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# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Christie Herrera, Executive Director, Early Childhood Education

**Meeting Date** March 9, 2022

**Subject** Continued Funding Application Fiscal Year 2022-23 – California Department of Education – California State Preschool Program (CSPP) – Early Childhood Education

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**Ask of the Board** Adoption by the Board of Education of Resolution No. 2122-0145 - Approving the Continued Funding Application for the California State Preschool Program (CSPP) operated by the Early Childhood Education Department to automatically renewed FY 2022-23, in accordance with all applicable federal and state laws, pursuant to fund terms and conditions, for the period July 1, 2022 to June 30, 2023.

**Background** Continued Funding Application for OUSD schools for the 2022-2023 fiscal year that benefit the Early Childhood Education Department are submitted for Board acceptance and approval. CFA packets are available for review through the Board Secretary’s Office and will be electronically available within one week of the Board meeting through Board of Education Legislative information Center under the file I.D number stated at the top of this page.

**Discussion** The District created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school

**Fiscal Impact** Resource: 6105 – To be determined for Fiscal Year 2022-2023

**Recommendation:** Acceptance by the Board of Education of District Continued Funding Application for Early Childhood Education Programming for fiscal year 2022-2023, pursuant to the terms and conditions thereof, if any.

**Attachment(s)**



- Board Resolution 2122-0145
- CFA CSPP Packet 2022-2023 (submitted to CDE)
- California Civil Rights Laws Certification (CO-005)
- Contractor Certification Clauses (CCC 04/2017)
- Federal Certification (CO.8)
- Insert After Form CO.8
- MB 21-14

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
No. 2122-0145**

This resolution must be 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 2022/23, the Continuing Funding Application, and all related contract documents.


**RESOLUTION**

BE IT RESOLVED that the Governing Board of Oakland Unified School District authorizes that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Gary Yee</u>	<u>President, Board of Education</u>	
<u>Kyla Johnson-Trammell</u>	<u>Secretary, Board of Education</u>	

PASSED AND ADOPTED THIS 9th day of March, 2022, by the Governing Board of Oakland Unified School District of Alameda County, California.

I, Kyla Johnson Trammell, Secretary of the Governing Board of Oakland Unified School District of Alameda 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 regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

  
 \_\_\_\_\_ 3/10/2022 \_\_\_\_\_  
 (Clerk's signature) (Date)

## California State Preschool Program Continued Funding Application Fiscal Year 2022–23

California State Preschool Program (CSPP) contractors who wish to be considered for continued funding for fiscal year (FY) 2022–23 must read the accompanying instructions and fully and accurately complete this application for continued funding. Instructions may be accessed on the Continued Funding Application (CFA) web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2223.asp>.

Please note that CSPP contractors have no vested right to a subsequent contract. Completion of this CFA does not guarantee a renewal of funding. Upon completion of this CFA the California Department of Education (CDE) will review the application and may contact your agency seeking additional information. 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, 2022, pursuant to the *California Code of Regulations*, Title 5 (5 CCR). CSPP contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP services for FY 2022–23, as contracts will be automatically renewed in accordance with all applicable federal and state laws as well as all CSPP Funding Terms and Conditions and Program Requirements that will be incorporated into the 2022–23 CSPP contract. By signing this CFA, the CSPP contractor is indicating that it wishes to automatically renew the CSPP contract for FY 2022–23 and is willing to, and does accept, all of the terms and conditions of the CSPP contract, which will be provided to the CSPP contractor no later than June 1, 2022. The CSPP contractor may reject the FY 2022–23 CSPP contract by providing the CDE with a written notice no later than July 1, 2022. Instructions on how to provide written notice of rejection of the terms of the new FY 2022–23 contract will be provided in forthcoming communication, on or before June 1, 2022, to CSPP contractors.


Failure to submit the CFA in a timely manner shall constitute as a notice to the CDE of the intent to discontinue services at the end of the current contract year, unless the CSPP contractor has received a written notice of extension of time from the CDE. If the CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2022–23, if approved, may be delayed.

