

Quick Start Guide for Application

This resource is available to help child care providers prepare for the submission of the Child Care Facilities Improvement Program application. A range of documents and information are required, and this resource will assist with understanding what they are and how to access them.

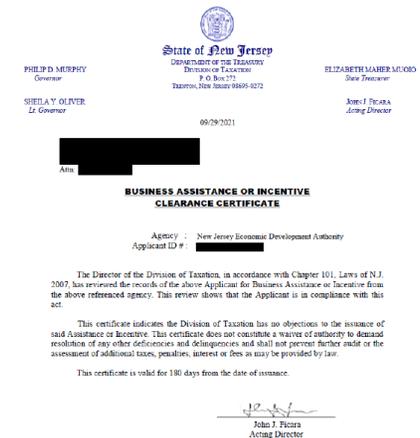
The application will be in a system called Microsoft (MS) Portals located [here](#) when it is released in fall 2022. Applicants can create a Portals account at the NJEDA Online Application Center [here](#) any time and will have the option to save their work and complete their application in stages if they choose. Some documents will need to be uploaded into the application. Consider saving electronic versions of the necessary documents in one place so they can be easily added to your application. There is no application fee to submit your application.

Please note this resource is not a complete list of all the information needed on the Child Care Facilities Improvement Project Application.

<input checked="" type="checkbox"/> Completed	Required Documents/Information for Application
	<div data-bbox="863 677 1507 711" data-label="Section-Header"> <h3>Department of Children & Families (DCF) License</h3> </div> <div data-bbox="369 792 1220 860" data-label="Text"> <p>If you need information about your DCF License Number please contact the Office of Licensing at dcf.childcarelicensing@dcf.nj.gov</p> </div> <div data-bbox="1283 789 1946 1240" data-label="Image">  </div>
	<div data-bbox="982 1396 1381 1433" data-label="Section-Header"> <h3>Applicant Organization Name</h3> </div>

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	<p>This needs to match your registered legal entity and should reflect the name on your formation documents. If you aren't sure of your legal name, you can do a search at https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName</p>
	<div style="background-color: #005696; color: white; text-align: center; padding: 5px;">Incorporation/ Formation Documentation</div> <p>To verify applicant entity's name and the company formation applicants, will need to show proof of one (1) of the following:</p> <ul style="list-style-type: none"> ○ Sole Proprietor: Provide a Certificate of Trade Name https://www.njeda.com/wp-content/uploads/2021/09/Certificate-of-Trade-Name-Sole-Prop_Redacted.pdf ○ LLC: Certificate of Formation https://www.njeda.com/wp-content/uploads/2021/09/Certificate-of-Formation-LLC_Redacted.pdf and Operating Agreement https://www.njeda.com/wp-content/uploads/2021/09/Operating-Agreement-LLC_Redacted.pdf ○ Corporation: Certificate of Incorporation and Bylaws https://www.njeda.com/wp-content/uploads/2021/09/Certificate-of-Incorporation-Corporation_Redacted.pdf ○ Not-for-Profit: https://www.njeda.com/wp-content/uploads/2021/09/Certificate-of-Incorporation-Not-for-Profit_Redacted.pdf ○ Out of State: If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.
	Applicant Federal Employer Identification Number (FEIN)

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	<p>This is the 9 digit Federal Tax ID number of your organization. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.</p> <p>If you previously applied for and received an Employer Identification Number (EIN) for your business, but have since misplaced it, try any or all of the following actions to locate the number:</p> <ul style="list-style-type: none"> • Find the computer-generated notice that was issued by the IRS when you applied for your EIN. This notice is issued as a confirmation of your application for, and receipt of an EIN. • If you used your EIN to open a bank account or apply for any type of state or local license, you should contact the bank or agency to secure your EIN. • Find a previously filed tax return for your existing entity (if you have filed a return) for which you have your lost or misplaced EIN. Your previously filed return should be notated with your EIN. • Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7:00 a.m. - 7:00 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are a person who is authorized to receive it. Examples of an authorized person include, but are not limited to, a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust, or an executor of an estate.
	<p style="text-align: center;">Description of the Applicant Company</p> <p>This can be a high-level description of your organization written in a Word document. Specifics you may want to include are:</p> <ul style="list-style-type: none"> ○ The organization’s mission and vision ○ The services the organization provides ○ The community the organization serves ○ Any other information about the organization that EDA should know when reviewing the application
	<p style="text-align: center;">NAICS Codes</p>

