



**SAN JOAQUIN COUNTY
OFFICE OF EDUCATION**

**Child Care & Development Programs
Request for Applications
Fiscal Year 2020-21**

Deadline to Submit: October 11, 2019 by 4:30 p.m.

Early Education & Support Division
San Joaquin County Office of Education
P.O. Box 213030
Stockton, CA 95213-9030

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I. Program Overview

a) Program Description and Requirements

San Joaquin County Office of Education (SJCOE) Early Education and Support Division (EES) is soliciting applications from agencies interested in partnering with SJCOE to provide General Child Care and Development (CCTR) and California State Preschool Program (CSPP) services for the 2020-21 fiscal year. Services are funded by the California Department of Education (CDE) Early Learning and Care Division (ELCD) and are currently provided at 20 centers located throughout San Joaquin County (see Appendix A for a complete list of existing locations) in high-need zip codes.

CCTR and CSPP programs provide an educational component that is culturally, linguistically, and developmentally appropriate for the children served. These programs also provide meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities to employees.

Applicants are highly encouraged to provide services at existing locations (see Appendix A for a complete list of existing locations). SJCOE will consider applications for services at new locations in Priority Zip Codes 1 or 2 only.

Please note, successful applicants may be eligible for additional funding opportunities, as determined by locations of service (see Appendix A for a complete list of existing locations with other sources of funding).

b) Statutory and Regulatory Background

Applicants selected to provide services must comply with the Child Care and Development Services Act, commencing with *Education Code (EC)* §8200; regulations in *California Code of Regulations*, Title 5 (5 *CCR*), commencing with Section 18000 including 12-Month Eligibility Implementation Guidance (Implementation Guidance); if applicable, *California Code of Regulations*, Title 22 (22 *CCR*) §10151-101239.2, 101351-101539, 101551-101639.2 community care facilities license regulations Child Care and Development Fund (CCDF) regulations at *Code of Federal Regulations*, Title 45 (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 are also required to follow all requirements in the federal School Accounting Manual at <https://www.cde.ca.gov/fg/ac/sa/>, as well as the CDE Audit Guide at <https://www.cde.ca.gov/fg/au/pm/>. SJCOE strongly recommends applicants review and understand the statutory and regulatory references cited above prior to applying.

Each applicant will be required, as mandated by the California Department of Education and a condition of the contract with SJCOE, to adhere to Title 5 Regulations and Funding Terms and Conditions (FT&C). Current FT&C are available on the CDE ELCD web page at <https://www.cde.ca.gov/fg/aa/cd/>.

Applicants must also adhere to the Standards and Procedures for Audits of California K–12 Local Education Agency (LEA) issued by the Education Audit Appeals Panel as regulations. These regulations are available on the Audit Guidelines-Requirements web page at <http://eaap.ca.gov/audit-guide>. Non-LEAs must also follow requirements per the CDE Audit Guide found at <https://www.cde.ca.gov/fg/au/pm/>.

Further information about federal CCDF policies and initiatives can be found at the U.S. Department of Health and Human Services Office of Child Care web page at <https://www.acf.hhs.gov/occ>.

Applicants utilizing other sources of funding will be required to maintain compliance with all regulations applicable to those funding sources.

c) Service Delivery Options

General Child Care and Development Program (CCTR)

CCTR funding is available for full-day, full-year child development services to families who meet eligibility and need criteria (*EC* §8261, 8263, and 5 *CCR* §18085.5[b]) in the following settings:

- *Center-based* – Children from birth to age 3, ages 5 to 12, and older children with exceptional needs.
- *Family Child Care Homes* – Children from birth to 12 years of age.

Applicants proposing to provide CCTR services via a Family Child Care Home Education Network (FCCHEN) will be responsible for administrative, programmatic, fiscal compliance with FT&C, program requirements, and compliance with laws and regulations pertaining to FCCHENs, including *EC* §8245–8247.

California State Preschool Program (CSPP)

CSPP funding is available for the following program options:

- Part-day, part-year services to eligible 3- and 4-year-old children, and
- Full-day, full-year services to eligible 3- and 4-year-old children.

For specific programmatic and operational requirements, please refer to the most recent FT&Cs at <https://www.cde.ca.gov/fg/aa/cd/>.

d) Nutrition

Applicants must include in its program a nutrition component that ensures that children have nutritious meals and snacks during the time in which they are in the program. The meals and snacks shall be culturally and developmentally appropriate for the children being served and shall meet the nutrition requirements specified by the federal Child and Adult Care Food or the National School Nutrition program (*EC* §8261; 5 *CCR* 18278).

II. Program Funding

a) Available Funding

Applicants may apply to operate CCTR, CSPP, or a combination of both. Services must begin no later than July 1, 2020 for a period of 12 months.

