

Fiscal Year 2016–17 Continued Funding Application (EESD-3704)

Review these instructions prior to completion of the Fiscal Year 2016–17 Continued Funding Application (EESD–3704).

1. Fill out the application and required attachments completely. To auto populate your legal contract name and vendor number; insert the information in the header on page 2. Your information should appear on subsequent header pages.
2. Documents must be signed in **blue ink**, by the contractor's authorized representative.
3. Documents must be printed single-sided.
4. **Early Education and Support Division will not accept electronic versions, files on computer discs, or facsimile applications. Applicants may mail or personally deliver applications. Application packages must be received at the following address on or before 6 p.m., December 1, 2015. Mail or deliver one (1) original and two (2) copies of the application packet and all required attachments to the address below:**

Fiscal Year 2016–17 Continued Funding Application
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

If there are any questions regarding the application process, contact the Early Education and Support Field Services Consultant listed on the Consultant Assignments Web page at <http://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

Section I – Contractor Information

**Contractor
"Doing Business
As" (DBA)** DJUSD Children's Center

The county number, vendor number, and the Federal Identification Number are the same numbers used on the contractor's Attendance and Fiscal Report for Child Development programs.

County: 57

Federal Identification Number: 95-2746725

The information below must match the information in the Child Development Management Information System (CDMIS).

Executive Director:
Winfred Roberson

Address:
526 B Street

City:
Davis

Zip Code:
95616

Telephone Number:
(530)757-5300

Fax Number:
(530)757-5233

E-mail Address:
wroberson@djUSD.net

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2016–17. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

Center-Based and Family Child Care Home Programs

- ☒ California State Preschool Program (CSPP)
 - ☒ Full-Year ☐ Part-Year
- ☐ California Center-Based (CCTR)
 - ☐ Infant/Toddler
 - ☐ School-Age
 - ☐ Family Child Care Home Education Network (CCTR)
- ☐ Family Child Care Home Education Network (CFCC)
- ☐ Program for Special Needs Children (Handicapped) (CHAN)
- ☐ Migrant, Center-Based (CMIG) and Migrant Specialized Services (CMSS)

Alternative Payment Programs

- ☐ Alternative Payment Program (CAPP)
- ☐ CalWORKs Stage 2 (C2AP)
- ☐ CalWORKs Stage 3 (C3AP)
- ☐ Migrant Alternative Payment (CMAP)

Resource and Referral Programs

- ☐ Resource and Referral (CRRP)

Contractor's Legal Name Davis Joint Unified School District	Vendor Number: 57-7267
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Section III – Governing Board of Directors Contact Information				
Does the contractor have a Board of Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Complete contact information for the current year's Governing Board of Directors, including name, title, telephone number, mailing address, and e-mail address.				
Governing Board Member's Name	Title	Telephone Number	Mailing Address	E-mail Address
1. Madhavi Sunder	President	(530) 757-5300	526 B Street Davis, CA 95616	msunder@djud.net
2. Barbara Archer	Vice President/Clerk	(530) 757-5300	526 B Street Davis, CA 95616	barcher@djud.net
3. Tom Adams	Trustee	(530) 757-5300	526 B Street Davis, CA 95616	tadams@djud.net
4. Alan Fernandes	Trustee	(530) 757-5300	526 B Street Davis, CA 95616	afernandes@djud.net
5. Susan Lovenburg	Trustee	(530) 757-5300	526 B Street Davis, CA 95616	slovenburg@djud.net
6.				

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Section IV – Allocation of Agency Funds

Only agencies with the following contract types must complete this form: CCTR, CSPP, CMIG, CHAN, C2AP, C3AP, CAPP, and CFCC.

The purpose of this form is to track contract funds as budgeted by service county. List all counties in which children are being served with the contract funds and show the percentage of funds spent in each service county for FY 2014-15. Percentages must sum to 100 percent. See Example 1 below.

