



NJ Child Care Facilities Improvement Program – Phase 1

Furniture, Fixtures and Equipment

The intent of the New Jersey Economic Development Authority's (NJEDA) Child Care Facilities Improvement Program is to give child care providers funding to make facility improvements and minor renovations to their centers. This program presents a unique opportunity to provide funding for facility improvements not typically available to child care providers, especially as non-repayable grants.

With that in mind, we want to emphasize that applicants should carefully consider their options to support the various elements of their proposed project, specifically as it relates to options for purchase of Furniture, Fixtures and Equipment (FFE), which is defined as the moveable items for a building that have no permanent connection to the structure or utilities. In other words, if you remove an item of FFE it won't damage the structure of the building. These are items that are used in the child care business' normal, everyday operation, and excludes consumable materials like art supplies or paper goods. The items are expected to have a lifespan of three years at a minimum. Items should directly support or further enhance your facility project contributing to creating high quality learning environments. Please note: vendor quotes for all proposed FFE must be included in your application, and the NJEDA retains the right to exclude individual FFE items from a grant approval.

Considerations

While FFE is an allowable expense within your project hard costs, we strongly encourage providers to consider several factors when deciding whether to include it as part of your costs through this funding:

- 1) Any funding for FFE purchases will be paid to child care providers on a reimbursement basis after approval of the facility improvement grant application, unlike other costs where EDA will pay the contractor directly. **In other words, if FFE is an approved use by NJEDA as part of your facility improvement grant, the child care center will have to first buy the FFE and then submit proof of purchase to NJEDA in order to receive reimbursement.** Please note that NJEDA is unable to reimburse for expenses incurred *prior* to grant application, so can only reimburse for FFE purchased after grant approval.
- 2) There may be other funding sources that you can use to pay for FFE purchases (but not for facility improvements). These include the [DHS ARP Stabilization Grants](#) as well as another NJEDA program, the [Small Business Improvement Grant](#) program, which provides reimbursement for FFE purchases and other facility improvements up to \$50,000. We encourage providers to consider all of the potential funding they have available and structure their purchases accordingly.
- 3) If you purchase FFE and request reimbursement through the Child Care Facilities Improvement Program, **you will be required to certify that there is no 'Duplication of Benefits' and that no other government funds were used on the same expense.** For example, if you buy a \$500 bookcase, you cannot use DHS ARP Stabilization funds to cover the \$500 cost and then request reimbursement for \$500 from NJEDA. That would be duplicating (or double-dipping) into government funds, and as part of the application you will complete an affidavit stating you will not use government funds in this way. If you use other non-federal funds to purchase the bookcase, it could be eligible for reimbursement by NJEDA.
- 4) If you purchase FFE and the cost of the installation is more than \$2000, it will require contractors be paid prevailing wage. In addition, if the contractor installing the FFE has four or more employees they will be subject to Affirmative Action requirements. Installation costing less than \$2000 will not require prevailing wage, however Affirmative Action requirements may still be if the contractor has 4 or more employees.

What is Furniture, Fixtures and Equipment (FFE)?

To help with designing your project, think about FFE as:

- **Furniture** includes items needed in classrooms (indoor or outdoor) like cubbies, tables, or chairs;
- **Fixtures** includes items that can be bolted, screwed, nailed, glued, or cemented to the walls, floors, ceilings, etc. in the facility. For example, bulletin boards, room dividers, or shelving; and
- **Equipment** refers to items like a microwave, fire extinguishers, or crib mattresses.

Allowable examples of FFE include, but are not limited to:

Furniture	Fixtures	Equipment
Bookcases, shelves, child-sized tables and chairs, cubbies, high-chairs	Freestanding diaper changing stations	Removable appliances such as blenders, microwaves, washing machines/dryers
Indoor play structures, floor mats, other gross motor equipment	Wireless security systems (self-installed)	Multi-child strollers, riding toys, baby buggies
Carpets, rugs, or removable floor coverings	Portable storage unit	Kitchen utensils, cutlery, and dishware
Indoor or outdoor play accessories, like play kitchens, sand boxes, mobile sensory bins	Room dividers, panels, or safety gates	Indoor or outdoor storage bins
Cribs, toddler sleeping cots, sleeping mats	Window shades, blackout curtains	
	Posters, bulletin boards, whiteboards	

NON-FFE EXPENSES:

Allowable expenses examples COVERED IN YOUR CONTRACTOR QUOTE(S) include but are not limited to:

Examples listed below are eligible expenses under the Child Care Facilities Improvement Program, but not as FFE expenses. For example, hiring a contractor to build and install built-in cubbies and shelving is allowable under the program, but would need to be reflected on a quote from a contractor. This would not be an example of FFE.

Built-in furniture or shelving	Wired security systems
Lighting fixtures that are hardwired into the building, like wall sconces	Toilets, faucets or anything that built into the building.

Unallowable examples of FFE include but are not limited to:

Consumables like office supplies, food, diapers, and other single-use items	Items not directly supporting or used in the classroom environment
Items not expected to have a lifespan of at least three years, like crayons, paint, coloring books, or cards	