CCTR and CSPP services are currently being provided at 20 locations in San Joaquin County (see Appendix A for a complete list of current locations). Applicants are highly encouraged to consider services at existing locations. Applicants may propose new centers and/or classrooms; however, services must be provided in Priority 1 or 2 Zip Codes only (see Appendix B for Priority Zip Codes). Startup costs may be considered on a case-by-case basis and are subject to negotiation after funding award.

CCTR

SJCOE will award an amount not to exceed \$5,229,235 Maximum Reimbursable Amount (MRA) to one or more applicants for a period of performance from July 1, 2020 to June 30, 2021 for full-day, full-year child development services to families who meet eligibility and need criteria (*EC* §8261, 8263, and 5 *CCR* §18085.5[b]). Providers shall not exceed a daily reimbursement rate of \$44.56.

CSPP

SJCOE will award an amount not to exceed \$5,892,168 MRA to one or more applicants for a period of performance from July 1, 2020 to June 30, 2021. Providers shall not exceed a daily reimbursement rate of \$44.86.

Administrative costs, including indirect costs, cannot exceed 8.5% of the total budget. Please refer to FT&Cs for reimbursable and non-reimbursable expenditures.

b) Eligibility

Institutions of higher education, LEAs, nonprofit organizations, and other organizations or agencies are eligible to apply.

To apply for funding pursuant to this RFA, all agencies, except public entities (e.g., LEAs, recognized tribal entities, other local governments) must be:

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

In addition, the applicant agency must be:

- Licensed in accordance with 22 *CCR*, Community Care Licensing; or
- Eligible for licensing in accordance with 22 *CCR*, Community Care Licensing, Division 12; or

- Appropriately exempt from licensing requirements.

If an agency is not exempt from licensing requirements, services to children shall not begin until SJCOE has received a copy of all site licenses. If the applicant's program delivery proposal includes a FCCHEN, the family child care home providers must meet licensing requirements or provide proof of its license-exempt status, pursuant to *Health and Safety Code* §1596.792, to SJCOE at the time the application is submitted or prior to execution of a contract. Any entity proposing to provide CCTR services through a FCCHEN must adhere to all administrative and programmatic requirements set forth in this RFA, as well as *EC* §8245–8247, which are specifically applicable to FCCHENs. Services to children by contractors and contractors' FCCHENs shall not begin until a contract has been fully executed by SJCOE.

Both current and not current CDE ELCD contractors are eligible to apply, pursuant to the following:

- Any entity that is a current contractor with the CDE ELCD for Child Care and Development Programs who is eligible for additional funding pursuant to 5 *CCR* §18001(a)(1-3).
- Any entity that is not a current CDE ELCD contractor is eligible to apply for funding pursuant to 5 *CCR* §18001(b)(1-3).

In addition, current contracting agencies with CDE and/or SJCOE may be determined, on a case-by-case basis, to be ineligible to receive funding if CDE and/or SJCOE 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 funding based on such evidence, the agency will be apprised of the specific facts supporting the ineligibility.

c) General Contract Information

Applicants selected to provide services on behalf of SJCOE will be required to sign a contract issued by SJCOE, which is a legally binding agreement between SJCOE and a public contractor. The contractor agrees to provide CCTR and/or CSPP services according to defined programmatic and fiscal requirements, and SJCOE agrees to reimburse the contractor for those services according to defined limits.

Contractor must be prepared to provide direct services to children and families starting July 1, 2020 for 12 months (see Appendix A for a complete list of existing locations). After the initial contract period, the contractor's eligibility for continued funding each subsequent year is contingent upon State award, compliance with all applicable State and Federal reporting requirements, and evidence of satisfactory contract performance. Award under this RFA does not guarantee funding from other sources by SJCOE or any other parties.

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

- An officer or employee of the contractor or of an organization having financial interest in the contract; or (*EC* §8258)
- A partner or controlling stockholder or an organization having a financial interest in the contractor; or (*EC* §8258)
- A family member of a person having a financial interest in the contract (*EC* §8258)

d) How Contract Payments Will Be Made

Funds cannot be disbursed until a formal contract between SJCOE and the contractor has been fully executed and will be contingent upon availability of funds. A contract has been fully executed when both parties have signed the contract. Prior to that time, SJCOE has the right to conduct additional due diligence to ensure the awarded agency can fulfill all programmatic and fiscal requirements. Once the contract is executed, the contractor will receive a copy.

Contract payments will be made by SJCOE according to the contract terms and State and Federal laws. Payments will be made only for reimbursable costs incurred during the contract period, subject to the terms and conditions set forth in a contract signed by an authorized representative of both SJCOE and the contractor.

Costs incurred before the stated Period of Performance in a fully executed contract are not reimbursable expenditures. Please refer to FT&Cs for reimbursable and non-reimbursable expenditures.