If you have any questions regarding the CFA, please contact [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov).

### Section I – CSPP Contractor Information

Legal Name of CSPP Contractor:

CSPP Contractor *Doing Business As* (DBA):

Headquartered County:  

Vendor Number:

Executive Director Name:

Executive Director Telephone Number:

Executive Director Fax Number:

Executive Director Email Address:

Legal Business Address:

City:

Zip Code:

Mailing Address (if different from above):

City:

Zip Code:

Name of Person Completing the CFA:

Title of Contact Person Completing the CFA:

Contact Person Telephone Number:

Contact Person Email Address:

**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



**Section II – CSPP Contract Type**

Check all applicable boxes indicating the programs the CSPP contractor intends to continue to administer for the Fiscal Year 2022–23. The CSPP contractor agrees to continue implementation of these programs with funds provided by the CDE.

**CSPP Type**



Full-Day/Full-Year



Part-Day/Part-Year



Family Childcare Home Education Network

**Contractor Name:** Oakland Unified School District      **Vendor #:** 6125      **County:** 01 Alameda

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

Does the CSPP contractor have a board of directors?  Yes       No

If no, please explain the entity type and the governance structure (i.e., number of owners and partnership).

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.

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
Gary Yee	Board President	(510) 879-1944	1000 Broadway Suite 300 Oakland CA 94607	gary.yee@ousd.org
Benjamine "Sam" Davis	Board Vice President	(510) 879-1941	1000 Broadway Suite 300 Oakland CA 94607	sam.davis@ousd.org
Aimee Eng	Board Director (District 2)	(510) 879-1942	1000 Broadway Suite 300 Oakland CA 94607	aimee.eng@ousd.org

CFA - CSPP 2022-2023

Officer, Board Member, Owner or Governing Individual Name	Title	Telephone Number	Mailing Address	Email Address
VanCendric Williams	Board Director - District 3	(510) 879-1943	1000 Broadway Suite 300 Oakland CA 94607	<a href="mailto:vancedric.williams@ousd.org">vancedric.williams@ousd.org</a>
Shanthi Gonzales	Board Director - District 6	(510) 879-1946	1000 Broadway Suite 300 Oakland CA 94607	<a href="mailto:shanthi.gonzales@ousd.org">shanthi.gonzales@ousd.org</a>
Mike Hutchinson	Board Director - District 5	(510) 879-1945	1000 Broadway Suite 300 Oakland CA 94607	<a href="mailto:mike.hutchinson@ousd.org">mike.hutchinson@ousd.org</a>
Clifford Thomson	Board Director - District 7	(510) 879-1947	1000 Broadway Suite 300 Oakland CA 94607	<a href="mailto:clifford.thompson@ousd.org">clifford.thompson@ousd.org</a>



**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



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**Section IV – Program Narrative**

- A. Please select the box below if the CSPP contractor **does not** have programmatic **or** calendar changes to their CSPP.

No changes

- B. Please select all applicable fields below if the CSPP contractor **does** have programmatic **or** calendar changes to their CSPP. Programmatic or calendar changes require completion of a form ELCD 3704A. This form is available on the CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2223.asp>.

**Note:** Program calendars must be submitted for both the part-day/part-year CSPP and the full-day/full-year CSPP, as applicable. Making changes to the Minimum Days of Operation (MDO) does not change the contract Maximum Reimbursable Amount (MRA).

Programmatic change

Calendar change

**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



**Section V – CSPP Personnel Certification**

The State of California requires any CSPP contractor receiving child care and development funds, disbursed by the CDE, to employ fully qualified personnel as stipulated in the *California Education Code (EC)*; and the *California Code of Regulations, Title 5 (5 CCR)*; and the Funding Terms and Conditions of the CSPP contract.

I certify, as the authorized agent representing this CSPP contractor, that I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All staff employed in CDE funded CSPP 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 (ELCD).

