



## **Fiscal Year 2024–25 CSPP Continued Funding**

### **Early Education Division**

#### **Overview**

Contractors holding a current California State Preschool Program (CSPP) contract, and if applicable a Prekindergarten and Family Literacy Support (CPKS) contract, who wish to be considered for continued funding for fiscal year (FY) 2024–25 must complete this application for continued funding. The FY 2024–25 Continued Funding Application (CFA) Overview and Instructions may be accessed on the [CFA web page](#).

Contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP and CPKS services for FY 2024–25. Contracts will be automatically renewed in accordance with all applicable federal and state laws and Contract Terms and Conditions (CT&Cs). By signing this CFA, the contractor is indicating that it wishes to automatically renew its contract(s) for FY 2024–25 and accepts all of the terms and conditions of the 2024–25 CSPP contract, and if applicable the 2024–25 CPKS contract, which will be provided to the contractor no later than June 1, 2024.

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 CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2024–25, if approved, may be delayed.

Please also note that contractors have no vested right to a subsequent contract. Completion of this CFA does not guarantee a renewal of funding. If the CDE determines your agency will not be renewed for a subsequent contract year, you will be notified in writing no later than April 7, 2024, pursuant to the *California Code of Regulations*, Title 5 (5 CCR) Section 17828.

Contractors that wish to reject the terms of the FY 2024–25 CSPP and/or CPKS contract must provide the CDE with a written notice that the terms of the contract(s) are rejected by emailing [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP and, as applicable, the CPKS contract are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have a contract(s) in effect for FY 2024–25. Note that while contractors who currently receive CPKS funding may reject their 2024–25 CPKS contract, they cannot reject their 2024–25 CSPP contract and still receive funding under a CPKS contract since CPKS funding is tied to having a CSPP contract.

If a contractor wishes to terminate the contract for any reason during the FY 2024–25 contract term, the contractor shall notify the CDE of its intent to terminate the contract at least 90 calendar days in advance of contract termination and shall follow CCR 17795.

## Instructions

Review the "Fiscal Year 2024–25 Continued Funding Application Overview and Instructions" document provided on the CFA web page for detailed instructions on how to complete each section of the CFA. All fields must be completed unless otherwise noted as optional. The application is structured into the following sections:

Section I: Contractor Information

Section II: Contract and Program Type

Section III: Contractor's Officers and Board of Directors Information

Section IV: Program Narrative

Section V: Subcontract Certification

Section VI: Contractor Certification

Section VII: CFA Checklist

**Only a person with the legal authority to contractually bind the agency, or the contractor's "authorized representative" identified in the Board Resolution, may sign the CFA and related contractual documents on behalf of the agency. Please refer to the "Fiscal Year 2024–25 Continued Funding Application Overview and Instructions" and the template Board Resolution provided on the [CFA web page](#).**

If you do not complete the CFA in one session, you must select the **Save Responses** button located on the bottom of the screen. Once selected, you will be redirected to a new browser window to enter your email address. You will receive an email with a unique web address for entrance back into the CFA. It is recommended that you save the application web address. If you have any questions regarding the CFA, please contact [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov).

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## Section I: Contractor Information

**Contractor Legal Name:**

City of La Habra

**Contractor "Doing Business As" (DBA): (Optional)**

City of La Habra

**Headquartered County:**

30 Orange



**Vendor Number:**

218:

**Executive Director Name:**

Jim Sadro

**Executive Director Telephone Number: (999-999-9999)**

562-383-4200

**Executive Director Email Address:**

jsadro@lahabracca.gov

**Legal Business Address:**

City of La Habra

**City:**

La Habra

**Zip Code:**

90631

**Is Mailing Address different from Legal Business Address?**

Yes

No

**Name of Person Completing the CFA:**

Johanna Perez

**Title of Person Completing the CFA:**

Executive Director

**Contact Person Telephone Number: (999-999-9999)**

562-383-4271

**Contact Person Email Address:**

jperez@lahabraca.gov

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## Section II: Contract and Program Type

### Part 1: Contract and Program Type

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2024–25. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

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

- CSPP  
 CPKS

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

- Yes  
 No

**ProgramType:** *(Select all that apply. A completed Program Calendar (Form EED 9730) must be submitted. If the contractor operates both a full-day and a part-day program, a separate Program Calendar (Form EED 9730) must be uploaded for each.)*

- Full-Day/Full-Year  
 Part-Day/Part-Year  
 Full-Day/Part-Year  
 Part-Day/Full-Year

### Part 2: Projected Enrollment

Insert the number of subsidized children your agency expects to enroll with the CSPP contract for each county services are provided, as applicable.

