

City of Philadelphia: Child Care Facilities Fund

Frequently Asked Questions

- **What is the STAR 2 provider eligibility?**

To be eligible to apply for the Facilities Fund at STAR 2, a provider must meet the following criteria:

- At least 65% of enrolled children are funded through Child Care Works (CCW), Pre-K Counts, Head Start, Early Head Start, PHLpreK, or Free CACFP Status.
- Active participation in TA through the Early Learning Resource Center (ELRC) or provide proof the site participated in initiatives such as EQUIP within one year of CCFF application
- Able to move to STAR 3 or STAR 4 within 12 months of CCFF application

STAR 2 providers are ***required*** to attend a mandatory TA session to be considered for the CCFF grant. TA session dates are listed below.

- **What serves as proof that I own the property?**

A deed, mortgage statement, or tax receipt are all acceptable forms of documentation to demonstrate ownership.

- **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.

- **I don't have an audit, what do I do?**

CCFF may accept documentation such as:

- Financial Review
- Schedule C (for family providers)
- Form 1120 or 1120S (for incorporated businesses)
- Form 1065 (for providers setup as a partnership)

- **How do I submit my application?**

Applications and required documents will be submitted through Cognito.

[Click Here](#) or paste this link in your browser:

<https://www.cognitofrms.com/PublicHealthManagementCorporation3/FY25ChildCareFacilitiesFundApplication>

- **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)

- **How many centers can a multi-site apply for?**

Multi-site providers may apply for up to three centers and rank them in priority from 1st – 3rd.

- **Can the Facilities 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.

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

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

- **What types of facility improvements require a permit?**

Typically, if any building alteration, electrical, or plumbing work is being done, a permit may be required. So, CCFE strongly encourages providers to discuss possible permits required with a licensed and insured contractor. Please be aware that the process for permits can be lengthy and may delay a project. So, it is best practice to know up front.

Find more information about permits at: [City of Philadelphia: Licenses and Inspections](#)

- **Are permits required when submitting application?**

Yes. If your project requires a permit, we are requesting that the permit be submitted along with the application.

- **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).

- **How do I find a licensed and insured contractor?**

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

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

Our list of Approved Vendors may be referenced to assist in identifying contractors familiar with the Facilities Fund, which can be viewed under the Application Resource section of the website. The list contains contractors and vendors who have been evaluated by CCFF to have met the minimum qualifications required to be listed. Those listed have at least three years of experience, are licensed in Philadelphia and insured, and have positive references from past clients.

While CCFF cannot guarantee the quality of work, we can guarantee that the vendors meet the application criteria and have been informed of the operations of the project.

Any contract derived for work on CCFF projects will be between the contractor and the childcare provider who receives the grant.

- **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>

- **How do I verify that the contractor has the correct insurance?**

To verify if a contractor is insured, you should request the 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.

- **What is licensed and insured?**

Licensing: States often require specific licenses for particular trades, such as electrician, plumber or HVAC technician. 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.

- **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>

- **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.

- **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.

Need help developing your Operating Budget? Visit PHMC’s [Fiscal Hub](#) for business and financial resources, including [budget templates](#).

- **I need additional assistance with my application; can I schedule one-on-one assistance?**

The CCFE team is not able to assist in individual provider applications. We do offer technical assistance sessions to discuss potential projects, give examples of items to request from contractors to obtain complete quotes, and to address any additional questions about the application and grant process. All sessions will be held via ZOOM.

To schedule your TA, [Click Here](#) or paste this link into your browser:

<https://www.signupgenius.com/go/10C0F4CAAEE29A7F9C52-50788411-fy25#/>

You can also contact CCFE staff at ecefacilityfund@phmc.org to assist with scheduling your TA.

Upcoming scheduled TA sessions are listed below:

Monday, September 23rd 10 am – 12 pm	Wednesday, October 11th 2 pm – 4 pm	Thursday, October 12th 10 am – 12 pm
Monday, September 30th 10 am – 12 pm	Wednesday, October 2nd 2 pm – 4 pm	Thursday, October 3rd 2 pm – 4 pm

Monday, October 7th 10 am – 12 pm	Wednesday, October 9th 2 pm – 4 pm	Thursday, October 10th 10 am – 12 pm
Monday, October 14th 10 am – 12 pm	Monday, October 21st 10 am – 12 pm	Wednesday, October 23rd 2 pm – 4 pm
Thursday, October 24th 2 pm – 4 pm	Monday, October 28th 10 am – 12 pm	Wednesday, October 30th 2 pm – 4 pm
Thursday, October 31st 10 am – 12 pm	Monday, November 4th 10 am – 12 pm	Wednesday, November 6th 2 pm – 4 pm
Thursday, November 7th 2 pm – 4 pm	Mon., Nov. 11th & Wed., Nov 13 OPEN OFFICE HOURS 10 am - 12 pm EMAIL FOR AVAILABILITY	Thursday, November 14th OPEN OFFICE HOURS 1 pm to 3 pm EMAIL FOR AVAILABILITY