If your agency provides services only in the Headquartered (HQ) county, enter the contract number(s) below and show 100 percent next to each contract type(s) held by your agency. The HQ county is where (1) contractors have provided child care services in the service delivery area, as defined in 5 CCR, Section 18000(f) for at least three years; or (2) where contractors have their primary administrative office. The primary administrative office is that office which houses the executive officer(s), the fiscal functions and other centralized support services. See Example 2 below.

Contractor Legal Name Davis Joint Unified School District

Vendor Number 57-7267 **HQ County** Yolo

CONTRACT NUMBER CCTR 4009

County	% of total
<u>Los Angeles</u>	<u>40%</u>
<u>Orange</u>	<u>15%</u>
<u>San Bernardino</u>	<u>45%</u>
_____	____%
_____	____%
EXAMPLE 1	1%
Total:	100%

CONTRACT NUMBER CSPP 4009

County	% of total
<u>Monterey</u>	<u>100%</u>
_____	____%
_____	____%
_____	____%
EXAMPLE 2	2%
Total:	100%

CONTRACT NUMBER CSPP5622

County	% of total
<u>Yolo</u>	<u>100 %</u>
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
Total:	100%

CONTRACT NUMBER _____

County	% of total
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
Total:	100%

CONTRACT NUMBER _____

County	% of total
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
Total:	100%

CONTRACT NUMBER _____

County	% of total
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
_____	____%
Total:	100%

Comments:

Agency Contact Clark Bryant, cbryant@djusd.net

Date 01-25-16 (Name and E-mail)

If you have any questions regarding this form, please contact Dan Shin, Child Development Fiscal Services Unit, at 916-323-7394 or by e-mail at Dshin@cde.ca.gov.

1. Identify the program component for which you are requesting a change.
2. Describe how the program currently provides services to children and families in relation to the above-identified program component.
3. Describe the proposed change, and how services will be improved if the change is implemented.

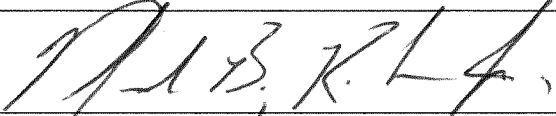

Contractor's Legal Name Davis Joint Unified School District	Vendor Number: 57-7267
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Section VI – Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks

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

I certify, as the authorized agent representing this contractor, I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All child care staff employed in CDE funded program(s) are fully qualified for their respective positions. Exceptions to this certification are persons employed as "Program Director" or "Site Supervisor" who possess a current Early Education and Support Division (EESD) approved Staffing Qualifications Waiver.

I certify that the Personnel Roster has been submitted to the EESD.

Signature of Authorized Representative	
Date	1/26/16 

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

Section VII – Subcontract Certification

Does the contractor subcontract for direct services? ☐ Yes ☒ No

Fill in the boxes below regarding the direct service contract and subcontractor. Subcontracts for direct services must be audited in accordance with CDE Audit Guidelines and reported with the contractor's audit.

Fill out this form for every subcontract.

Subcontractor Legal Name

Does the Subcontractor also contract with the CDE? ☐ Yes ☐ No

Subcontract
Dollar Amount

\$

Contract Type: CCTR ☐ CSPP ☐ CMIG ☐

Site Name

Site Complete Address

Service County

1.

2.

3.

I certify that the contractual arrangement(s) listed above are in adherence with the required subcontract provisions contained in the *California Code Regulations*, Title 5, and the Funding Terms and Conditions.

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

Signature of
Contractor's Authorized
Representative:

Date of Signature

[Handwritten Signature]

1/26/16

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

Section VIII – Required Attachments

All attachments must be filled out completely and attached to the application.