**How many counties does your agency operate in?**

1 ▾

#### County 1 Information

Select the County Name:

30 Orange ▾

Number of Children to be Enrolled in Part-Day CSPP in County 1: 72

Number of Children to be Enrolled in Full-Day CSPP in County 1: 104

Total Number of Children to be Enrolled in County 1: 176

**Total Number of CSPP Children to be Enrolled:** *(Add the total from each county.)*

## Section III: Contractor's Officers and Board of Directors Information

**Does the contractor have a board of directors?**

- Yes  
 No

**How many officers and board members/governing individuals (i.e., owner, director, etc.) does your agency have?** *(If there are more than 10, please complete this section and email [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) with any additional members and their contact information.)*

5 ▾

**Officer #1:**

Officer 1 First Name: James  
 Officer 1 Last Name: Gomez  
 Officer 1 Title: Mayor  
 Officer 1 Telephone Number: (999-999-9999) 562-383-4200  
 Officer 1 Mailing Address: 100 East La Habra Boulevard  
 La Habra Ca 90631  
 Officer 1 Mailing City: La Habra  
 Officer 1 Mailing Zip Code: 90631  
 Officer 1 Email Address: jgomez@lahabracca.gov

**Officer #2:**

Officer 2 First Name: Daren  
 Officer 2 Last Name: Nigsarian  
 Officer 2 Title: Mayor Pro Tem  
 Officer 2 Telephone Number (999-999-9999): 562-383-4200  
 Officer 2 Mailing Address: 100 East La Habra Boulevard  
 La Habra Ca 90631  
 Officer 2 Mailing City: La Habra  
 Officer 2 Mailing Zip Code: 90631  
 Officer 2 Email Address: dnigsarian@lahabracca.gov

**Officer #3:**

Officer 3 First Name: Jose  
 Officer 3 Last Name: Medrano

Officer 3 Title: Council Member  
Officer 3 Telephone Number (999-999-9999): 562-383-4200  
Officer 3 Mailing Address: 100 East La Habra Boulevard  
La Habra Ca 90631  
Officer 3 Mailing City: La Habra  
Officer 3 Mailing Zip Code: 90631  
Officer 3 Email Address: jmedrano@lahabraca.gov

**Officer #4:**

Officer 4 First Name: Steve  
Officer 4 Last Name: Simonian  
Officer 4 Title: Council Member  
Officer 4 Telephone Number (999-999-9999): 562-383-4200  
Officer 4 Mailing Address: 100 East La Habra Boulevard  
La Habra Ca 90631  
Officer 4 Mailing City: La Habra  
Officer 4 Mailing Zip Code: 90631  
Officer 4 Email Address: ssimonian@lahabraca.gov

**Officer #5:**

Officer 5 First Name: Rose  
Officer 5 Last Name: Espinoza  
Officer 5 Title: Council Member  
Officer 5 Telephone Number (999-999-9999): 562-383-4200  
Officer 5 Mailing Address: 100 East La Habra Boulevard  
La Habra Ca 90631  
Officer 5 Mailing City: La Habra  
Officer 5 Mailing Zip Code: 90631  
Officer 5 Email Address: respinoza@lahabraca.gov

**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

## Section IV: Program Narrative

**Does the contractor have program or minimum days of operation (MDO) changes?**

- Yes
- No

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## Section V: Subcontract Certification

Subcontractor refers to a separate agency subcontracted to provide CSPP services in accordance with the provisions contained in the California Education Code, 5 CCR, and the CT&Cs.

**Does the Contractor have subcontractors?**

- Yes  
 No

Contractors who subcontract CSPP services must also submit a completed Subcontractor Information Form (EED-3704B). The form is available on the [CFA web page](#).

**AGREEMENT:** By signing this application electronically, I, the District Superintendent, or authorized designee, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

- Yes  
 No

**Printed Name of the Contractor's Authorized Representative:**

Johanna Perez

**Title of the Contractor's Authorized Representative:**

Executive Director

**Certification Date: (MM/DD/YYYY)**

11/13/23

**Authorized Representative's Telephone Number: (999-999-9999)**

562-383-4271

**Authorized Representative's Email Address:**

jperez@lahabraca.gov

## Section VI: Contractor Certification

**Under penalty of perjury, I certify the following statements as true and correct to the best of my knowledge:** *(Each box below must be selected in order to continue with the application.)*

- I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All staff employed by the contractor for the provision of preschool services are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Education Division.
- I am authorized by the contractor's Board of Directors or other governing authority to execute this CFA, signifying their intent to automatically renew the current CSPP contract, and CPKS contract if applicable, for FY 2024–25, 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(s) on June 30, 2024.
- On behalf of the contractor and its governing authority, I understand that some information requested in this CFA is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used, reviewed, or considered by the CDE until after the contract has expired, if ever. Therefore, the contractor further understands that the information (and any underlying transactions) disclosed by this CFA shall not be considered properly noticed to the CDE, nor approved, accepted, or authorized by the CDE, even if the contractor's request for continued funding by the CDE is subsequently approved.
- The governing board members or persons with governing authority have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.