III. Application Timeline

Date*	Description
September 4, 2019	RFA Released
September 12, 2019 2:30 – 4:30 p.m.	Mandatory Bidder’s Conference Last day to submit questions
October 11, 2019 by 4:30 p.m.	Application Submission Deadline
October 14-25, 2019	Application Review Period
November 1, 2019	Award Notifications Issued
November 2-8, 2019	Appeals must be submitted to SJCOE within 7 calendar days
November 11-15, 2019	Review of appeals
March 2, 2020	Award of Contracts
July 1, 2020	Program Start Date

*Dates are subject to change.

Applicants **must** attend the **mandatory** bidder's conference on:

Date: Thursday, September 12, 2019
Time: 2:30 – 4:30 p.m.
Location: Head Start San Joaquin
Conference Room
2001 Arch-Airport Road, Suite 50
Stockton, CA 95206

The purpose of the bidder's conference is to provide an overview of the RFA and give interested and eligible applicants the opportunity to ask questions. Additional questions related to this RFA will not be accepted after the bidder's conference. **Only applications from those in attendance at the mandatory bidder's conference will be considered.** Please email eesrfa@sjcoe.net to RSVP for the bidder's conference.

IV. Application Requirements

Applications must be completed in accordance with the following instructions:

a) Authorized Representative

The application must be signed by an authorized representative with the authority to legally bind the applicant to a contract for the execution of the proposed work.

b) Application Package Preparation

The application must demonstrate the applicant's working knowledge of State and Federal child care and development requirements. Information included in the application must be relevant and unique to the local area to be served and nature of the program to be administered. Applicants must complete and submit the application including all supplementary materials. Applications that are incomplete or not in compliance with the RFA will not be considered. Written notification will be provided to applicants whose applications do not meet submission requirements. It is solely the applicant's responsibility to carefully review the RFA and supplementary materials prior to submission.

c) Formatting Requirements

The **Program Narrative** must meet the following formatting requirements:

- Not exceed 10 pages (applies to Program Narrative section only). Pages in excess of this limitation will not be considered or evaluated by the review panel.
- Use 8 ½ X 11-inch white paper, single sided-only, double-spaced, with 1-inch margins.
- Use standard Times New Roman 12-point font. Do not use a compressed, narrow, or script font.
- Include a header with the legal name of the agency and page numbers.

d) Number of Copies Required

Five (5) completed application packages are required:

- One (1) application including supplementary materials with original signature in blue ink of the applicant's authorized representative only; and
- Four (4) copies of the original application, including supplementary materials.

e) Address to Submit Application

Applications, including supplementary materials, **must** be received by **4:30 p.m. on Friday, October 11, 2019**. Postmarks do not qualify as receipt dates and will not be accepted.

Applicants may mail completed application packages to SJCOE's mailing address at:

San Joaquin County Office of Education
Early Education and Support Division
P.O. Box 213030
Stockton, CA 95213-9030

Applicants may also personally deliver hard copies to the following physical address:

San Joaquin County Office of Education
Early Education and Support Division
Wentworth Education Center
2707 Transworld Drive
Stockton, CA 95206-3948

Failure to submit the application by the deadline shall result in application disqualification.

V. Application Instructions

Applications must describe in detail how RFA requirements will be met, may include additional related information, and must demonstrate the applicant's working knowledge of State and Federal child care and development requirements. It is important that information in the application be relevant and unique to the local area to be served and nature of the program to be administered. Proposals must include the following (see *Application Forms* document):

a) Section 1: Applicant Information

Agency/Organization Information - enter the applicant's legal name, legal physical address, mailing address, and headquartered county. In accordance with 5 CCR §18000(b), an agency is "Headquartered in" a specific county or service area if either of the following conditions apply:

- Applicants who have provided child care and development services in the service delivery area, as defined in 5 CCR §18000(f), for at least three years immediately preceding the date of the RFA; or
- Applicants who have their primary administrative office for the child development program in the service delivery area as defined in 5 CCR §18000(f). The primary administrative office is the office that houses the executive officers, the fiscal functions, and other centralized support services.

Executive Director Information – enter Executive Director name, phone and fax numbers, and email address.

Program Director Information – enter Program Director name, phone and fax numbers, and email address.

Applicant Legal Status – select the box that identifies the applicant’s legal status, identify if the applicant is currently a CDE ELCD contractor and if so, select the program(s) currently being operated.

b) Section 2: Service Delivery Options

Center-based programs – enter the number of children to be served in CCTR/CSPP full-day/full-year and/or CSPP part-day/part-year.

