

Child Care Facilities Improvement Program

Monthly Grantee Updates

March 2025

What is Furniture, Fixture and Equipment.

- **Something moveable and not permanently connected to the building**
- **It is not considered consumable (i.e. art supplies or paper goods)**
- **Will last for at least 3 years**

How to Request FFE Disbursement?

Grantee requesting an FFE disbursement will need to reach out directly to their designated GPS via email to make the request. After receiving the email, the GPS will respond to the grantee and provide them with a link to the Submission form needed to proceed. Please keep in mind that grantees will need to follow this process for every single disbursement request. Each time a new request is made, the same steps will apply.

For full step-by-step instructions, please see the: [FFE Disbursement How-To Guide](#). Please note that Grantee will need to sign in to the Application Portal in order to access the Submission Form. For help creating or accessing your C3 portal account, please review the: [Portal Registration Guide](#)

Remember:

- It is not necessary to wait until all construction is completed before starting to purchase FFE items. Unless there is a possibility that FFE funds will be needed to cover unforeseen construction costs.
- FFE requests can be submitted in smaller batches rather than all at once.

What about Processing Time?

- If requests are complete - meaning we have received all required documents – EDA can process these requests easily.

- Please see the **Required Documents for FFE Disbursement Request** and **Photo Submission Requirements** sections below for requirements.

- If they are incomplete or incorrect, you will be notified of the cures needed and will have 10 business days to submit those documents.
- Cures not submitted within the 10 business days will be withdrawn. Applicants will need to resubmit their request, including the cures.

Required Documents for FFE Disbursement Request

Submit a copy of your FINAL receipt (paid in full) in a PDF and JPG format for both online and in-store purchases

Receipts must clearly show:

- Vendor name
- Date of purchase
- Description of purchase(s)
- Itemized quantity purchased
- Cost, unit pricing, shipping cost, and total amount paid
- Payment method, e.g., debit/credit card, check, etc.
- The delivery address **MUST** match the facility address

The following **WILL NOT BE ACCEPTED**:

- Screenshots
 - Packing slips
 - Altered receipts
-
- The EDA retains the right to request additional documentation, including proof of payments, especially if any discrepancies are identified during the review process.
 - In-Store purchases: receipts are also accepted. Screenshots of receipts will NOT be accepted.

**SUBMIT YOUR
PHOTO**



Photo Requirements & Submissions (Do's & Don't)

DO's

- Submit clear photos of the items at the facility, showing them in the locations where they'll be used.
- Install and fully assemble items (if applicable).
- Take items out of the delivery boxes and packaging.
- Submit photos in PDF &/or JPEG Formats.

DON'T

- Submit photos that are blurry
 - Submit screenshots of the items
 - Submit zoomed in photos that do not show the item at the facility
 - Submit photos of items that are stored away, unopened, or stacked on top of one another
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Examples of Acceptable Photos



Examples of Unacceptable Photos





Grantee Resources

These resources are all available in direct communication from the EDA Childcare team. To help you work smarter, not harder, please check "FFE Cheat Sheet".

[FFE Cheat Sheet](#)

*****NJEDA reserves the right to ask for additional documentation, as noted in Section 2 of your Grant Agreement*****



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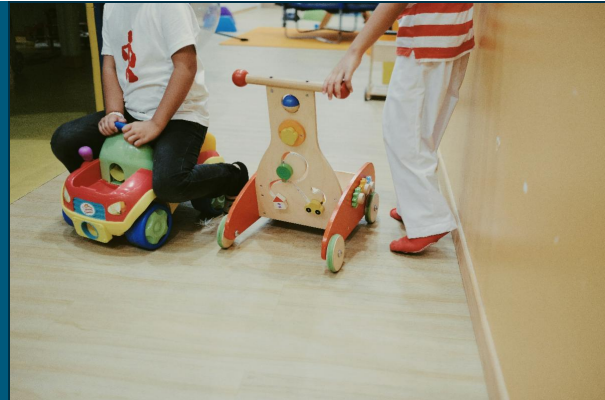
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