

City of Philadelphia: Child Care Facility Fund
Preparing for the Application

About the City of Philadelphia: Child Care Facility Fund:

The City of Philadelphia: Child Care Facility Fund provides facility improvement support to STAR 3 and 4 Commercial Center and Group Facilities; and STAR 3 and 4 Residential Family and Group Facilities that are located in Philadelphia.

Providers may apply for a grant for facility improvements that fit in the category of minor to mid-level renovations and/or the purchase and installation of large appliances. The funding limits for the Fund are as follows:

- \$25,000 (Commercial Center and Group Facilities)
- \$12,500 (Residential Family and Group Facilities)

The Fund is made possible by the City of Philadelphia in alignment with the Citywide Early Learning Plan, 'A Running Start Philadelphia', and is being managed by Public Health Management Corporation (PHMC) and the Mayor's Office of Community Empowerment (CEO).

Provider Requirements:

- Applicants must fall into one of the following categories to be eligible to receive an award through to the Fund:
 - Currently licensed STAR 3 or STAR 4 operator in Philadelphia
 - ***Consideration will also be given to STAR 2*** Commercial and Residential Center, Group and Family Facilities that will be: moving to a STAR 3 in 12 months or less; currently receives TA through United Way, Success by 6, or the SERK; has at least 65% of enrolled children that receive a subsidy; Located in a high need area as defined by CCFE to have a shortage of high quality providers and services a high poverty population. Those areas are: Castor Gardens, Eastwick, Oxford Circle, Southwest, and Strawberry Mansion. Please see [ChildcareMap](#) for more information on these areas.
- Long term commitment to providing high quality child care services
- Multi-site providers may apply for three centers and rank them in priority from 1st - 3rd

Project Requirements:

- Facility must not have received funding through the Child Care Facility Fund in the previous cycle, FY17.
- Provider owned property or lease in place expiring no less than 3 years from application date
- The facility must be free from city, state, federal tax liens and be current with mortgage or lease



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payments.

- Facility Improvements should fit in the category of minor to mid-level renovations and should not exceed the funding limits unless the providers is able to demonstrate funds to cover the balance of the costs
- The Fund may be used for the purchase and installation of large appliances.
- Provider must obtain at least two (2) quotes from licensed and insured contractor for requested project/s
- If any dangerous conditions are found during a site visit, these must be rectified before any additional work can be done. The Fund can be used to cover the cost of addressing any issues discovered if funding is available
- If the project is funded, the provider must obtain permits for the approved project/s, if appropriate to the project, and submit copies to PHMC prior to the initial disbursement (80%) of project costs
- All funded projects must be completed by **May 15, 2018**.

Application Submission Requirements:

The following documents are required in order for your application to be deemed complete:

- Completed Application
- List of Owners or Board members
- Tax Identification Letter
- Signed Attestation
- Proof of Ownership (Owned Property)
- Proof of No Liens (Owned Property) (<http://www.phila.gov/revenue/RealEstateTax/>)
- Copy of Current Lease (Leased Property)
- Copy of PA DHS 12-month certification
- Current Operating Budget
- Most Recent Audited Statement or Financial Report
- **Two (2) Written Price Quotes for Requested Project from licensed and insured contractor**
- List of permit(s) required for the requested renovation (if applicable)
- Statement of Cash on Hand (if applicable)
- Proof that Facility is Receiving TA (STAR 2)

Important Dates:

- * Application Period Opened: **Monday, October 9, 2017**
- * Kickoff Meeting & Informational: **Wednesday, October 18, 2017 (Commercial Facilities)**
Saturday, October 21, 2017 (Residential Facilities)



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- * Application Deadline: **Wednesday, November 15, 2017, 5pm EST**
- * Providers Notification: **Friday, December 29, 2017**
- * Project Completion Deadline: **May 15, 2018**

For additional information, questions, concerns, or if you need technical assistance with your application, please email ecefacilityfund@phmc.org or visit the website at <http://philafacilityfund.org/>.



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