Intent to Operate CCTR via a Family Child Care Home Education Network (FCCHEN) – if the applicant intends to operate a FCCHEN to implement CCTR services described in this application, **submit one form for each proposed FCCHEN provider.** Include each FCCHEN provider’s legal name, home address, contact person, phone and fax numbers, email address, CCL license number, licensed capacity, and the number and ages of children to be served in the home. Use additional sheets as necessary.

c) Section 3: Program Narrative

Each section of the Program Narrative should be clearly labeled, refer to *Application Forms, Section 3. Program Narrative* for specific instructions. Proposals should be straightforward, concise, and include explanations of technical terms used.

d) Section 4: Program Staffing Plan

Applicants must complete, print, and submit Form A: Program Staffing Plan.

e) Section 5: Fiscal Attachments

Please refer to the CCTR Fiscal Attachment and CSPP Fiscal Attachment Excel Workbooks to complete required Budget and Child Days of Enrollment Projections worksheets. Fiscal Attachment pages will not count towards the Program Narrative page limit.

Applicants must provide a budget, in accordance with the California School Accounting Manual at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>, showing all costs necessary to operate the proposed child care and development program.

Applicants must provide projections for Child Days of Enrollments, as appropriate, for the proposed service-delivery options.

f) Section 6: Compliance with California Code of Regulations Title 22

Applicants must complete, print, and submit Form B: Compliance with California Code of Regulations, Title 22. Use additional sheets as necessary.

g) Section 7: Financial Review

Applicants must provide a Financial Review Narrative, refer to *Application Forms, Section 7: Financial Review* for specific instructions. The purpose of financial review is to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk). The financial review will not impact scoring, but it will be used to determine the financial capabilities and management systems of an applicant (see *Section VI. Application Review Process*).

h) Section 8: Supplemental Attachments

The following Supplemental Attachments are **required at the time of submission** and will not count towards the Program Narrative page limit:

- Proof of legal status
- List of Board of Directors and their affiliations
- Organizational Chart that identifies roles and responsibilities of all individuals who monitor and implement fiscal and programmatic compliance, and their assigned areas of responsibility and lines of communication
- Job Descriptions for key staff (e.g., program director, site supervisor, teacher, teacher assistant)
- Indirect cost rate agreement
- Memorandums of Understanding or other agreements demonstrating the applicants' partnerships
- Most recent audit report or statements from Certified Public Accountants

i) Section 9: Certifications and Assurances

The applicant's authorized representative must sign the included certifications to attest the agency will fulfill all agreements, certifications, and conditions as described in this RFA, as well as abide by all applicable State and Federal laws.

VI. Application Review Process

a) Preliminary Screening Process

Applications will undergo preliminary screening to determine applicant eligibility and confirm compliance with RFA instructions and timeline. Incomplete applications shall be disqualified. It is solely the applicant's responsibility to carefully review the applications instructions and requirements before submission. SJCOE has the right to exercise reasonable discretion and waive minor discrepancies in application and submission requirements that do not impact the integrity of the submission, although it is not required to do so. Disqualified applicants will be informed in writing of the reason(s) for disqualification.

b) Objective Review and Results

Applicants competing for funding will be reviewed and evaluated by objective review panels using only the criteria described in *Section VII. Scoring Rubric* of this RFA. Each panel will be composed of experts with knowledge and experience in the area under review.

Results of the competitive objective review are taken into consideration by SJCOE in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

SJCOE may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. SJCOE reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. SJCOE will also consider the geographic distribution of funds in its award decisions.

The review process under this RFA is structured into two phases.

i. Phase 1

Phase 1 is organized around core elements of effective Child Care and Development programs that are focused on quality child development services and school readiness. Successful applicants will have demonstrated capacity in providing effective, comprehensive, and well-coordinated early childhood education and development services and programs to children and families in priority zip codes. Phase 1 will result in a numerical score by a panel of reviewers. Applications that score at or above the threshold qualified score of 75 points will proceed to Phase 2.

ii. Phase 2

Phase 2 is a financial review that will be performed by fiscal experts. This review will be used to determine risk and whether an applicant should be considered as Low, Medium, or High.

This review will not change the scores determined by the objective review panel, but will assist SJCOE in making award decisions.

The financial review of applicants serves to determine the financial capability of an applicant based on information provided in the application package, including submitted financial statements adhering to Generally Accepted Accounting Principles (GAAP) and/or audit reports or statements from Certified Public Accountants (CPA).

The financial review consists of the following three sections:

- **Section 1 – Financial Capability:** Evaluates the applicant’s ability to sustain operations and perform the planned program.
- **Section 2 – Financial Management System:** Evaluates the applicant’s ability to properly account for and administer State and Federal funds.

All applicants must submit their most recent fiscal year’s financial statements and related notes to the financial statements adhering to GAAP as well as the last year’s audit reports or statements from Certified Public Accountants.

- **Section 3 – Additional Information:** Collects information on the applicant’s contract performance and fulfillment for the past 2 years, Single Audit opinions (if applicable) for the past 2 years, financial statements for the past 2 years, cost allocation methodology, and litigation for the past 12 months.

iii. Additional Review and Funding Considerations

Please note that if the applicant is a current or former SJCOE contractor, SJCOE will retrieve, review, and consider the contractor’s most recent monitoring reports. SJCOE will also retrieve, review, and consider Community Care Licensing documentation on the applicant, as applicable.