**Signature of the CSPP Contractor's Authorized Representative:**

**Printed Name and Title of the CSPP Contractor's Authorized Representative:**

Christie Herrera/Program Director

**Date of Signature:**

12/1/2021

**Authorized Representative's Telephone Number:**

(510) 273-8277

**Authorized Representative's Email Address:**

christie.herrera@ousd.org

**Contractor Name:** Oakland Unified School District  
**Vendor #:** 6125  
**County:** 01 Alameda

**Section VI – Subcontract Certification**

A. Please select the box below if the CSPP contractor **does not** have subcontractors, and move to section VII:

No subcontractors

B. Please select the box below if the CSPP contractor **does** have subcontractors, and complete the information and sign in the section below. CSPP Contractors who subcontract CSPP services will need to complete and submit the form ELCD 3704B. The form is available on the CFA web page at:  
<https://www.cde.ca.gov/sp/cd/ci/cfaforms2223.asp>.

Subcontractors

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 Funding Terms and Conditions of the CSPP contract.

I understand that signing this certificate does not lessen the legal responsibility for the CSPP contract requirements. As the CSPP contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term.

**Signature of the CSPP Contractor's Authorized Representative:**



**Printed Name and Title of the CSPP Contractor's Authorized Representative:**

Christie Herrera/Program Director

**Date of Signature:**

10/1/2021

**Authorized Representative's Telephone Number:**

(510) 273-8277

**Authorized Representative's Email Address:**

christie.herrera@ousd.org

**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



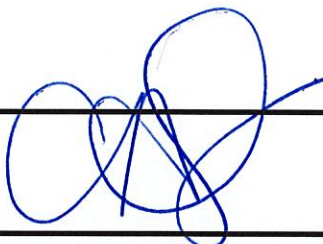
**Section VII – CSPP Contractor Certification**

- Under penalty of perjury, I certify the following:
- I am authorized by the CSPP contractor’s Board of Directors or other governing authority to execute this CFA, signifying their intent to automatically renew the current contract for FY 2022–23, under new terms and conditions to be established by the CDE, unless rejected in writing prior to the effective date of the new CSPP contract on July 1, 2022.
- On behalf of the CSPP contractor and its governing authority, we understand 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, or even reviewed or considered by the CDE until well after the CSPP contract has expired, if ever. Therefore, we further understand 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 our request for continued funding by the CDE is subsequently approved.
- The governing board members have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- I have 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.
- I am familiar with and will ensure that the CSPP contractor complies with all applicable program statutes and regulations, including:
  - 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 *Education Code*.
  - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR, Accounting and reporting requirements in 5 CCR.
  - Operational and programmatic requirements.

**Contractor Name:** Oakland Unified School District      **Vendor #:** 6125      **County:** 01 Alameda

By signing this CFA, the CSPP contractor is indicating that it wishes to automatically renew the current CSPP contract for FY 2022-23 and, if approved, is willing to, and does accept, all of the terms and conditions of the CSPP contract, which will be provided to the CSPP contractor no later than June 1, 2022. The CSPP contractor may reject the FY 2022–23 CSPP contract by providing the CDE with a written notice of rejection no later than July 1, 2022. Instructions on how to provide written notice of rejection of the terms of the new FY 2022–23 contract will be provided in forthcoming communication, on or before June 1, 2022, to CSPP contractors.

**Signature of the CSPP Contractor's  
Authorized Representative:**



**Printed Name and Title of the  
CSPP Contractor's  
Authorized Representative:**

Christie Herrera ECE Executive Director

**Date of Signature:**

2/2/2022

**Authorized Representative's  
Telephone Number:**

(510) 273-8277

**Authorized Representative's Email  
Address:**

christie.herrera@ousd.org

**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



**Section VIII – Certification of CSPP Contractor Information in the  
Child Development Management Information System**

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 at <https://www4.cde.ca.gov/cdmis/default.aspx>.

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

Oakland Unified School District

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
- Sites and Licenses and/or Office information
- CSPP Family Child Care Home Education Network (FCCHEN) provider summary information

To the best of my knowledge, the information on the CDMIS website reflects accurate information for the

Oakland Unified School District

as of the date this certification is signed.

