families
- Recruit, train, support, and reimburse licensed family child care home providers
- Collect family fees in accordance with contract requirements
- Assess, according to standards set by the department, the educational quality of the program offered in each family child care home in the network
- Assure that a developmental profile is completed for each child based upon observations of network staff, in consultation with the provider
- Monitor requirements, including quality standards, and conduct periodic assessments of program quality in each family child care home affiliated with the network
- Ensure that basic health and nutrition requirements are met
- Provide data and reporting in accordance with contract requirements

Program Funding

Eligibility

To apply for funding pursuant to the RFA, all agencies, except public entities (e.g., LEAs, Federally Recognized Tribes or Tribal Organizations, other local governments, etc.) must be:

- Registered with the Secretary of State to do business in California, or
- Possess a valid California Business License

An agency is not required to be licensed as a child day care facility in order to apply for funding. However, in order to receive an executed contract, the applicant agency must be:

- Licensed in accordance with the Child Day Care Facilities Act (Health and Safety Code section 1596.70 – 1597.622) and Title 22, Division 12, of the California Code of Regulations;
- Appropriately exempt from child day care facility licensing requirements, which may include but are not limited to:
 - LEAs that are license-exempt pursuant to Health and Safety Code section 1596.792 Military Installations (Department of Defense Child Care License or a letter from the base commander or appropriate military official)
 - Agencies on Federally Recognized Tribal lands that meet the standards set forth by the Tribal Government or meet the requirements of a health and safety environmental survey (i.e. a survey or assessment provided by Indian Health Service or a consulting agency or entity).

If an agency is not exempt from licensing requirements, services to children may not begin until the contractor submits to the CDSS CCDD a copy of its child day care facility license. Federally Recognized Tribes or Tribal Organizations must provide evidence of the most recent facility assessment or survey. If the contractor's program delivery proposal includes a subcontract with another entity (e.g., family childcare home education network provider) to administer and/or provide program services under a CCTR contract, the subcontractor (as defined below) or family childcare home education network provider must meet licensing requirements or provide proof of its license-exempt status pursuant to Health and Safety Code Section 1596.792 at the time the application is submitted or prior to execution of a contract.

Please note that a subcontractor is defined as one of the following:

1. A **Subcontract** meaning a legal instrument used by a recipient for procurement of property and services needed to carry out the project or program. (2 CFR § 176.30 Definitions); or
2. A **Recipient** includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law (2 CFR § 418.105 Definitions).

For all contractors and subcontractors, services to children may not begin until a service contract is fully executed by the CDSS.

Any entity proposing to provide CCTR services through a FCCHEN must adhere to all the administrative and programmatic requirements set forth in this RFA as well as the WIC sections 10250–10252 which are specifically applicable to FCCHENs.

Current contractors are eligible to apply for new or additional funds, except when one or more of the following conditions apply during the RFA cycle:

1. The contractor is on conditional status because of fiscal or programmatic noncompliance as described in 5 CCR sections 18303, 18304, and 18001).
2. The CDSS CCDD has conducted a compliance review pursuant to 5 CCR Section 18023, and the contractor has failed to clear items of fiscal and programmatic noncompliance identified in the review within 12 months of the issuance of the compliance review report (5 CCR Section 18001).
3. The 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 (WIC Section 10399).

An applicant who is not a current CDSS contractor is eligible to apply for funding, except when the contractor or 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 (WIC section 10399).

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

General Contract Information

A contract issued by the CDSS is a legally binding agreement between the CDSS and a public contractor. The contractor agrees to provide CCTR services according to defined programmatic and fiscal requirements, and the CDSS agrees to reimburse the contractor for those services according to defined limits. The Maximum Reimbursable Amount (MRA), as described in this RFA, will be negotiated based on the proposed amount awarded.

Annualized contracts are effective for one state fiscal year (July 1–June 30). A successful applicant will have three full fiscal years from the date of the proposed award letter to open sites/classrooms and begin providing 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 CCDD that the award is rescinded, and program funds may need to be returned. After the initial contract period, the contractor's eligibility for continued funding each subsequent year is contingent upon compliance with the following:

- Program Requirements and the FT&C
- Evidence of satisfactory fiscal and programmatic contract performance
- Compliance with all relevant state and applicable federal reporting requirements

- Approval by the CDSS
- Compliance with audit requests and satisfactory audit findings per 2 CFR Sections 200.204 and 200.507.