SJCOE will conduct an analysis of applicants’ Governing Body in order to determine how effective, legal and cohesive the applicant’s Governing Body has historically functioned and whether it has a documented history of providing effective Child Care and State Preschool services so as to best benefit the children and families who will be receiving services pursuant to the contracts resulting from this RFA process. These reports, documents, and analysis may be considered in making final funding determinations.

c) Notification of Application Results

Applicants will be notified in writing by November 1, 2019 of application results.

d) Applicant Interview and Site Review

SJCOE may request an applicant interview and/or site review of applicants under consideration for award, if deemed necessary. The review panels may consider findings obtained in the interview and/or on-site review in making final selections.

Applicant's participation in interview(s) and/or on-site reviews does not commit SJCOE to award a contract.

e) Final Selection

Recommendations for award(s) and the final contract are contingent upon approval by the San Joaquin County Superintendent of Schools.

f) Confidentiality

All materials submitted in response to this RFA become the property of SJCOE. Any and all applications received by SJCOE shall be subject to public disclosure and inspection after the objective review panels have completed their deliberation processes and either the applicants have been informed of the status of their application in writing, or the matter has been set for consideration by the San Joaquin County Superintendent of Schools, whichever comes first.

g) Appeal Process

Written appeals with respect to this RFA and the final selection must be based upon technical or process violation and must be cited in writing. Differences of opinion about the merit of applications recommended for funding are not grounds for submitting an appeal. Written appeals must be sent to:

Troy Brown, Associate Superintendent
Student Programs & Services
San Joaquin County Office of Education
P.O. Box 213030
Stockton, CA 95213-9030

Appeals must be received within seven (7) calendar days immediately following the date of notification of the recommendation to award a contract. An appeal hearing, if held, may be recorded by a tape-recorded device. SJCOE will provide a written response, being issued by SJCOE, via email, to the appellant within 14 business days of the receipt of the appeal. This written notification will include the final decision of the Associate Superintendent or designee and the basis for the decision. Such notification shall be final.

VII. Scoring Rubric

Only applicants that score at or above the threshold qualified score of 75 points during the competitive objective review process, will move to Phase 2, the Financial Review (see *Section VI. Application Review Process*).

Section 1 – Applicant Information Not Scored

Section 2 – Service Delivery Options..... 1 to 3 points

Center-Based Programs and Intent to Operate a CCTR via Family Child Care Home Education Network Tables

Provide the number of children to be served in the applicable program type. Applicants intending to operate CCTR via a FCCHEN have provided requested information for participating family child care home providers.

Score 1	Score 3
Table(s) is incomplete.	Table(s) is complete.

Section 3 – Program Narrative 15 to 60 points

a) Agency Introduction: Provide a general overview of the applicant’s early education and development services for children and families. Include a description of your agency, size, location, types of services provided, and partners.

Score 1	Score 2	Score 4
Narrative provides minimal description of applicant’s early education and development services for children and families, agency size, location, types of services provided, and partners.	Narrative provides adequate description of applicant’s early education and development services for children and families, agency size, location, types of services provided, and partners.	Narrative provides a comprehensive description of applicant’s early education and development services for children and families, agency size, location, types of services provided, and partners.

b) Service Area: Describe the targeted service area(s). List of sites and classroom designations must be provided in the Fiscal Attachments. Please refer to Appendix A for a list of existing locations and Appendix B for Priority Zip Codes.

Score 1	Score 2	Score 4
Narrative provides minimal description of the targeted service area(s).	Narrative provides adequate description of the targeted service area(s).	Narrative provides a comprehensive description of the targeted service area(s).

c) **Description of Need:** Describe the needs of the targeted population with respect to the proposed service area and how these needs will be met.

Score 1	Score 2	Score 4
Narrative provides minimal description of the targeted population.	Narrative provides adequate description of the targeted population.	Narrative provides a comprehensive description of the targeted population.

d) **Program Quality:** Describe the agency’s commitment to implement a quality program.

Desired Results System. Include your agency’s process for continuous quality improvement using the Developmental Profile, Parent Survey, Environmental Rating Scale, and Program Self-Evaluation.

Score 1	Score 2	Score 4
Narrative provides minimal description of Desired Results System.	Narrative provides adequate description of Desired Results System.	Narrative provides a comprehensive description of Desired Results System.

Education Program. Describe how the program ensures developmentally, linguistically, and culturally appropriate program approach; is inclusive of children with special needs; encourages respect for the feelings and rights of children; supports children’s social and emotional development; provides for the development of cognitive and language skills; promotes each child’s physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement; and promotes and maintains practices that are healthy and safe. Includes references to QRIS, as appropriate.

Score 1	Score 2	Score 4
Narrative provides minimal description of Education Program.	Narrative provides adequate description of Education Program.	Narrative provides a comprehensive description of Education Program.

