

CITY OF PHILADELPHIA: CHILD CARE FACILITY FUND

Overview

The City of Philadelphia: Child Care Facility Fund (CCFF) is operated by Public Health Management Corporation (PHMC) on behalf of the Mayor's Office of Community Empowerment and Opportunity (CEO). This initiative provides grant funds for facility renovations and technical assistance to high quality child care providers in Philadelphia seeking to improve the quality of their programs and facilities, improve their organizational business practices, and maintain licensure or certification status as defined by PA State Code and the Philadelphia City Code.

Organizational Eligibility

- Currently licensed STAR 3 or STAR 4 operator in Philadelphia
- Long-term commitment to providing high quality child care services

STAR 2 Eligibility

- Proof that the site is currently receiving TA through the Philadelphia Regional Key to move the site up from STAR 2 to STAR 3 within the next 12 months *or* recently participated in United Way, Success by 6 within one year of CCFF application
- At least 65% of enrolled children that receive a subsidy
- Demonstration of the intent to apply as a PHL PreK FY20 provider

Facility Eligibility

- Minor to mid-level facility renovation project
- Not a recipient of City of Philadelphia: Child Care Facility Fund in FY18
- Provider owned property or lease in place expiring no less than 3 years from application date
- Project budget falls within the grant funding limits or proof of cash on hand for projects above grant max
- Facility must be free from city, state, federal tax liens and be current with mortgage or lease payments

Priority Considerations for Selection

- First time City of Philadelphia: Child Care Facility Fund recipients
- Less than two-time City of Philadelphia: Child Care Facility Fund recipients
- STAR 4 facilities
- Current and Prospective PHL Pre-K facilities
- Facilities with child care license at risk due to facility deficiencies
- Facilities serving 50% or more children receiving subsidy (CCIS, PKC, HS, EHS, Free CACFP Status)
- Located in the Mayor's Office of Education's priority areas. Those areas are:
 - Carroll Park
 - East Germantown
 - Fern Rock
 - Haverford North

- Richmond
- Sharswood
- Southwest Germantown
- Strawberry Mansion
- Summerdale
- West Parkside
- West Poplar
- Yorktown

**CITY OF PHILADELPHIA: CHILD CARE FACILITY FUND
APPLICATION FOR STAR 3 & 4 COMMERCIAL CENTER AND GROUP FACILITIES**

APPLICATION COMPONENTS

Section A: Primary Contact Information

1. Name
2. Title
3. Phone
4. Email

Section B: Agency Information

5. Agency Name
6. Address
7. Website
8. Executive Director/Owner/CEO Name
9. Executive Director/Owner/CEO Phone
10. Legal Status (non-profit vs. for-profit)
11. EIN

12. Attachments

Non-profit

- a. List of Board Members
- b. Tax identification letter
- c. Signed attestation from the Board detailing their long-term commitment to providing high quality childcare in the location for which funding is requested

For-profit

- a. List of owners, including the percentage share owned by each
- b. Tax identification letter
- c. Signed attestation from Owners detailing their long-term commitment to providing high quality childcare in the location for which funding is requested

APPLICATION COMPONENTS

Section C: Site Information

13. Facility Type (Residential/Commercial)

14. Is this a multi-site agency?

a. If yes:

- i. How many sites are within the agency?
- ii. Are you applying to the Facility Improvement Fund for multiple sites?
- iii. If yes, what is the priority level do you want to assign to this site?

15. Site Name

16. Address

17. Phone Number

18. Site MPI Number

19. STAR Level

20. Keystone STARS Quality Coach

21. National Accreditations

22. Site Director Name

23. Site Hours of Operation

24. Licensed Capacity

25. Current Enrollment (as of 10/15/18):

- Infants –
- Toddlers –
- Preschool –
- Total –**

26. Of your current enrollment, how many children (provide number of children, not percentage):

- a. Receive Head Start State Supplemental funding?
- b. Receive Federal Head Start funding?
- c. Receive Federal Early Head Start funding?
- d. Receive PreK Counts funding?
- e. Receive CCIS funding?
- f. Qualify for Free Meals through CACFP?
- g. Total unduplicated count of children from list above:**

27. Is the site owned or leased?

a. If leased:

- i. When does your current lease expire?
- ii. What are the lease provisions regarding property improvements?

- b. If owned:
- iii. Are there any City of Philadelphia tax delinquencies against the property?
 - iv. Is property facing foreclosure?

28. Attachments

- a. Current Certificate of Compliance
- b. Proof that the site is currently receiving TA through the Philadelphia Regional Key to move the site up from STAR 2 to STAR 3 within the next 12 months or recently participated in United Way, Success by 6 within one year of CCFF application (*if STAR 2*)

Owned

- a. Proof of ownership
- b. Proof that mortgage payments are current and there are no tax liens on the property

Leased

- c. Copy of your current lease
- d. Written landlord approval for renovation (if applicable)

Section D: Financial Information

29. What are your sources of funding for this site? (check all that apply)

- Parent payments (private and copay)
- CCIS
- Federal (Head Start/Early Head Start)
- State (Pre-K Counts/Head Start Supplemental)
- City (Current PHL Pre-K provider)
- City (Prospective PHL Pre-K provider, will submit a Letter of Intent for FY20 by 12/14/18)
- Foundation Grants
- Keystone STARS Grants
- Individual Donations and Fundraising Events
- Other (please explain)

30. Attachments

- a. Current operating budget for this site
- b. Agency's most recent audited financial statements (or financial report if no audit is available, i.e. – Schedule C for FCCH provider)

APPLICATION COMPONENTS

Section E: Project Information

31. Please describe the facility improvement project, detail the costs and anticipated time it will take to complete once started (please attach as an additional sheet)
32. Why is this project necessary? How will this project help the facility meet/maintain high quality performance standards and/or regulations (please attach additional sheets if necessary)?
33. Will your facility be at risk for losing any of your slots if you do not receive facility improvement funding?
a. If so, please explain why and how many slots will be at risk (please attach additional sheets if necessary).
34. Will this renovation increase your enrollment capacity?
a. If so, please explain how and by how many slots (please attach additional sheets if necessary).
35. If the project is estimated to cost more than \$25,000 (Commercial Facility) or \$12,500 (Residential Facility), will you be able to contribute needed funds to ensure completion?
a. If yes, how much can you contribute?
36. Has this site previously received for support through the Facility Fund?
a. If yes, when?
37. Attachments
- a. Completed CCFF Project Budget Template
 - b. Two (2) comparable written price quotes for the requested repairs, renovations, or purchase of large appliances from contractors/renovation firms that are insured and licensed in Philadelphia
 - c. List of permit(s) required for the requested renovation (*if applicable*)
 - d. City of Philadelphia Contractor License for the selected contractor(s)
 - e. Statement of cash on hand for project match (*if applicable*)