Pursuant to 5 CCR Section 18010(a), contractors have no vested right to a subsequent contract.

All transactions conducted by the awarded agency shall be fair and reasonable and conducted at arm's length where the awarded agency is a party to a transaction and the other party is one of the following:

1. An officer or employee of the contractor or of an organization having financial interest in the contractor; or (Pub. Contract Code § 10411)
2. A Partner or controlling stockholder or an organization having a financial interest in the contractor; or (Pub. Contract Code § 10411)
3. A family member of a person having a financial interest in the contractor (Pub. Contract Code § 10411)

Limitations on Use of Grant Funds

Grant funding shall be used for CCIP program purposes, including services provided for eligible children and reimbursable administrative costs. Use of Grant funds shall be consistent with California and Federal grant funding requirements. Please refer to the Funding Terms and Conditions for specific limitations and prohibitions on use of Grant funds and reimbursement of administrative costs. Applications that propose prohibited uses for Grant funds may be rejected.

When the amount of funds available is limited, CDSS may reduce the amount of the grant award from the amount requested by the Applicant. In addition, CDSS reserves the right to negotiate budgetary changes with the Applicant prior to executing the Standard Agreement. If either of these actions is required, CDSS will notify the Applicant prior to executing the Standard Agreement. The Applicant may decline the award if it does not agree to terms.

How Contract Payments Will Be Made

Contract payments will be made by the CDSS according to the contract terms and state and federal laws. Payments will be made **only** for reimbursable costs (5 CCR 18034) incurred during the contract period, subject to the terms and conditions set forth in a contract signed by an authorized representative of both the CDSS and the contractor.

Costs incurred before the stated Period of Performance in a fully executed contract are not reimbursable expenditures. State contract funds shall only be spent on reimbursable start-up costs and/or reimbursable costs for services provided to eligible children during the contract period.

The CDSS Fiscal Forecasting and Policy Branch (FFPB) 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 to eight weeks after the contract is signed, returned, and approved by the CDSS Contracts 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 signed by the Governor.

At the time of application, the CDSS recommends contractors have three months of operating capital available to administer all contracted programs for the period prior to receiving state contract payments from the CDFS. Examples of acceptable operating capital would include, but are not limited to, cash or a line of credit. Three months of operating capital is approximately one-fourth of the contractor's total annual MRA.

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

Service Level Exemption “Start-Up Allowance”

A new or expanding program may not have full enrollment during the first contract period while the program is starting up but may have reimbursable expenses (WIC Section 10213.5). WIC Section 10300 and 5 CCR Section 18034(a) allow up to 15 percent of the annualized award amount to be paid towards start-up costs. Start-Up Allowance is not additional funding and is part of the total annualized contract award. A Start-Up Allowance of 15 percent will be included by CDSS as a term of the contract when the contract is issued.

Start-Up Allowance funds shall only be spent on reimbursable start-up costs and/or reimbursable costs for eligible children served during the contract period (WIC Section 10300, 5 CCR Section 18034). Contractors must follow CDSS Funding Terms and Conditions for purchasing requirements. For example, high value equipment and renovation costs may require preapproval from CCDD. Unexpended funds, including Start-Up, cannot be transferred to a subsequent fiscal year without prior approval from CDSS.

Application Requirements

The CDSS requires that all applications for 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 child care and development requirements. 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 solely the applicant's responsibility to carefully review the RFA information and requirements before submitting an application for funding.

Format

Applications shall conform to the following format requirements: 12-point Arial or Times New Roman font.

Cost of Preparing the Application

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

Submission Requirements

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

Submission Methods

The CCDD will accept electronic versions of the CCTR applications submitted via email to CCTRRFA@dss.ca.gov. Email submissions shall include the agency's name and "CCTR RFA" in the subject line. Applicants may choose to sign the application using the following methods:

- Electronic Applications may be submitted as either:

Option 1: Electronic Application with an Electronic or Digital Signature

The application signature pages must be electronically or digitally signed by the contractor's authorized representative. Instructions for each signature page are found in each applicable section within this document.