A. Fiscal Year 2016–17 Program Calendar (EESD–9730)

The Program Calendar (EESD–9730) form is required for all contract types and completed **separately for each contract**. The EESD–9730 form will automatically add the Minimum Days of Operation (MDO) when the dates are marked with an "X". The instructions are as follows:

1. Click on the EESD–9730 form link at <http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcald1617.xls>
2. On the top of the form; input the name of the contractor and Vendor Number. Click on the County box, select the county from the drop-down list. Click on the Contract Type box, select the contract type from the drop-down list.
3. Click on the date for the days of operation; enter an "X" for all days that the program will serve subsidized children during the FY 2016–17 contract period (Center-Based programs and Family Child Care Home Education Networks). Alternative Payment and Resource and Referral programs should mark the days the program office is open for business.
4. The total number of days marked with an "X" for each contract will constitute each contract's MDO.
5. Print the completed EESD–9730 form.
6. Provide justification for a reduction of days on the Program Narrative Change (EESD–3704A) form if the number of days shown on the EESD–9730 form falls below 246 or 175 (as applicable to the contract type) **and** the contractor proposes to operate for fewer days than its FY 2015–16 MDO. The link to the form is located on the Child Care Services Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/cddforms.asp>.

If the MDO changes during the fiscal year contract period, the contractor is to justify the revision by submitting revised EESD–9730 and EESD–3704A forms to the assigned EESD Field Services Consultant to obtain the necessary approval. The revised forms **must** be received electronically by the EESD Field Services Consultant by **June 30, 2016**. Link to the form located on the Child Care Services Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/cddforms.asp>.

Fiscal Year 2016-17 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Davis Joint Unified School District	57-7267	57 Yolo	CSPP - Full Year

Enter an "X" for Days of Operation.

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days of Operation

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	X	X	X	27
28	X	X	X			

Days of Operation

September 2016						
S	M	T	W	T	F	S
				X	X	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	

Days of Operation

Quarterly Subtotal

October 2016						
S	M	T	W	T	F	S
						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	X					

Days of Operation

November 2016						
S	M	T	W	T	F	S
		X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	21	22	23	24	25	26
27	X	X	X			

Days of Operation

December 2016						
S	M	T	W	T	F	S
				X	X	3
4	X	X	X	X	X	10
11	X	X	X	X	X	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days of Operation

Quarterly Subtotal

January 2017						
S	M	T	W	T	F	S
1	2	X	X	X	X	7
8	X	X	X	X	X	14
15	16	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X				

Days of Operation

February 2017						
S	M	T	W	T	F	S
			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				

Days of Operation

March 2017						
S	M	T	W	T	F	S
			X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	20	21	22	23	24	25
26	X	X	X	X	X	

Days of Operation

Quarterly Subtotal

April 2017						
S	M	T	W	T	F	S
						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						

Days of Operation

May 2017						
S	M	T	W	T	F	S
	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	X	27
28	29	X	X			

Days of Operation

June 2017						
S	M	T	W	T	F	S
				X	X	3
4	X	X	X	X	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days of Operation

Quarterly Subtotal

Total Days of Operation

CDD Consultant Initials

Date approved by CDD Consultant

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

B. Update and Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database

Contractors are required to update all information in the CDMIS database and certify under penalty of perjury that information in CDMIS is complete and correct. All contractors must thoroughly review the information contained in the CDMIS database and update any outdated information. This update includes the name and contact information for officers and program directors, location and licensed capacity of sites, license numbers, and the numbers of children enrolled.

The information in CDMIS **becomes part of the agency's contract**. Complete and accurate information is critical to the function of the child development program and the maintenance of your agency's contract. Incomplete or inaccurate information in CDMIS can result in an audit finding at the state level and a finding of noncompliance for your agency. Maintenance of complete and accurate information in the database is your responsibility. To perform the review and update, follow the directions below.

To access this information, the person logging on to the CDMIS Web site must be a "super user." Only super users can access the Update Agency Information function within the web site. To review the information and submit changes, log on the CDMIS Web site at <https://www4.cde.ca.gov/cdmis/default.aspx>. From the Main Menu, select the function, "Update Agency Information" and click the "Submit" button. Review **all** of the information in the sections below, making changes as necessary. Detailed instructions for updating this information can be found within the CDMIS Web site. A check list has been provided below for your review.

