



**SAN RAFAEL**  
THE CITY WITH A MISSION

Agenda Item No: 5.i

Meeting Date: January 18, 2022

## **SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Library and Recreation**

**Prepared by: Kelly Albrecht,  
Senior Recreation Supervisor**

**City Manager Approval:** \_\_\_\_\_

**TOPIC: CALIFORNIA STATE PRESCHOOL PROGRAM CONTINUED FUNDING APPLICATION**

**SUBJECT: RESOLUTION AUTHORIZING THE SENIOR RECREATION SUPERVISOR-CHILD CARE TO SUBMIT AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR A GRANT TO PROVIDE CHILD CARE AND DEVELOPMENT SERVICES FOR FISCAL YEAR 2022-2023, AND IF GRANTED, TO SIGN ALL NECESSARY GRANT DOCUMENTS**

### **RECOMMENDATION:**

Adopt a resolution authorizing the Senior Recreation Supervisor-Child Care to submit an application on behalf of the City of San Rafael to the California Department of Education for a grant to provide preschool services at Pickleweed Preschool for fiscal year 2022-2023, and if granted, to sign all necessary grant documents.

### **BACKGROUND:**

California State Preschool Programs (CSPP) contractors who wish to be considered for continued funding for fiscal year 2022-2023 must complete the continued funding application in a timely manner. CSPP contractors who apply for and are approved for continued funding for services for FY 2022-2023 will be automatically renewed in accordance with all applicable federal and state laws as well as California State Preschool Funding Terms and Conditions and Program Requirements that will be incorporated into the 2022-2023 Contract.

### **ANALYSIS:**

Pickleweed Preschool has been providing preschool services since 1997. The program relies on the renewal of the California State Preschool contract, to provide no-cost preschool services for income eligible families.

### **FISCAL IMPACT:**

The City is seeking grant funding from the California Department of Education for the preschool program at Pickleweed Preschool. The preschool program's estimated budget for fiscal year 2022-2023 is as follows:

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**FOR CITY CLERK ONLY**

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

**Program Budgeted Expenditures FY 2022-23: \$434,398**

**Program Budgeted Revenues FY 2022-23:**

|  |                  |
|--|------------------|
| California State Department of Education State Preschool Program | \$248,509        |
| First 5 Marin  | \$104,017        |
| Community Development Block Grant (Federal)                      | \$21,500         |
| Safety Net (Marin Child Care Council)                            | \$20,000         |
| Available Fund Balance   | <u>\$40,372</u>  |
|  | <b>\$434,398</b> |

This important funding from the California Department of Education is essential for the City to continue to provide the preschool program at Pickleweed Preschool.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution as proposed, to apply to the California Department of Education for grant funding and to authorize the Senior Recreation Supervisor-Child Care to sign contract documents.
2. Do not adopt the resolution, resulting in the City declining the opportunity to submit a grant application to the California State Department of Education.

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the Senior Recreation Supervisor-Child Care to submit an application on behalf of the City of San Rafael to the California Department of Education for a grant to provide preschool services at Pickleweed Preschool for fiscal year 2022-2023, and if granted, to sign all necessary grant documents.

**ATTACHMENTS:**

1. Resolution
2. Continued Funding Application Fiscal Year 2022-2023

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE SENIOR RECREATION SUPERVISOR-CHILD CARE TO SUBMIT AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR A GRANT TO PROVIDE CHILD CARE AND DEVELOPMENT SERVICES FOR FISCAL YEAR 2022-2023, AND IF GRANTED, TO SIGN ALL NECESSARY GRANT DOCUMENTS**

**WHEREAS** the City operates the Pickleweed Preschool at the Pickleweed Children's Center; and

**WHEREAS** the City desires to provide no-cost preschool programming to low-income families from East San Rafael through programming at the Pickleweed Children's Center; and

**WHEREAS**, the State of California has awarded the City of San Rafael funds for subsidy of the Pickleweed Preschool Program since 1997; and

**WHEREAS** the City wishes to apply to the California Department of Education for a grant for the purpose of providing childcare and development services at Pickleweed Preschool for Fiscal Year 2022-2023, and to authorize City staff to sign contract documents if the grant is awarded to the City;

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of San Rafael does hereby authorize the Senior Recreation Supervisor-Child Care to submit an application to the California Department of Education for a grant for the purpose of providing childcare and development services for the Pickleweed Preschool in Fiscal Year 2022-2023, and if the grant is approved, authorizes the Senior Recreation Supervisor - Child Care to execute all grant contract documents in a form approved by the City Attorney.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael held on Tuesday, the 18<sup>th</sup> day of January 2022 by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

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Lindsay Lara, City Clerk

California Department of Education  
Early Education Division

EED-3704  
CFA FY 2022–23

## **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: City of San Rafael

CSPP Contractor *Doing Business As* (DBA):

