**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 or recently received TA through United Way, Success by 6, or the Philadelphia Regional Key; has at least 65% of enrolled children that receive a subsidy; and is a current or prospective PHL PreK provider.
* 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, FY18.
* 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 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 a licensed and insured contractor for the requested project/s
* If any dangerous conditions are found during the initial CCFF 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 31, 2019**.

**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 City Tax Liens (Owned Property)(<http://www.phila.gov/revenue/RealEstateTax/>)
* Copy of Current Lease (Leased Property)
* Copy of PA DHS 12-month Certificate of Compliance
* Current Operating Budget
* Most Recent Audited Financial Statement or Financial Report
* **Two (2) Written Price Quotes for Requested Project from licensed and insured contractor**
* Copy of valid City of Philadelphia Contractor License for selected 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, November 5, 2018**
* Kickoff Meeting & Informational: **Friday, November 9, 2018 (Commercial Facilities) Saturday, November 10, 2018 (Residential Facilities)**
* Application Deadline: **Friday, December 7, 2018, 5pm EST**
* Provider Notification: **Thursday, January 31, 2019**
* Project Completion Deadline: **May 31, 2019**

**For additional information, questions, concerns, or if you need technical assistance with your application, please email** [**ecefacilityfund@phmc.org**](mailto:ecefacilityfund@phmc.org) **or visit the website at** [**http://philafacilityfund.org/**](http://philafacilityfund.org/) **.**