**Program Director/Authorized Representative Signature:**

**Date Signed:**

**Printed Name of Program Director/Authorized Representative:**

Christie Herrera

## Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **Oakland Unified School Dist (6125)** 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
- Sites and Licenses and/or Office information
- Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for **Oakland Unified School Dist (6125)** as of the date this certification was signed.



Program Director/Authorized Representative Signature

12/1/2021  
Date Signed

Christie Herrera

Printed Name of Program Director/Authorized Representative

**Name of Agency User Generating Certification:** Alice Atienza

**Date Generated:** 11/30/2021

**Assigned CDD Consultant: Cassandra Lewis**



**Fiscal Year 2022–23 Program Calendar**

Name of CSPP Contractor	Vendor Number	County	Contract Type
		01 - Alameda	CSPP Full Day/Full Year

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (\*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	*	X	2
3	4	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

July Days of Operation

August 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	X	X	X	X	5	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	X	X	X	X	X	27
28	X	X	X	*	*	*

August Days of Operation

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	X	2	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	*

September Days of Operation

First Quarter Subtotal

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	*	*	1
2	X	X	X	X	X	8
9	10	X	X	X	X	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

October Days of Operation

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	X	X	X	24	25	26
27	X	X	X	*	*	*

November Days of Operation

December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	X	X	3
4	X	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	23	24
25	26	27	28	29	30	31

December Days of Operation

Second Quarter Subtotal

January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	X	X	X	X	X	7
8	X	X	X	X	13	14
15	16	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

January Days of Operation

February 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	20	X	X	X	X	25
26	X	X	*	*	*	*

February Days of Operation

March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	31	*

March Days of Operation

Third Quarter Subtotal

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	*	*	1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30	*	*	*	*	*	*

April Days of Operation

May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	X	X	X	X	26	27
28	29	X	X	*	*	*

May Days of Operation

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	X	X	3
4	X	X	X	X	X	10
11	X	X	X	X	X	17
18	19	X	X	X	X	24
25	X	X	X	X	X	*

June Days of Operation



Fourth Quarter Subtotal

Total Days of Operation

EED Consultant Initials (for CDE use only)


Date approved by EED Consultant (for CDE use only)

# Oakland Unified

County	Alameda
District	Oakland Unified <a href="#">List of active district's schools</a>
CDS Code	01 61259 0000000
District Address	1000 Broadway, Ste. 300 Oakland, CA 94607-4099 <a href="#">Google Map</a> 
Mailing Address	1000 Broadway, Ste. 300 Oakland, CA 94607-4099
Phone Number	(510) 879-2551
Fax Number	(510) 879-4282
Email	Information Not Available
Web Address	<a href="http://www.ousd.org">www.ousd.org</a> 
Superintendent	Dr. Kyla Johnson-Trammell Superintendent (510) 879-2551 <a href="mailto:kyla.johnson@ousd.org">kyla.johnson@ousd.org</a>
Chief Business Official	Preston Thomas Chief Business Officer (510) 879-8672 <a href="mailto:preston.thomas@ousd.org">preston.thomas@ousd.org</a>
Status	Active
District Type	Unified School District
Low Grade	P
High Grade	Adult
NCES/Federal District ID	0628050
CDS Coordinator (Contact for Data Updates)	Ramona Burton (510) 879-5704 <a href="#">Request Data Update(s)</a>
Last Updated	August 17, 2021

## Directory Disclaimer

The California School Directory and related public school and district data files (collectively referred to as the "Directory"), contain information about California schools, districts, and school/district administrators that is voluntarily self-reported by local education agencies (LEAs) to the California Department of Education (CDE) as a public convenience. Because the information is voluntarily self-reported, the Directory does not contain information for every LEA and the information that is in the Directory may be outdated or have errors, omissions, typos and other inaccuracies. Therefore, information, or the absence of information, in the Directory should not be relied upon for any purpose and should be used only to contact the LEA. The CDE makes no representation or warranty, express or implied, with respect to Directory information.

