TIPS FOR MANAGING YOUR FACILITY FUND PROJECT

CREATE A SCHEDULE

Construct a work schedule with your contractor. Share any preferred work preferences, such as evenings, weekends, and school closures. Project deadline is May 31st.

Establish a payment schedule with your contractor. Please note that initial deposits to contractors should not exceed 50% of your project cost.

CONSIDER YOUR BUDGET

CCFF's grant disbursement occurs in the form of two payments. At the start of your project, CCPF disburses 80% of your grant funds. Upon notification of the completion of your project, reconciliation of your initial disbursement, and a successful final site visit, CCFF releases the remaining 20% of your grant award.

TRACK PAYMENTS

Keep track of payments and purchase receipts. Request that your contractor provide you with a receipt or updated invoice after each applied payment.

ACCEPTABLE FORMS OF PAYMENT

- Checks/ Cashier's Checks
- Money Orders
- Credit/Debit for Online/In-Store approved purchases
- Credit/Debit to contractor's online invoice/payment system

WE ARE HERE TO HELP

To ensure the success of your facilities project, CCPF will be doing check-ins throughout the duration of your project. However, if any problems arise or if you have any questions, we are available.

PUBLIC HEALTH management corporation

Contact us at ECEFacilityFund@phmc.org

City of Philadelphia