

CHILD CARE FACILITY FUND CHECKLIST



Checklist

Use this checklist to confirm you have all required documents ready to upload for the Child Care Facility Fund application.

Organization Information

- ☐ EIN
- ☐ Tax ID
- ☐ List of Board Members (Non-Profit)
- ☐ List of Owners (For-Profit)
- ☐ Signed Attestation (sample on website)
 - ☐ Signed by Board Members - Non-Profit
 - ☐ Signed by Owner(s) - For-Profit

STAR 2 Documents

- ☐ STAR 2: Proof of TA
 - ☐ Letter from Quality Coach

OR

- ☐ Letter from a Quality Initiative, such as EQUIP, that confirms participation within the last 12 months

Licenses and Property Documents

- ☐ Certificate of Compliance
- ☐ City of Philadelphia: Child Care Facility License (Residential)
- ☐ City of Philadelphia: Food Preparation and Serving License (Commercial)
- ☐ Proof of Ownership
 - ☐ Mortgage
 - ☐ Deed
- ☐ Owned Properties: Proof of No Liens

- ☐ Property Search: <http://www.phila.gov/revenue/RealEstateTax/>
- ☐ Current Lease (CCFF requires that at least **3 years** remain on lease at the time of application)
- ☐ Written Landlord Approval (if applicable)

Financial Documents

- ☐ Current Operating Budget
- ☐ Most Recent Audited Financial Statement
 - ☐ Financial Report
 - ☐ Schedule C (for FCCH providers only)
 - ☐ Form 1120 or 1120S (for incorporated businesses)
 - ☐ Form 1065 (for providers set up as a partnership)

Contractor / Project Documents

- ☐ Comparable Quotes
 - ☐ Contractor Projects
 - ☐ Scope of work must be comparable
 - ☐ Vendor Quotes
 - ☐ Items must be similar
 - ☐ Quantities must be the same
 - ☐ ***Be sure that additional fees such as tax, shipping, handling, and freight charges are included when requesting funds.**
- ☐ City of Philadelphia: Contractor's License (requested contractor work)
- ☐ If applicable, Permit / Permit Attestation Form
- ☐ Statement of Cash on Hand (required for projects that exceed the grant maximum)
 - ☐ Bank Statement