For information regarding LEA accreditation, please visit the US Department of Education's [Accreditation and Quality Assurance](#)  web page.

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**Contractor Name:**

Oakland Unified School District

**Vendor #: County:**

6125 01 Alameda



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**Section IX – Required Attachments**

All attachments and/or documentation below must be completed 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/cfaforms2223.asp>.

- A. Fiscal Year 2022–23 Program Calendar (ELCD-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 School District Name and Address (Public agencies only)**
- F. Program Narrative Change (ELCD 3704A) (As applicable)**
- G. Subcontractor Certification (ELCD 3704B) (As applicable)**
- H. California Civil Rights Laws Certification (CO-005)**
- I. Contractor Certification Clauses (CCC 04/2017)**
- J. Federal Certification (CO.8)**
- K. For Public Agencies only, include a copy of the agency’s board resolution and/or minutes authorizing signature on this document, and a delegation of authority, if applicable**

**Contractor Name:**  
Oakland Unified School District

**Vendor #: County:**  
6125 01 Alameda



**Section X – CFA Checklist**

<b>Section</b>	<b>Section Description</b>	<b>Page</b>	<b>Check</b>
Section I	CSPP Contractor Information	2	<input checked="" type="checkbox"/>
Section II	CSPP Contract Type	3	<input checked="" type="checkbox"/>
Section III	CSPP Contractor's Officers and Board of Directors Information	4	<input checked="" type="checkbox"/>
Section IV	Program Narrative	5	<input checked="" type="checkbox"/>
<b>Section V*</b>	<b>CSPP Personnel Certification</b>	6	<input checked="" type="checkbox"/>
<b>Section VI*</b>	<b>Subcontractor Certification</b>	7	<input checked="" type="checkbox"/>
<b>Section VII*</b>	<b>CSPP Contractor Certification</b>	8	<input checked="" type="checkbox"/>
<b>Section VIII*</b>	<b>Certification of CSPP Contractor Information in the CDMIS Database</b>	10	<input checked="" type="checkbox"/>
Section IX A.	CSPP Program Calendar(s) (ELCD-9730)	11	<input checked="" type="checkbox"/>
<b>Section IX B.*</b>	<b>State of California, Payee Data Record (STD. 204) (non-public agencies only)</b>	11	<input type="checkbox"/>
<b>Section IX C.*</b>	<b>Payee Data Record Supplement (STD. 205) (Non-public agencies only)</b>	11	<input type="checkbox"/>
Section IX D.	Secretary of State search results (non-public agencies only)	11	<input type="checkbox"/>
Section IX E.	Verification of School District Name and Address search, as applicable	11	<input checked="" type="checkbox"/>
Section IX F.	Program Narrative Change (ELCD 3704A)	Insert after page 5	<input type="checkbox"/>

**Contractor Name:** Oakland Unified School District      **Vendor #:** 6125      **County:** 01 Alameda

Section Number	Section Description	Page Number	Check Box
Section IX G.	Subcontractor Certification (ELCD 3704B)	Insert after page 7	<input type="checkbox"/>
<b>Section IX H.*</b>	<b>California Civil Rights Laws Certification (CO-005)</b>	11	<input type="checkbox"/>
<b>Section IX I.*</b>	<b>Contractor Certification Clauses (CCC 04/2017)</b>	11	<input type="checkbox"/>
<b>Section IX J.*</b>	<b>Federal Certification (CO.8)</b>	11	<input type="checkbox"/>
<b>Section IX K.*</b>	<b>For Public Agencies, include a copy of the agency's board resolution or minutes authorizing signature on this document, and a delegation of authority, if applicable</b>	11	<input type="checkbox"/>

All Sections must be included in the CFA package, as applicable  
**\*Bolted sections require a signature**

## CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

## CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

1. Proposer/Bidder Firm Name (Printed):

Oakland Unified School District

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2. Federal ID Number:

94-6000385

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3. By (Authorized Signature):