Option 2: Scanned Application:

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

IMPORTANT: If the applicant is experiencing difficulties with submitting an application electronically, please contact the CCTR RFA Team at CCTRRFA@dss.ca.gov.

The application packages must be received in the CCTR RFA inbox on or before 5 p.m., **January 14, 2022**. The PDF file title should include the Agency's name, followed by "CCTRRFA".

No changes, modifications, corrections, or additions may be made to the applications once they are received by the CDSS. All applicants agree that by submitting an application, they authorize

the CDSS to verify any and all claimed information including any referenced names in the application.

All submitted applications will remain the property of the CDSS and may be subject to public disclosure.

Application Review Process

Scoring Criteria

The application will have a total 100 points possible. A minimum score of 70 points is required to be eligible for funding. The applicant's score is based solely on the assessment of the written narrative. Applications will be scored in accordance with the Scoring Rubric included in this RFA. An applicant's score shall be for purposes of determining CCTR program eligibility only and will not be used to determine the amount of funding awarded.

Application Result Notification

The CDSS will notify all eligible applicants in writing of their score beginning March 9, 2022.

Appeals

After receiving the written notification of their score, applicants may review their application, the criteria used to score the application, and any reader comments on their application. Applicants may appeal **only** their score. If they wish to appeal their score, they must send a written notice of appeal, via email, to CCDDAppeals@dss.ca.gov within **ten (10) business days** of receiving their score notification. The notice of appeal must contain the following information:

1. The appellant's name, mailing address, email address, and telephone number.
2. The name(s) of the person(s) who will represent the appellant.
3. Whether the representative(s) will participate in a telephone conference call (not a requirement) or in person.
4. Written materials that explain why the specific narrative component should have received a higher score (can be attached to the email).

IMPORTANT: If the applicant is experiencing difficulties with submitting an appeal electronically, please contact the Appeals Team at CCDDAppeals@dss.ca.gov.

The CDSS will send an email notification of the results of the appeal to the appellant within ten (10) business days of the appeal hearing. The CDSS' decision shall be the final administrative decision on the appeal.

Notification of Awards

The CDSS will email proposed funding award letters to successful applicants. If necessary, the FFPB will contact successful applicants to ask clarifying questions regarding the fiscal information submitted with the application. The CDSS reserves the right to ask follow-up questions or request additional documentation of successful applicants through email, telephone, or on-site visits to ensure prior to awarding final contracts that the contractor meets all eligibility and legal requirements and is capable of fulfilling all contract requirements. Proposed awards may be revoked at any time at the discretion of the CDSS. No award is final until the CDSS receives a completed and signed contract package from the contractor and the contract is fully executed by the CDSS. There is no appeal process should a proposed award be revoked. 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; and Child Care Support compliance).

Application Timeline

Applications Due to the CCDD - January 14, 2022

Notification of Scores to Applicants – March 9, 2022

Appeals Due to the CCDD – March 23, 2022

Awards Announced – April 30, 2022

***Please note that dates are subject to change. Appeals are due within 10 business days of receipt of the notification of score.**

Application Instructions

Section I – Contractor Information

Legal Name of Contractor: 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. 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 child care and development 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 child development program 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 CDSS assigned vendor number for agencies that currently have an existing contract with the CDSS. Applicants not currently funded with the CDSS 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 CDSS.

Executive Director Prior Affiliations: Prior organization(s) that the person is affiliated with that held a CCDD 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 shall have administrative and programmatic responsibility, as defined in the WIC section 10242(b)(1)(A) and (C), for the CCTR described in this application. For CCTRs operated via FCCHENS, administrative and programmatic responsibility includes ensuring that quality services are provided by the family child care 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 CCDD contract.

Program Director 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 address of the applicant's headquarters. Include the suite, room, or other unit number after the street address, city, and zip code. This address will be used by the CDSS to mail funding correspondence and CCTR funding checks.

Name and Title of Person Completing Application: Insert the name and title of the contact person completing the application.