Staff Development. Describe how professional development is planned, implemented, and evaluated for all staff.

Score 1	Score 2	Score 4
Narrative provides minimal description of Staff Development.	Narrative provides adequate description of Staff Development.	Narrative provides a comprehensive description of Staff Development.

Nutrition. Describe your agency’s plan to include a nutrition component that ensures children have access to nutritious meals and snacks, at no additional cost to families, that are culturally and developmentally appropriate.

Score 1	Score 2	Score 4
Narrative provides minimal description of Nutrition component.	Narrative provides adequate description of Nutrition component.	Narrative provides a comprehensive description of Nutrition component.

e) **Parent Involvement and Education:** Describe how your agency plans to ensure that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year. Include how your agency’s plan for parent involvement and education in orientation for parents, parent conferences, open door policy, and Parent Advisory Committees.

Score 1	Score 2	Score 4
Narrative provides minimal description of Parent Involvement and Education.	Narrative provides adequate description of Parent Involvement and Education.	Narrative provides a comprehensive description of Parent Involvement and Education.

f) **Health and Social Services:** Describe how your agency identifies needs of children and families. Include how families are linked to appropriate resources and describe follow-up procedures that are in place to ensure that needs have been met.

Score 1	Score 2	Score 4
Narrative provides minimal description of Health and Social Services.	Narrative provides adequate description of Health and Social Services.	Narrative provides a comprehensive description of Health and Social Services.

g) **Program Monitoring and Administration:** Provide a comprehensive description of how your agency plans to monitor and ensure both fiscal and programmatic compliance.

Score 1	Score 2	Score 4
Narrative provides minimal description of how applicant plans to monitor and ensure fiscal and programmatic compliance.	Narrative provides adequate description of how applicant plans to monitor and ensure fiscal and programmatic compliance.	Narrative provides a comprehensive description of how applicant plans to monitor and ensure fiscal and programmatic compliance.

Include an organizational chart that identifies roles and responsibilities of all individuals who monitor and implement fiscal and programmatic compliance, and their assigned areas of responsibility and lines of communication.

Score 1	Score 2	Score 4
Organizational chart provides minimal description of roles and responsibilities of all individuals who monitor and	Organizational chart provides adequate description of roles and responsibilities of all individuals who monitor and	Organizational chart provides comprehensive description of roles and responsibilities of all individuals who monitor

implement fiscal and programmatic compliance, and their assigned areas of responsibility and lines of communication.	implement fiscal and programmatic compliance, and their assigned areas of responsibility and lines of communication.	and implement fiscal and programmatic compliance, and their assigned areas of responsibility and lines of communication.
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Explain what the reporting relationships will be between line staff and supervisors.

Score 1	Score 2	Score 4
Narrative provides minimal description of reporting relationships between line staff and supervisors.	Narrative provides adequate description reporting relationships between line staff and supervisors.	Narrative provides a comprehensive description reporting relationships between line staff and supervisors.

Describe your agency’s systems for the following: ongoing oversight, program self-evaluation, corrective action, continuous quality improvement, and fiscal management, including, but not limited to enrollment, attendance, and expenditures.

Score 1	Score 2	Score 4
Narrative provides minimal description of applicant’s systems for ongoing oversight, program self-evaluation, corrective action, continuous quality improvement, and fiscal management.	Narrative provides adequate description of applicant’s systems for ongoing oversight, program self-evaluation, corrective action, continuous quality improvement, and fiscal management.	Narrative provides a comprehensive description of applicant’s systems for ongoing oversight, program self-evaluation, corrective action, continuous quality improvement, and fiscal management.

Include a description of how the management system ensures budget and staffing patterns that promote continuity of care.

Score 1	Score 2	Score 4
Narrative provides minimal description of how management systems ensures budget and staffing patterns that promote continuity of care.	Narrative provides adequate description of how management systems ensures budget and staffing patterns that promote continuity of care.	Narrative provides a comprehensive description of how management systems ensures budget and staffing patterns that promote continuity of care.

h) Transition Plan: Children and families are currently receiving CCTR and CSPP services. Describe how you will support children, families, and staff in making a successful transition, if applicable.

Score 1	Score 2	Score 4
Narrative provides minimal description of how applicant will support children, families, and staff in making a successful transition, where services are currently being received.	Narrative provides adequate description of how applicant will support children, families, and staff in making a successful transition, where services are currently being received.	Narrative provides a comprehensive description of how applicant will support children, families, and staff in making a successful transition, where services are currently being received.

Section 4 – Program Staffing Plan 1 to 3 points

Score 1	Score 3
Form A: Program Staffing Plan is incomplete.	Form A: Program Staffing Plan is complete.

Section 5 – Fiscal Attachments 4 to 24 points

Applicants must provide a budget, in accordance with the California School Accounting Manual at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>, showing all costs necessary to operate the proposed child care and development program.