Gary Yee, President, Board of Education



4. Printed Name and Title of Person Signing:

Kyla Johnson-Trammell/Superintendent



5. Date Executed:
- 

6. Executed in the County and State of:

Alameda, CA



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# Contractor Certification Clauses

CCC 04/2017

## CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
Oakland Unified School District	94-6000385
By (Authorized Signature)	
Gary Yee, President, Board of Education 	
Printed Name and Title of Person Signing	
Kyla Johnson-Trammell/Superintendent 	
Date Executed	Executed in the County of
3/10/2022	Alameda

## CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,



2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

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))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

# FEDERAL CERTIFICATIONS

**CO.8 (REV. 06/20)**

**California Department of Education**

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d),(e), and (f).

B. The grantee shall insert in the space provided below the

site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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See the attached list (sites)

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Check  if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-



- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

**ENVIRONMENTAL TOBACCO SMOKE ACT**

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children’s services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

<b>NAME OF APPLICANT (CONTRACTOR)</b> Oakland Unified School District	<b>CONTRACT #</b>  
<b>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b> <b>Dr. Kyla Johnson-Trammell/Superintendent</b>	 Gary Yee, President, Board of Education 
<b>SIGNATURE</b>  	<b>DATE</b> 1 / 3 /10/2022

Center Name	Address	City
1. Acorn Woodland CDC	1025 - 81st Avenue 94621	Oakland
2. Bella Vista CDC	2410 - 10th Avenue 94606	Oakland
3. Stonehurst CDC	901 - 105 <sup>th</sup> Avenue 94603	Oakland
4. Lockwood CDC	1125 - 69th Avenue 94621	Oakland
5. United Nation CDC*	1025 - 4 <sup>th</sup> Ave. 94606	Oakland
6. Yuk Yau CDC	291 - 10th Street 94607	Oakland
7. Arroyo Viejo CDC	1895 - 78 <sup>th</sup> Ave. 94621	Oakland
8. Laurel CDC	3825 California Street 94619	Oakland
9. Manzanita CDC	2618 Grande Vista Ave. 94601	Oakland
10. Centro Infantil CDC	2660 East 16h Street 94601	Oakland
11. Emerson CDC*	4801 Lawton Avenue 94609	Oakland
12. Harriet Tubman CDC	800 - 33rd Street 94608	Oakland
13. Highland CDC	1322 - 86th Avenue 94621	Oakland
14. International CDC	2825 International Blvd 94601	Oakland
15. Jefferson CDC	1975 - 40th Avenue 94601	Oakland
16. Hintil CDC	11850 Campus Drive 94619	Oakland
17. Allendale State PreK	3670 Penniman Ave. 94619	Oakland
18. Bridges State PreK	1325 - 53rd Avenue 94601	Oakland
19. Brookfield State PreK	401 Jones Avenue 94603	Oakland
20. Burbank State PreK *	3550 - 64th Avenue 94605	Oakland
21. Cox (Reach) State PreK	9860 Sunnyside Street 4603	Oakland
22. CUES State PreK *	6701 International Blvd 94621	Oakland
23. Fruitvale CDC	3200 Boston Avenue 94602	Oakland
24. Garfield State PreK	1640 - 22nd Avenue 94606	Oakland
25. Howard State PreK	8755 Fontaine Street 94605	Oakland
26. MLK State PreK	960 - 10th Street 94607	Oakland
27. Prescott CDC	920 Campbell Street 94607	Oakland
28. Sankofa CDC	581 - 61st Street 94609	Oakland

Contractor's Headquarters Info

Agency Mailing Address: Oakland Unified School District  
1000 Broadway, Suite 300  
Oakland CA 94607



Home / Specialized Programs / Child Development / Contractor Information

## MB 21-14

Provides information and guidance on the Continued Funding Application for Fiscal Year 2022-23 for Early Education California State Preschool Program (CSPP) contractors.