Telephone Number and Email Address of Person Completing Application: 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 agency as a city or city agency, county or county agency, state or federal agency, state college or university, community college, county office of education, school district, tribal government, tribal organization, military installation, private for-profit /private nonprofit, or 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](#). (LEA only)

Are you a current Child Care and Development Division (CCDD) contractor? Select "Yes" if the agency currently holds a contract with the CDSS CCDD. Select "No" if the agency does not have an executed CCDD contract.

If yes, select a box for each program type currently operated. Select all that apply: If "Yes" was selected in the previous section, select a box for each CCDD contract the agency operates.

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 will serve in full-day/full-year programs with this funding.

Section V – Intent to Subcontract Services

(if not subcontracting, skip this section)

Check the box if the agency intends to subcontract with a center-based agency described in the application. If not subcontracting, skip to Section VI.

Enter the subcontractor's information on form [CCD 30B](#).

Include a copy or draft of your agency's contract with the subcontractor that includes the required subcontract provisions referenced in 5 CCR Section 18031.

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code § 10430(e).)

Section VI – Intent to Operate a CCTR via a FCCHEN

(if not operating a FCCHEN, skip this section)

Check the box if the agency intends to operate a FCCHEN to provide services described in the application. If not operating a family child care home education, skip to Section VII.

- **Family Child Care Home Providers' Legal Names:** Insert the names of the licensed family child care home providers exactly as they appear on the license issued by the California Department of Social Services (CDSS), Community Care Licensing Division (CCLD). Include a copy of each provider's child care license and Child Development permit.
- **Address:** Insert the licensed family child care home providers' addresses exactly as they appear on the license issued by the CDSS, CCLD.
- **Contact Name, Telephone Number, Email Address, and Fax Number:** Insert the licensed family child care home provider's name. Provide a daytime telephone number and, if available, an email address and fax number.
- **CDSS License Number and License Capacity:** Insert the CDSS license number and capacity as it appears on the license issued by the CDSS.
- **Proposed Number of Children Served in this Home:** Insert the number of children the agency proposes to serve in this home.

Section VII – Contractor Certification

The applicant agency signs the included certifications to attest the agency will fulfill all of the agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable federal and state laws.

Section VIII – Fiscal Attachments

Program Staffing Plan

All applicants must complete a [Program Staffing Plan](#).

Payee Data Record (STD. 204)

Applicants must complete the State of California, [Payee Data Record \(STD. 204\)](#) available on the Department of General Services. Sections 2 through 6 must be completed; information on sections 2, 4, and 6 must be consistent with the information identified on the application cover sheet.

Note: See instructional note on form regarding submission exemptions.

Section IX – Program Attachments

A. Program Calendar

FY 2021–22 Program Calendar

[CCD 23](#) Full- Day/Full-Year Calendar

FY 2022–23 Program Calendar

[CCD 23](#) Full-Day/Full-Year Calendar

Applicants must complete and submit a Program Calendar for FY 2021–22 and FY 2022–23. To complete the Program Calendar:

- Type the legal name of the applicant/contractor, county, vendor number, and contract type in the shaded boxes at the top of Program Calendar. Applicants not currently under contract with the CDSS must leave the vendor number and contract type and number sections blank.
- Click on the date and enter a “X” for all days when the program shall serve subsidized children during the correct FY contract period.
- Complete the Program Calendars for both FY 2021–22 and for FY 2022–23.

Section X – Program Narrative

A written narrative of no more than two (2) pages per section, must be provided for all application questions noted below. The program narrative can be located at the end of the application documents.

Section 1: Agency Philosophy and Introduction

Section 2: Service Delivery Area and Type of Service(s)

Section 3: Children and Families

Section 4: Administration and Staffing

Section 5: Curriculum

Section 6: Physical Environment

Section 7: Facilities

Section 8: Family Engagement

Section 9: Program Quality

Section 10: Fiscal Accountability

Program Narrative Questions (maximum of two pages, per section)

Agency Philosophy and Introduction (10 points)

- a. Provide a general overview of the agency's child care and development services for children and families. The agency may also use this section to explain its unique features and philosophies, which are important and promote understanding of the program.