- ☐ Add/Edit Executive Director Information: Update Executive Director Name, phone number, fax number, and e-mail address.
- ☐ Add/Edit Program Director Information: Update existing Program Director information, add new Program Directors, assign them to the contracts they are responsible for, change Program Director contract assignments, and delete Program Directors who are not assigned to a contract.
- ☐ Add/Edit FCCH Information: **Complete only if** the contractor uses family child care homes. Update information related to services provided in family child care homes through the contractor's CDE contracts to reflect services as of September 24, 2015.
- ☐ Add/Edit Sites/Offices: Update, add, or delete sites/offices with the physical address of the site/office. Do not use P.O. boxes or mailing addresses. Add/Edit the Site Supervisor first and last name.
- ☐ Update the site license information. For licensed facilities, the site name and physical address should match the name and address on the license issued by the Department of Social Services Community Care Licensing Division.
- ☐ Update number of children served by contracts at sites/offices to reflect services as September 24, 2015.

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
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Generate/Print Agency Information Certification Form: Once all the information has been reviewed and all changes have been submitted, (regardless of whether the changes have been approved by the EESD Field Services Consultant or are still pending approval), generate and **print** the "Agency Information Certification form." Do not generate the Agency Information Certification form until all the information above has been reviewed and any changes needed have been submitted.

To generate this form, scroll to the bottom of the "Update Agency Information" Web page and click the "Generate Certification form" link. When the form is generated, print it using the browser's print function. The contractor's representative must sign the form. The signed form must be returned with the Continued Funding Application. Applications **will be considered incomplete** without the "Agency Information Certification form" attached.

All changes submitted (adds, updates, or deletes) will remain pending until the contractor's assigned EESD Field Services Consultant reviews and approves or denies the changes.

In addition to this annual review of information as part of the Continued Funding Application process, contractors are required to submit changes to Executive Director Information, Program Director Information, and Site/Office information (site name, physical address, and license information only) as changes occur. The number of children served by contract and age group at each site/office only needs to be updated once a year during the continued funding application process.

Note: The contractor's legal name and mailing address cannot be changed through this process as specific documentation is required from the contractor to process that change.

For information on how to change your contractor's legal name or headquarters mailing address, contact your assigned EESD Field Services Consultant at 916-322-6233

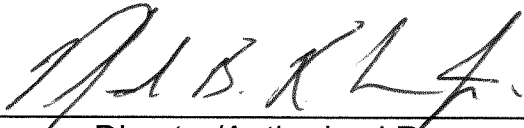
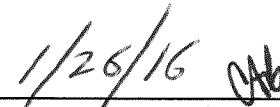
Any questions about how to submit changes within the "Update Agency Information" section of the CDMIS Web site, please contact CDMIS staff at 916-445-1907.

Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **Davis Joint Unified Sch Dist (7267)** 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 **Davis Joint Unified Sch Dist (7267)** as of the date this certification was signed.

Program Director/Authorized Representative Signature Date Signed



Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Angeline Tabay

Date Generated: 1/25/2016

Assigned CDD Consultant: Alice Trathen

Contractor's Legal Name
Davis Joint Unified School District

Vendor Number:
57-7267

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.

C. Payee Data Record (STD. 204) (Non-public agencies only)

Non-public agencies must download and complete the State of California Payee Data Record (STD.204) form link at <http://www.cde.ca.gov/sp/cd/ci/documents/std204formeedsd.pdf>.

1. Complete sections 2 through 5.
2. Payee legal name and address must match the legal Name and address on the EESD-3704.
3. **Print** the document, sign, and date.

D. Secretary of State (Non-public agencies only)

Non-public agencies must be authorized to do business with the State of California. Search your agency name and **print** the results from the California Secretary of State Debra Bowen Web site at <http://kepler.sos.ca.gov/>.

Agency status must be "active" and the entity name must match the payee legal name on the STD. 204 and Contractor Legal Name on the EESD-3704. If the agency status is "inactive," contact your EESD Consultant immediately.