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	<p>The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. You can find a company's or industry's NAICS code by going to the Census Bureau's North American Industry Classification System page here.</p> <ul style="list-style-type: none"> ○ Select the magnifying glass to launch the NAICS search window. ○ In the upper right hand of the window there is a search bar. ○ In the search bar, you may enter your NAICS code (if you know it), the type of business you are, or the industry in which your business operates. ○ If your search does not return a result, please try additional terms that describe your business until you return a result. Almost all child care businesses fall under the NAICS code of 624410, but if your organization provides multiple types of services your organization may fall under a different NAICS code.
	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold;">Tax Clearance from the NJ Division of Taxation</div> <p>All Tax Clearance Certificates (TCC) are issued by the New Jersey Division of Taxation through the Premier Business Services portal. Please find instructions on how to obtain your TCC here. You can email businessassistancetc.taxation@treas.nj.gov at any time for assistance as well.</p> <div style="text-align: right;">  </div>
	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold;">Religious Affiliation Form</div> <p style="text-align: center; color: white;">Only complete this form if your entity is involved in religious activities or is part of a religiously affiliated organization</p>

<input checked="" type="checkbox"/> Completed	Required Documents/Information for Application
	<p>The form, which can be found here, asks a series of questions around whether the proposed project space is used for prayer or worship, religious school curriculum, and if staffing responsibilities and the use of funds further religious activities . Along with the form, applicants will need to provide:</p> <ul style="list-style-type: none"> • Organization by-laws • Mission Statement • Promotional materials and press releases • Description of secular and religious curriculum
	<p style="text-align: center;">OPTIONAL – Diversity, Equity and Inclusion State Certifications</p> <p>This information will be used for tracking purposes only. If applicable, to verify state certificates, applicants will need to show proof of <u>one</u> (1) of the following:</p> <ul style="list-style-type: none"> ○ Small Business Enterprise (SBE) ○ Disadvantaged Business Enterprise (DBE) ○ Minority-Owned Business Enterprise (MBE) ○ Woman-Owned Business Enterprise (WBE) ○ Veteran-Owned Business Enterprise (VOB) ○ Disabled Veteran-Owned Business Enterprise (DVOB)
	<p style="text-align: center;">IRS determination letter (for non-profits only)</p> <p>This document confirms an organization’s 501(c) determination, if applicable. Organizations may be able to look up their determination letter online with the US Internal Revenue Service at https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations.</p>
	<p style="text-align: center;">Political or Lobbying Activities</p>

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	<p>Only complete this form if your entity is involved in political or lobbying activities. A copy of the form can be found here.</p>
	<div style="background-color: #005580; color: white; text-align: center; padding: 5px;"> Documentation Evidencing Facility Ownership Status </div> <p>Applicants can own or lease their child care facility and will need to show proof of <u>one (1)</u> of the following:</p> <ul style="list-style-type: none"> ○ For property that is <u>owned</u>: <ul style="list-style-type: none"> ○ Deed, property tax statement or proof of mortgage payment ○ For property that is <u>leased</u>: <ul style="list-style-type: none"> ○ Executed lease and; ○ Landlord certification indicating approval of proposed project <ul style="list-style-type: none"> ▪ A copy of the form can be found here
	Project Description and Justification