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### Early Education Division

**Subject:** Continued Funding Application, Fiscal Year 2022–23

**Number:** 21-14

**Date:** November 8, 2021

**Expires:** When Rescinded

**Authority:** *California Code of Regulations*, Title 5, Division 1, Chapter 19, Subchapter 1, Article 5

**Attention:** Executive Officers and Program Directors of California State Preschool Programs

### Purpose

Management Bulletin (MB) 21-14 offers existing California Department of Education (CDE), Early Education Division (EED), California State Preschool Program (CSPP) contractors the opportunity to request continued funding for fiscal year (FY) 2022–23. This MB supersedes the Continued Funding Application (CFA) information found in MB 20-16.

### Policy

In order to be considered for continued funding for FY 2022–23, CSPP contractors must complete and submit the FY 2022–23 CFA on or before Friday, December 17, 2021. The complete FY 2022–23 CFA packet is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2223.asp>.

Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete and submit the FY 2022–23 Continued Funding Application (CFA) in a timely manner.

Unlike prior years, any CSPP contractors who apply for and are approved for continued funding will not need to sign and return a CSPP contract to provide services for FY 2022–23, as CSPP contractors who apply for and are approved for continued funding through the CFA process will be



automatically renewed in accordance with all applicable federal and state laws, as well as all CSPP Funding Terms and Conditions and Program Requirements that will be incorporated into the FY 2022–23 CSPP contract.

By completing and returning the FY 2022–23 CFA, your agency indicates that it wishes to automatically renew its CSPP contract for FY 2022–23 and is willing to, and does accept, all of the terms and conditions of such contract, which will be provided to all CSPP contractors being renewed for funding no later than June 1, 2022. CSPP contractors may subsequently reject the terms of the new CSPP contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDE no later than July 1, 2022. Instructions on how to provide written notice of rejection of the terms of the new FY 2022–23 contract will be provided in forthcoming communication, on or before June 1, 2022, to CSPP contractors.

**Note:** If your agency requires formal board approval to enter into contracts, it's important that your agency seek such approval at this time. For public agencies, evidence of a board resolution or minutes reflecting authorization of a signature on the CFA or a delegation of authority will need to be submitted with the CFA.

## Implementation Directives

**Applications must be received by the CDE, EED on or before 5 p.m., Friday, December 17, 2021, regardless of method of application submission.**

CSPP contractors may submit the CFA electronically by email or physically by mail (hard copy). Electronic submissions of the CFA are encouraged.

### Option 1: Electronic CFA with a Digital Signature

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

### Option 2: Scanned CFA

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

**IMPORTANT:** If submitting the CFA electronically, email the completed and signed CFA and all required attachments to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Additionally, please include the following statement in the body of the email:

"By submitting the attached, I certify that I am authorized to submit, and have approved this Continued Funding Application (CFA) for **[Insert CSPP Contractor Name]**, vendor number **[XXXX]**. **[Insert CSPP Contractor Name]** intends that the CFA transaction be

completed by electronic means. All signatures in the attachment are intended to be binding."

### **Physical CFA by Mail (Hard Copy)**

Physical CFAs may be mailed to the CDE, EED. All signatures in the CFA must be in **blue ink**.

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

#### **Continued Funding Application 2022–23**

California Department of Education

Early Education Division

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

### **Background and Authority**

*California Code of Regulations*, Title 5 (5 CCR) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Child Development Division in accordance with the instructions and timelines specified in the request."

The 5 CCR states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period." Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

### **Resources**

If there are any questions regarding the application process or the automatic renewal of approved funding requests, contact the CFA team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include your name and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this Management Bulletin, please contact your assigned EED, Program Quality Implementation (PQI) office regional Consultant. The EED, PQI office regional consultant directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any **fiscal** related questions regarding the information in this Management Bulletin, please contact your assigned Child Development and Nutrition Fiscal Services apportionment analyst. The fiscal apportionment analyst directory can be accessed at

<https://www.cde.ca.gov/fg/aa/cd/faad.asp>. Please be sure to select the fiscal apportionment analyst for the CDE, as this directory includes contact information for both the CDE and California Department of Social Services fiscal apportionment analysts.

**Questions: Early Education Division| 916-322-6233**

Last Reviewed: Monday, November 8, 2021

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