**As the authorized representative of the CSPP contractor named in this application, I certify that:** *(Each box below must be selected in order to continue with the application.)*

- I have reviewed all of the information for my agency and, to the best of my knowledge, the information on the CDMIS website reflects accurate information for my agency as of the date this certification is signed.
- I understand my obligation as a CSPP contractor to ensure the accuracy of information in CDMIS on an ongoing basis and will update the information in CDMIS as needed throughout the contract period.

**As the signer on this CFA I have supervisory authority over the CSPP and have actual, personal knowledge of the information provided in this CFA. I am familiar with and will ensure that the contractor complies with all applicable program statutes and regulations in effect for FY 2024-25, including but not limited to:** *(Each box below must be selected in order to continue with the application.)*

- Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 CCR.
- Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in EC.
- Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR, and accounting and reporting requirements in 5 CCR.
- Operational and programmatic requirements.
- Personnel requirements as stipulated in the California Education Code, 5 CCR; and the CT&Cs.

By signing this CFA, the contractor is indicating that it wishes to automatically renew the current contract for FY 2024–25 and, if approved, is willing to, and does accept, all terms and conditions of the CSPP contract, which will be provided to the contractor no later than June 1, 2024. The contractor may reject the FY 2024–25 contract by providing the CDE with a written notice of rejection no later than June 30, 2024. Contractors that wish to reject the terms of the FY 2024–25 contract must provide written notice that the terms of the contract are rejected by emailing [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP contract, and CPKS contract if applicable, are rejected.

Contractors providing such notice to the CDE of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2024–25. I understand that failure to timely reject the terms of the contract means that the contract may be automatically renewed for FY 2024-25 starting on July 1, 2024.

**AGREEMENT:** By signing this application electronically, I, the District Superintendent, or authorized designee, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

- Yes
- No

**Printed Name of the Contractor's Authorized Representative:**

Johanna Perez

**Title of the Contractor's Authorized Representative:**

Executive Director

**Certification Date: (MM/DD/YYYY)**

11/13/23

**Authorized Representative's Telephone Number: (999-999-9999)**

562-383-4271

**Authorized Representative's Email Address:**

## Section VII – CFA Checklist

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

- Public Agency  
 Non-Public Agency

**Is the Contractor a community college or community college district in California?** (*Community colleges and community college districts appear in the [California Community Colleges Chancellor's Office Directory](#)*)

- Yes  
 No

**Is the Contractor a local education agency (LEA)?** (*An LEA is a local entity involved in education including but not limited to school districts, county offices of education, direct-funded charter schools, and special education local plan areas. LEAs appear in the [California School Directory](#)*)

- Yes  
 No

All forms and documentation listed below must be completed and attached to this application when submitting the CFA. Download, complete, and save each required attachment, as applicable, from the [CFA web page](#). Before uploading your completed attachments, they must be saved on your computer in a compressed (zipped) folder.

### Instructions for saving all attachments in a compressed (zipped) folder:

Save all completed attachments in one folder on your computer. Name each document with your Vendor ID Number followed by the title of the document, for example "12345 - STD 204," "12345 - Board Resolution," etc.

Name the folder containing all attachments with your Vendor ID Number followed by "CFA Attachments," for example "12345 - CFA Attachments."

Right click on the folder, hover your cursor over the "Send to" option, then select "Compressed (zipped) folder." (Mac users may instead select all the documents within the folder, right click, and select "Compress X items" where X is the number of items selected.) The compressed folder will appear in the same location as the original folder. The compressed folder name will end with ".zip."

**Check each box below to confirm the required item is completed and included in your zipped file:**

Full-Day Calendar (Form EED 9730). Required for contractors who indicated a Full-Day program type in Section II.

*Included*

Part-Day Calendar (Form EED 9730). Required for contractors who indicated a Part-Day program type in Section II.

*Included*

California Civil Rights Laws Certification (CO-005). Required for all contractors.

*Included*

Contractor Certification Clauses (CCC). Required for all contractors.

*Included*

Federal Certification (CO.8). Required for all contractors.

*Included*

CDMIS Agency Information Certification. Required for all contractors. (Review all information in CDMIS, update any outdated or incorrect information, and generate the Agency Information Certification form. Log on to the [CDMIS](#) and follow the steps outlined in the FY 2024–25 CFA Instructions.)

*Included*

Public Agency's Board Resolution or Minutes authorizing signature authority. Required for all Public Agencies. (If the contractor is a County Office of Education, Resolution is not required only IF the CFA is signed by the County Superintendent).

*Included*

*Not Applicable*

If applicable: Application for License Exemption. Applicable only for LEAs choosing to apply to be exempt from licensure pursuant to Health & Safety Code (H&SC) Section 1596.792(o).

*Included*

*Not Applicable*

**Upload the .zip file containing all required attachments. To upload the file, click the icon below, select the .zip folder saved on your computer, and click "upload." When the file has uploaded successfully a unique ID will appear in the box below.**



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