<input checked="" type="checkbox"/> Completed	Required Documents/Information for Application
	<p>In a Word document, applicants should answer the following questions (make sure your description includes include work described in the contractor(s)'s quote):</p> <ol style="list-style-type: none"> 1. Describe why this project is necessary, including the eligible uses, any requested furniture, fixtures, and equipment (FFE), and soft costs. 2. What current issues and challenges at the child care center will be addressed by this project? 3. How will this project help to maintain or increase the quality of the learning environment? Are there specific issues that will be addressed that have been documented in formal assessments like your last DCF licensing report, Environmental Rating Scale (ECERS-3, FCCERS-3 or ITERS-3) results, and/or Grow NJ Kids assessment? 4. Are there potential risks or challenges to the facility if the project is not awarded funding? If so, please describe. If not, please write 'not applicable' in your response to question #4. 5. If applicable: Will this project increase access for more children to be enrolled in the facility, and if so, please describe, including the estimated number of additional children that can be enrolled, what your total capacity will be after the project is completed, and the age groups that you anticipate enrolling with this increased capacity? Please describe why increased access is important for your community. [Note: increasing access is <u>not</u> a requirement of this program. If this question does not apply to your project, please write 'not applicable' in your response to question #5] 6. What factors may impact your project timeline, including but not limited to winter heating needs or relocation? What is the plan to manage these elements? <p>If you'd like to see examples of project descriptions click here.</p>
	<p style="text-align: center;">Photos of the space(s) where proposed projects will take place</p>

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	<p>When taking these photos, consider the following:</p> <ul style="list-style-type: none"> ○ Be sure the lighting in the space is good so images come out clear and represent the true condition of the space, equipment or project need ○ Take photos from multiple angles ○ Photos should complement your description of Proposed Improvements and budget
	<p style="text-align: center;">Proposed Budget for the Facility Improvement</p> <p>A template to develop a budget for your project can be found here.</p> <ul style="list-style-type: none"> ○ Budgets must be between \$50,000 and \$200,000 for all project costs ○ Consult and work with your Public Works Registered Contractor(s) to develop this budget accounting for everything needed to complete your project. Do not forget to include installation fees if this kind of work is required. ○ Make sure your budget accounts for New Jersey prevailing wage labor costs based on the County where the project is located. Consult and work with your Public Works Registered Contractor(s) to ensure this is factored into any project estimates offered. You can find more information about prevailing wage at: https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/
	<p style="text-align: center;">Proposed Timeline for the Facility Improvement</p> <p>A template to develop a timeline for your facility improvement activities can be found here.</p> <ul style="list-style-type: none"> ○ Consult and work with your Public Works Registered Contractor to develop this timeline for everything needed to complete your project.
	<p style="text-align: center;">Project Design Documents (Optional, if available)</p>

☑ Completed	Required Documents/Information for Application
	<p>This would include documents like:</p> <ul style="list-style-type: none"> • Architectural renderings • Drawings made by a contractor
	<p style="text-align: center;">Documentation regarding Furniture, Fixtures, and Equipment (FFE) (If applicable)</p> <p>If purchasing FFE, applicants will need to show proof of <u>one</u> (1) of the following:</p> <ul style="list-style-type: none"> ○ A formal bid from a vendor; and/or ○ Printouts/screenshots with prices from online retailer(s) for items to be purchased
	<p style="text-align: center;">Public Works Contractor Certification</p> <p>To verify a project’s contractor(s) is registered with the New Jersey Department of Labor and Workforce Development, applicants will need to upload their valid Public Works Certification.</p>
	<p style="text-align: center;">Soft Costs Description (If applicable)</p> <p>In a Word document, write a brief description how these costs will contribute to your project.</p>
	Pending Proceedings

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	<p>If the applicant or any of the officers or directors of the applicant or any affiliates have violated any of the following laws, documentation will need to be shared with the EDA:</p> <ul style="list-style-type: none"> • Laws banning or prohibiting discrimination or harassment in the workplace. • Laws prohibiting or banning any form of forced, slave, or compulsory labor. • The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 et seq., or other “Whistleblower Laws” that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law. • Securities or tax laws resulting in a finding of fraud or fraudulent conduct. • Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million. • Laws banning anti-competitive dumping of goods. • Anti-terrorist laws. • Criminal laws involving commission of any felony or indictable offense under State or Federal law. • Laws banning human rights abuses. • Laws banning the trade of goods or services to enemies of the United States. <p>Documentation to submit with your application must include:</p> <ul style="list-style-type: none"> ○ The case name and court/administrative agency (including jurisdiction and venue) in which such matters were tried or are pending; ○ The charges or claims adjudicated or alleged; and ○ Final resolution (e.g., final judgments, verdicts, plea bargains, consent orders, administrative findings, or settlement agreements).