Headquartered County: 21 Marin

Vendor Number: 2193

Executive Director Name: Jim Schutz

Executive Director Telephone Number: 415-485-3475

Executive Director Fax Number:

Executive Director Email Address: jim.schutz@cityofsanrafael.org

Legal Business Address: 1400 Fifth Avenue

City: San Rafael

Zip Code: 94901

Mailing Address (if different from above): 618 B Street

City: San Rafael

Zip Code: 94901

Name of Person Completing the CFA: Kelly Albrecht

Title of Contact Person Completing the CFA: Senior Recreation Supervisor

Contact Person Telephone Number: 415-485-3386

Contact Person Email Address: kelly.albrecht@cityofsanrafael.org

**Contractor Name:**

**Vendor #: County:**

City of San Rafael

2193

21 Marin

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## 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:**

City of San Rafael

**Vendor #: County:**

2193 21 Marin

**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).

Government agency. City Council members serve as our board of directors.

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   |
|---|-------------------|------------------|--|---|
| Mayor Kate Colin  | Mayor             | 415-205-3119     | 1400 Fifth Avenue, San Rafael CA 94901 | kate.colin@cityofsanrafael.org  |
| Marybeth Bushey<br>Rachel Kertz                           | Council Memebbers | 415-485-3070     | 1400 Fifth Avenue, San Rafael CA 94901 | maribeth.bushey@cityofsanrafael.org<br>rachel.kertz@cityofsanrafael.org |
| Eil Hill<br>Maika Llorens<br>Gulati                       | Council Members   | 415-485-3070     | 1400 Fifth Avenue San Rafael CA 94901  | eli.hill@cityofsanrafael.org<br>maika.llorens@cityofsanrafael.org       |

**Contractor Name:**

City of San Rafael

**Vendor #: County:**

2193 21 Marin

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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:**

**Vendor #: County:**

City of San Rafael

2193

21 Marin

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**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:**

**Kelly Albrecht**

Digitally signed by Kelly Albrecht  
Date: 2021.12.21 14:45:34  
-08'00'

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

Kelly Albrecht, Senior Recreation Supervisor

**Date of Signature:**

12/21/2021

**Authorized Representative's  
Telephone Number:**

415-485-3386

**Authorized Representative's  
Email Address:**

kelly.albrecht@cityofsanrafael.org

**Contractor Name:** **Vendor #:** **County:**

City of San Rafael

2193

21 Marin

**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:**

**Kelly Albrecht**

Digitally signed by Kelly Albrecht  
Date: 2021.12.21 14:54:04 -08'00'

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

Kelly Albrecht, Senior Recreation Supervisor

**Date of Signature:**

12/21/2021

**Authorized Representative's Telephone Number:**

415-485-3386

**Authorized Representative's Email Address:**

kelly.albrecht@cityofsanrafael.org

**Contractor Name:**

**Vendor #: County:**

City of San Rafael

2193

21 Marin

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**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:**

**Vendor #: County:**

City of San Rafael

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21 Marin

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:**

Kelly Albrecht

Digitally signed by Kelly  
Albrecht  
Date: 2021.12.21 14:55:07  
-08'00'

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

Kelly Albrecht, Senior Recreation Supervisor

**Date of Signature:**

12/21/2021

**Authorized Representative's  
Telephone Number:**

415-485-3386

**Authorized Representative's Email  
Address:**

kelly.albrecht@cityofsanrafael.org

**Contractor Name:**

**Vendor #: County:**

City of San Rafael

2193 21 Marin

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**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>.

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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

City of San Rafael

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

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

City of San Rafael

as of the date this certification is signed.

**Program Director/Authorized Representative Signature:**

**Date Signed:**

**Kelly Albrecht**

Digitally signed by Kelly Albrecht  
Date: 2021.12.21 14:56:09  
-08'00'

12/21/2021

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

Kelly Albrecht, Senior Recreation Supervisor

|                         |                  |                |
|-------------------------|------------------|----------------|
| <b>Contractor Name:</b> | <b>Vendor #:</b> | <b>County:</b> |
| City of San Rafael      | 2193             | 21 Marin       |

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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:**

**Vendor #: County:**

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21 Marin

**Section X – CFA Checklist**

| Section               | Section Description   | Page                | Check                               |
|-----------------------|---|---------------------|-------------------------------------|
| 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 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 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 type="checkbox"/>            |
| Section IX F.         | Program Narrative Change (ELCD 3704A)   | Insert after page 5 | <input type="checkbox"/>            |

**Contractor Name:**

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| 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 checked="" type="checkbox"/> |
| <b>Section IX I.*</b> | <b>Contractor Certification Clauses (CCC 04/2017)</b>   | 11                  | <input checked="" type="checkbox"/> |
| <b>Section IX J.*</b> | <b>Federal Certification (CO.8)</b>   | 11                  | <input checked="" 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 checked="" type="checkbox"/> |

All Sections must be included in the CFA package, as applicable

**\*Bolded sections require a signature**