E. Verification of School District Name and Address

Verification of school district's legal name and address must include a printed verification from the following Web sites:

California Community Colleges or Community College Districts search the California Community College Chancellor's Web page at <http://californiacommunitycolleges.cccco.edu/Districts.aspx>

Or


School Districts search the California School Directory Web page at <http://www.cde.ca.gov/re/sd/index.asp>

California Department of Education

Home / Resources / School Directory / Search Results / Details

California School Directory

District: Davis Joint Unified

County	Yolo
District	Davis Joint Unified List of schools
CDS Code	57 72678 0000000
Low Grade	P
High Grade	Adult
Web site	www.djUSD.k12.ca.us/district
Phone Number	(530) 757-5300
Fax Number	(530) 757-5323
Charter	No
NCES/Federal District ID	0610620
District Address	526 B St. Davis, CA 95616-3811 Google Map 
Mailing Address	526 B St. Davis, CA 95616-3811
Superintendent	Mr. Winfred Roberson, Superintendent
Superintendent Phone	(530) 757-5300 142
Superintendent Email	superintendent@djUSD.k12.ca.us
Status	Active

Effective Date	2015-06-23
District Type	Unified School District
Statistical Info	Quick Link to DataQuest Reports
CDS Coordinator (Contact for Data Updates)	Clark Bryant 530-757-5300 Ext. 144 E-mail Update Request

Questions: CDS Administration | cdsadmin@cde.ca.gov | 916-327-4014

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Contractor's Legal Name
Davis Joint Unified School District

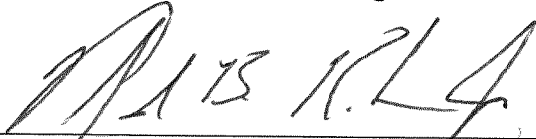
Vendor Number:
57-7267

F. Contractor Certification

Under penalty of perjury, I certify the following:

- I am authorized by the Board of Directors or other governing authority to execute this Continued Funding Application.
- I have supervisory authority.
- All applicable program statutes and regulations will be adhered to.
- The information contained in pages 1-12 of this Continued Funding Application are true and correct to the best of my knowledge.

Authorized Representative Signature:



Date:

1/26/16

Name and Title of Authorized Representative:

Winfred Roberson, Superintendent

Telephone Number:

530-757-5300

Contractor's Legal Name Davis Joint Unified School District	Vendor Number: 57-7267
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County Number 57		
G. Continued Funding Application (EESD-3704) Checklist		
This checklist must be submitted with the EESD-3704 application.		
Page Number	Required Item Description	Check (✓) Box
2	Section I - Contractor Information	<input checked="" type="checkbox"/>
3	Section II - Contract Types	<input checked="" type="checkbox"/>
4	Section III - Governing Board of Directors Contact Information	<input checked="" type="checkbox"/>
5	Section IV – Allocation of Agency Funds	<input checked="" type="checkbox"/>
6	Section V - Program Narrative Change	<input checked="" type="checkbox"/>
7	Section VI - Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks)	<input checked="" type="checkbox"/>
8	Section VII – Subcontract Certification	<input checked="" type="checkbox"/>
9	Section VIII A. - Program Calendar (EESD-9730) (one for each contract type)	<input checked="" type="checkbox"/>
10	Section VIII B. – Certification of Contractor Information in the Child Development Management System (CDMIS) Data Base	<input checked="" type="checkbox"/>
11	Section VIII C. - State of California, Payee Data Record (STD.204) (non-public agencies only)	<input type="checkbox"/>
11	Section VIII D. - Secretary of State search results (non-public agencies only)	<input type="checkbox"/>
11	Section VIII E. - Verification of School District Name and Address search	<input checked="" type="checkbox"/>
12	Section VIII F. – Contractor Certification	<input checked="" type="checkbox"/>
13	Section VIII G. – Continued Funding Application Checklist	<input checked="" type="checkbox"/>
Contact Name	Clark Bryant	
Contact Phone Number	530-757-5340	
Contact Email	cbryant@djusd.net	