Score 1	Score 3	Score 6
Budget worksheet is incomplete.	Budget worksheet is adequate.	Budget worksheet is comprehensive and complete.

Budget supports proposed program activities and service-delivery option(s).

Score 1	Score 3	Score 6
Budget minimally supports management and oversight of the proposed program and service-delivery options.	Budget adequately supports management and oversight of the proposed program and service-delivery options.	Budget fully supports management and oversight of the proposed program and service-delivery options.

Applicants must provide projections for Child Days of Enrollments, as appropriate, for the proposed service-delivery options.

Score 1	Score 3	Score 6
Child Days of Enrollment Projections Worksheet is partially complete.	Child Days of Enrollment Projections Worksheet is complete, but does not align	Child Days of Enrollment Projections Worksheet is complete and aligns with

	with proposed service-delivery options.	proposed service-delivery options.
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Applicants proposing to operate CCTR programs **only** must complete and submit all worksheets in the CCTR Fiscal Attachment Excel Workbook. Applicants proposing to operate CSPP programs **only** must complete and submit all worksheets in the CSPP Fiscal Attachment Excel Workbook. Applicants applying to operate **both** CCTR and CSPP programs **must complete both** CCTR and CSPP Fiscal Attachment Excel Workbooks.

Score 1	Score 3	Score 6
Fiscal Attachments do not align with proposed service delivery options.	Fiscal Attachments minimally aligns with proposed service delivery options.	Fiscal Attachments align with proposed service delivery options.

Section 6 – Compliance with California Code of Regulations, Title 22 1 to 3 points

Score 1	Score 3
Form B: Compliance with Title 22 CCR is incomplete.	Form B: Compliance with Title 22 CCR is complete.

Section 7 – Financial Review Not Scored

Applicants must provide a Financial Review Narrative. The financial review will not impact scoring, but it will be used to determine the financial capabilities and management systems of an applicant based on information provided in the application.

Section 8 – Supplemental Attachments 1 to 3 points

Score 1	Score 3
Supplemental Attachments are included, but attachments are incomplete.	All Supplemental Attachments are included and complete.

Section 9 – Certifications & Assurances Not Scored

Appendix A: 2018-19 Existing CCTR/CSPP Centers and Classrooms
List is subject to change.

Center Name	Address	City_State	Zip Code	Hours of Operation		Room	Age	CCTR Slots	CSPP Slots
				Start	End				
Creative Child Care at Don Avenue CDC	8121 Don Avenue	Stockton, CA	95209	7:30 AM	5:30 PM	Room 1	6 weeks-24 months	12	
						Room 2	2 year-olds	12	
						Room 3	3-4-year-olds		24
						Room 4	3-4-year-olds		24
						Room 5**	3-4-year-olds		20
Creative Kids	115 S. Powers Avenue	Manteca, CA	95336	7:00 AM	5:30 PM	Room 1*	6 weeks-24 months	8	
						Room 2	2-year-olds	16	
						Room 3	3-4-year-olds		24
						Room 4**	3-4-year-olds		20
Creative Child Care at Oro	1565 Oro Avenue	Stockton, CA	95215	7:30 AM	5:30 PM	Room 1	2-year-olds	16	
						Room 2	3-4-year-olds		24
						Room 3	3 - 4-year-olds		24
Creative Child Care at Conway	742 Dallas Avenue	Stockton, CA	95206	7:00 AM	5:30 PM	Room 1	2-year-olds	16	
						Room 2	3-4-year-olds		24
						Room 3**	3-4-year-olds		20
						Room 4	3-4-year-olds		24
Creative Child Care at Eleventh Street	1700 E. 11th Street	Stockton, CA	95206	7:00 AM	5:30 PM	Room 1	2-year-olds	16	
						Room 2	3-4-year-olds		24
						Room 3**	3-4-year-olds		20
						Room 4**	3-4-year-olds		20
Creative Child Care at Country Club	2448 Country Club Blvd.	Stockton, CA	95204	7:30 AM	5:30 PM	Room 1	3-4-year-olds		24
						Room 2**	3-4-year-olds		20
						Room 3	2-year-olds	12	
						Room 4	2-year-olds	12	
Creative Child Care at TEAM Charter School	621 E. Market Street	Stockton, CA	95206	6:30 AM	6:00 PM	B & A	School-age children in grades K-5	170	

(*)Children are co-enrolled in CCTR and SJCOE's Early Head Start program.

(**)Children are co-enrolled in CSPP and SJCOE's Head Start program.

(^)Site currently provides CSPP and Manteca Unified School District's Special Education and/or First 5 San Joaquin-funded preschool programs.

