

PHLpreK Continuation Application and RFQ

CHECKLIST OF APPLICATION ITEMS REQUIRED FOR COMPLETE SUBMISSION

All applications must be submitted via the online application system, Reviewr. All applicants are responsible for ensuring their application is complete within the Reviewr online system prior to the application deadline. All submissions can be viewed and edited within the Reviewr system until the application deadline.

Items to be **completed directly in the Reviewr online system**

- Fillable data items (all data fields must be completed)
- Narrative Questions (all narrative questions must be answered)

Items to be **uploaded to the Reviewr online system**

- Copy of valid Pennsylvania DHS (a.k.a. DPW) license or Department of Education License
- Copy of NAEYC Accreditation Certificate, if applicable
- Agency Organizational Chart
- Current operating budget and two most recently completed Fiscal Year budgets
- Audited Financial Statement for the most recently completed Fiscal Year
- M/W/DS BE Certificate, if applicable

Items to be downloaded, completed and **uploaded back to the Reviewr online system**

- [Staff Qualifications Grid](#)
- [Line item budget](#) for slots requested (NOTE: There are two templates – one for center-based sites and one for family childcare homes. Complete the one that corresponds with your site type) [[Center version](#)] [[FCCH version](#)]
- [PHL PreK Data Responsibility Form](#)
- [Diversity Report of Nonprofit Organizations](#) (for Nonprofit Organizations only)
- [Tax and Regulatory Status Clearance Statement](#)
- [Acknowledgement and Attestation Form](#)