Service Delivery Area and Type of Service(s) (10 points)

- a. Please describe the service delivery model the agency is proposing, please include service delivery area, type of care, etc. (direct service or Family Child Care Home Education Networks (FCCHEN)).
- b. Describe how children and families will be recruited and selected for the program to ensure that services will be provided to those who have the highest need for services.

Children and Families (10 points)

- b. Describe the children and families to be served through this application (e.g., ages of children, economic levels of families, ethnicity, languages other than English spoken in home, types of work in the area where services are proposed, and special needs of families served).

Administration and Staffing (10 points)

- c. Describe the roles and responsibilities of the core administrative staff responsible for the fiscal and programmatic components of the contract.
- d. Describe how you will utilize contract funds to recruit, retain and support qualified program staff, and provide ongoing staff development opportunities.

Curriculum (10 points)

- e. Please describe the infant/toddler curriculum you currently use or what curriculum are you proposing to use?
- f. Describe the infant/toddler assessment system you currently use or what assessment system are you proposing to use and how will the assessment results be used?

Physical Environment (10 points)

- g. Describe your process for maintaining a safe indoor and outdoor play area.
- h. Describe your indoor and outdoor play equipment and how it is developmentally appropriate to the various age levels of children in the program.

Facilities (10 points)

- i. What is your plan to ensure that infants and toddlers will be served in a licensed facility?
- j. Describe how you intend on meeting health and safety requirements?

Family Engagement (10 points)

- k. How does your program build and maintain relationships between families and staff, such as parent committees, parent education activities, and volunteer opportunities?
- l. How do you connect families with services and supports?

Program Quality (10 points)

- m. Describe systems used for ongoing monitoring to ensure your program meets expected quality and safety measures.

Fiscal Accountability (10 points)

- n. Describe the fiscal resources available to operate your program for at least three months.

Reading and Scoring

Each element of the General Child Care and Development Programs (CCTR) Application responses to the Program Narrative will be reviewed to determine the applicant's ability to provide full-day/full-year direct services for eligible children as defined in WIC 10213.5(i) and WIC 10213.5(l)(2). Priority will be given to applicants providing direct services to children from birth to age three.

Applications will be randomly assigned to two impartial readers. Readers will base their scores on the degree to which an application provides evidence that it meets the General Child Care and Development Programs (CCTR) (RFA) requirements.

Scoring Rubric

Each section of the Program Narrative will be assigned a score using the following rubric, which summarizes the required components of the Program Narrative portion of this application

The scoring system is used to signify how an application meets the funding criteria for the program. For most narrative responses, a Likert Scale from 1 to 10 will be used as follows:

- Minimal (1-3 points) = The program narrative lacks clarity, or details in this section are insufficient or poorly described. Overall, it is not clear that the applicant can or does provide quality childcare services to their community.
- Good (4-7 points) = The program narrative includes some specificity, but needs additional details. The program narrative lacks some clarity in demonstrating the applicant's ability to provide quality childcare service. Overall, the narrative does address the program narrative statement, but it is not well described or detailed to the degree of the excellent response.
- Excellent (8-10 points) = The program narrative thoroughly describes the applicant's ability to provide quality childcare services. Overall, the program narrative is thorough, detailed, comprehensive, and convincing.

Each application will be reviewed and scored holistically by two readers. Readers will provide a score for each individual section. The team of readers will independently evaluate and score the applications using the scoring rubric, then meet to discuss the scores to reach consensus on the overall approval for each section. If the two readers have scored the application and their scores do not fall within the same point range/category, then the two readers will recalibrate and rescore the application. Upon this second scoring, if the readers' scores still do not fall within the same point range/category, then a third reader will score the application. The third reader's score will be combined with one of the previous reader's score, whichever one it is closest to/calibrated with, and averaged to determine a final score.

Scoring Criteria

- The applicant must obtain at least a score of **70** points, which is 70 percent (70%) of the total 100 points possible.
- A minimum score of 70 points is required to be eligible for funding however, **not all applicants eligible for funding are guaranteed funding.**
- The applicant's score is based solely on the assessment of the written narrative.
- Points associated to each description are as follows:
 - Minimal (1-3 points)
 - Good (4-7 points)
 - Excellent (8-10 points)

All applicants will be awarded points in accordance with the Rating Criteria included in the Questions for Program Narrative with Associated Rating Criteria.