Center Name	Address	City_State	Zip Code	Hours of Operation		Room	Age	CCTR Slots	CSPP Slots
				Start	End				
Creative Child Care at Creative Head Start	7505 Tam O'Shanter Drive	Stockton, CA	95210	7:00 AM	5:30 PM	Room 1**	3-4-year-olds		20
						Room 2**	3-4-year-olds		20
						Room 3**	3-4-year-olds		20
						Room 5-A*	6 weeks-17 months	6	
						Room 5-B*	6 weeks-17 months	6	
						Room 6-A*	18-36 months	8	
						Room 6-B*	18-36 months	8	
Room 7*	18-36 months	8							
Creative Child Care at Michigan Heights Church	3156 Michigan Avenue	Stockton, CA	95204	7:30 AM	5:30 PM	Room 1	3-4-year-olds		16
						Room 2*	2-year-olds	8	
Creative Child Care at Small World	6600 Grigsby Place	Stockton, CA	95219	7:30 AM	5:30 PM	Room 1	3-4-year-olds		24
						Room 2**	3-4-year-olds		20
						Room 3	2-year-olds	8	
Creative Child Care at New Directions	1981 Cherokee Road	Stockton, CA	95212	7:30 AM	5:30 PM	Room 1**	3-4-year-olds		20
						Room 2**	3-4-year-olds		20
Creative Child Care at Banta Preschool	22345 El Rancho Road	Tracy, CA	95304	7:30 AM	5:00 PM	Room 1	2-year-olds	16	
						Room 2	3-4-year-olds		24
Creative Child Care at Fremont Street CDC	2295 E. Fremont Street	Stockton, CA	95205	8:30 AM	2:30 PM	Room 1**	3-4-year-olds		15
						Room 2**	3-4-year-olds		15
Preschool for All at Great Valley	4223 McDougald Blvd.	Stockton, CA	95206	7:30 AM	5:30 PM	Room 56	3-4-year-olds		24
Creative Child Care at Lathrop Elementary^	15851 S. 5th Street	Lathrop, CA	95330	8:00 AM	11:00 AM	AM Class	3-4-year-olds		32
				12:45 PM	3:45 PM				
Creative Child Care at McParland	1601 Northgate Drive	Manteca, CA	95336	8:00 AM	11:00 AM	AM Class	3-4-year-olds		16
				12:45 PM	3:45 PM	PM Class	3-4-year-olds		16
Creative Child Care at Sequoia School^	710 Martha Street	Manteca, CA	95337	8:00 AM	11:00 AM	AM Class	3-4-year-olds		24
				12:15 PM	3:15 PM				
Creative Child Care at Neil Hafley^	849 Northgate Drive	Manteca, CA	95336	8:00 AM	11:00 AM	AM Class	3-4-year-olds		16
				12:40 AM	3:40 PM	PM Class	3-4-year-olds		16
Creative Child Care at Stella Brockman	763 Silverado Drive	Manteca, CA	95337	8:15 AM	11:15 AM	AM Class	3-4-year-olds		21
				12:30 PM	3:30 PM	PM Class	3-4-year-olds		21
Creative Child Care at Joshua Cowell^	740 Pestana Avenue	Manteca, CA	95336	8:15 AM	11:15 AM	PM Class	3-4-year-olds		14
				12:30 PM	3:30 PM				

(*)Children are co-enrolled in CCTR and SJCOE's Early Head Start program.

(**)Children are co-enrolled in CSPP and SJCOE's Head Start program.

(^)Site currently provides CSPP and Manteca Unified School District's Special Education and/or First 5 San Joaquin-funded preschool programs.

Appendix B: Priority Zip Codes

San Joaquin County California
 Department of Education Early
 Learning and Care Division Local
 Planning Council Priorities May
 2018

Fiscal Year 2018–19

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Zip Code	County Name	CSPP Priority Assigned	CCTR Infant/Toddler Priority Assigned	CCTR School-Aged Priority Assigned
95204	San Joaquin	1	1	1
95205	San Joaquin	1	1	1
95206	San Joaquin	1	1	1
95207	San Joaquin	1	1	1
95209	San Joaquin	1	1	1
95210	San Joaquin	1	1	1
95212	San Joaquin	1	1	1
95215	San Joaquin	1	1	1
95240	San Joaquin	1	1	1
95336	San Joaquin	1	1	1
95219	San Joaquin	2	2	2
95376	San Joaquin	2	2	2
95202	San Joaquin	2	2	2
95203	San Joaquin	2	2	2
95220	San Joaquin	2	2	2
95304	San Joaquin	2	2	2
95320	San Joaquin	2	2	2
95330	San Joaquin	2	2	2
95337	San Joaquin	2	2	2
95377	San Joaquin	2	2	2
95227	San Joaquin	3	3	3
95230	San Joaquin	3	3	3
95231	San Joaquin	3	3	3
95236	San Joaquin	3	3	3
95237	San Joaquin	3	3	3
95242	San Joaquin	3	3	3
95258	San Joaquin	3	3	3
95361	San Joaquin	3	3	3
95366	San Joaquin	3	3	3
All Other Zips	San Joaquin	3	3	3