

City of Philadelphia: Child Care Facility Fund Frequently Asked Questions

1. What serves as proof that I own the property?

A deed, mortgage statement, or tax receipt are all acceptable.

2. I don't have the proof listed above, what should I do?

Contact us to see if we can accept another form of documentation as proof of ownership.

3. How do I prove there are no liens against the property?

Visit <http://www.phila.gov/revenue/RealEstateTax/> and enter your BRT (Board of Revision of Taxes) number or property address where it says "Look up Real Estate Tax". You will get a Real Estate Tax Balance Table which you can print or save as a screenshot.

4. I don't have an audit, what do I do?

If you are a family provider, you can submit your Schedule C tax document. If you are a center based provider, you can submit your financial review. If you have a different type of document and you want to know if it will be acceptable, don't hesitate to call us!

5. How do I submit my application?

Applications and required attachments may be submitted through email (preferred) or mail:

Email: ecefacilityfund@phmc.org
Mail: Public Health Management Corporation
Attn: Roxanne Andrews
Centre Square East
1500 Market Street, LM500
Philadelphia, PA 19102

6. Are requests for playgrounds acceptable?

Yes; however, please remember that the provider is responsible for any cost in excess of:

- \$25,000 (Commercial Facility)
- \$12,500 (Residential Facility)

7. Can the Fund reimburse me for facility work I previously paid for out of my own pocket?

Unfortunately, the Fund cannot be used to cover costs already incurred.

8. Does building/tearing down interior walls count as a minor or mid-level renovation?

Yes, as long as the walls are not load-bearing.

9. What types of facility improvements require a permit?

Please discuss possible permit requirements with a licensed and insured contractor.

Typically if any building alteration, electrical or plumbing work being done, a permit may be required.

10. Can permit costs be reimbursed?

Yes. If you are awarded a grant, the costs associated with obtaining a permit for the approved project/s can be deducted from your award (receipts must be submitted).

11. How do I find a licensed and insured contractor?

Please feel free to use our list of recommended contractors, which can be viewed under the Application Resource section of the website.

Licensed Contractors can also be found by using the City of Philadelphia's 'Licensed Contractor' search engine at:

<http://www.phila.gov/li/Pages/FindLicensedProfessional.aspx>

12. How do I verify a contractor is licensed?

To verify if a contractor is licensed, use the City of Philadelphia's 'Licensed Contractor' search engine at: <http://www.phila.gov/li/Pages/FindLicensedProfessional.aspx>

13. How do I verify that the contractor has the correct insurance?

To verify if a contractor is insured, you should request documentation such as a Certificate of Insurance (COI). This COI must name the provider as Certificate Holder and Additional Insured under the contractor's comprehensive general liability insurance policy.

14. What is licensed and insured?

Licensing: States often require specific licenses for particular trades, such as electrician, plumber or HVAC. In many states or localities, if a contractor is not trade-licensed, he or she may not be able to be insured, bonded or pull permits.

Insurance: There are two common types: liability insurance and workers' compensation. Liability insurance covers such situations as contractor-caused damage to your property, although it doesn't typically pay for repairing or replacing shoddy work. Workers'

compensation provides payment to injured workers for lost wages and medical services, regardless of who was at fault. Workers' compensation coverage will also provide benefits to the contractor's family in the event of a work-related death.

In addition, you might want to consider if the contractor you are selecting is bonded: *Bonding*: Bonding protects the consumer if the contractor fails to complete a job, doesn't pay for permits, or fails to meet other financial obligations, such as paying for supplies or subcontractors or covering damage that workers cause to your property. Contractor Bonding is not a requirement of the Child Care Facility Fund.

15. What are the regulations related to lead safety that might impact my project?

The EPA has rules regarding renovations and lead safety in child care centers. Please review at <https://www.epa.gov/lead/renovation-repair-and-painting-program-operators-childcare-facilities>

We recommend that providers follow the STARS and City of Philadelphia's requirements in this area. We are developing more information to respond to this question, including possible resources so check the Application Resource section of the website.

16. What do you mean by a "Signed Attestation"?

Please view the 'Sample Attestation Letter' which can be viewed under the Application Resource section of the website.

17. How do I create an "Operating Budget"?

Please view the 'Sample Operating Budget – Commercial' which can be viewed under the Application Resource section of the website.

18. I need additional assistance with my application; can I come into the office for assistance?

Yes. Please contact CCFE staff at ecefacilityfund@phmc.org to schedule an appointment for one-on-one technical assistance by attending one of our scheduled TA sessions:

Monday, October 30, 2017 from 1:00-4:00 p.m.

CCIS NE (1926 Grant Ave)

Monday, November 6, 2017 11:00am—2:00 p.m.

PHMC, LM 50