Instructions for Completing the Program Narrative

Written Program Narratives must be completed in accordance with the Scoring Rubric and information described in this section of the application. As agencies complete the written program narrative, the following requirements must be noted:

1. Information in the application must be relevant and applicable to the program administered by the applicant.
2. Applicants will be required to describe the program that the agency will implement. Any application containing false or misleading information is cause for disqualification.
3. An application that is plagiarized in any part or form from another application will automatically be rejected. Agencies cannot submit an application where the text has been copied from another agency's previous or current application, whether another agency voluntarily or involuntarily provided the information.
4. Each individual question must be completed following the format requirement provided.
5. Please note answers must not exceed the space provided (two pages maximum, per section).
6. Additional pages will not be accepted or read.

Scoring Rubric Sections

Scoring Rubric Sections	Points
Agency Philosophy and Introduction	10
Service Delivery Area and Type of Service(s)	10
Children and Families	10
Administration and Staffing	10
Curriculum	10
Physical Environment	10
Facilities	10
Family Engagement	10
Program Quality	10
Fiscal Accountability	10
Total Possible Points	100

SAMPLE: Scoring Rubric

Section 1: Agency Philosophy and Introduction

Question	Comments	Score
a. Provide a general overview of the agency's child care and development services for children and families. The agency may also use this section to explain its unique features and philosophies, which are important and promote understanding of the program.		
Total Points: Section 1		/10

Section 2: Service Delivery Area and Type of Service(s)

Question	Comments	Score
a. Please describe the service delivery model the agency is proposing, please include service delivery area, type of care, etc. (direct service or FCCHEN). (5 points)		

Question	Comments	Score
b. Describe how children and families will be recruited and selected for the program to ensure that services will be provided to those who have the highest need for services. (5 points)		
Total Points: Section 2		/10

Section 3: Children and Families

Question	Comments	Score
a. Describe the children and families to be served through this application (e.g., ages of children, economic levels of families, ethnicity, languages other than English spoken in home, types of work in the area where services are proposed, and special needs of families served). (5 points)		
Total Points: Section 3		/10

Section 4: Administration and Staffing

Question	Comments	Score
a. Describe the roles and responsibilities of the core administrative staff responsible for the fiscal and programmatic components of the contract. (5 points)		
b. Describe how you will utilize contract funds to recruit, retain and support qualified program staff, and provide ongoing staff development opportunities. (5 points)		
Total Points: Section 4		/10

Section 5: Curriculum

Question	Comments	Score
a. Please describe the infant/toddler curriculum you currently use or what curriculum are you proposing to use? (5 points)		
b. Describe the infant/toddler assessment system you currently use or what assessment system are you proposing to use and how will the assessment results be used? (5 points)		
Total Points: Section 5		/10

Section 6: Physical Environment

Question	Comments	Score
a. Describe your process for maintaining a safe indoor and outdoor play area. (5 points)		
b. Describe your indoor and outdoor play equipment and how it is developmentally appropriate to the various age levels of children in the program. (5 points)		
Total Points: Section 6		/10

Section 7: Facilities

Question	Comments	Score
a. What is your plan to ensure that infants and toddlers will be served in a licensed facility? (5 points)		
b. Describe how you intend on meeting health and safety requirements? (5 points)		

Question	Comments	Score
Total Points: Section 7		/10

Section 8: Family Engagement

Question	Comments	Score
a. How does your program build and maintain relationships between families and staff, such as parent committees, parent education activities, and volunteer opportunities? (5 points)		
b. How do you connect families with services and supports? (5 points)		
Total Points: Section 8		/10

Section 9: Program Quality

Question	Comments	Score
a. Describe systems used for ongoing monitoring to ensure your program meets expected quality and safety measures.		
Total Points: Section 9		/10

Section 10: Fiscal Accountability

Question	Comments	Score
a. Describe the fiscal resources available to operate your program for at least three months.		
Total Points: Section 10		/10