



Oregon Department of
**Early Learning
and Care**

CHILD CARE INFRASTRUCTURE FUND RECIPIENT GUIDE

A comprehensive resource to
support Child Care Infrastructure
Grant Awardees



**NORTHWEST
NATIVE
CHAMBER**



First Children's Finance





Disclaimer

This guide was collaboratively developed by **Business Oregon**, **the Department of Early Learning and Care (DELIC)**, **First Children's Finance (FCF)**, and the **Northwest Native Chamber (NWNC)** to support child care providers who are **recipients of the Child Care Infrastructure Fund (CCIF)**. Input, resources, and expertise from each partner helped shape the content, tools, and guidance included.

The materials provided do not constitute legal, accounting, tax, or financial advice. Providers and stakeholders are encouraged to consult with qualified professionals as needed and to contact designated support partners for technical assistance related to CCIF.

These training and technical assistance materials are intended to help CCIF recipients maintain compliance with grant requirements while promoting the sustainability and operational quality of child care programs across Oregon.

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Section 1: Introduction & Overview

1.1 Purpose of the Recipient Guide

The Child Care Infrastructure Fund (CCIF) was created to expand and strengthen Oregon’s child care infrastructure—ensuring more families have access to high-quality care and supporting the state’s broader goals of economic resilience and equity.

While this guide offers a general overview, recipients should always refer to the finalized agreement with Business Oregon for their contractual obligations, reporting timelines, and other important details. Requirements may vary based on project type, location, and other factors.

Recipients are also required to work closely with their **Business Oregon Project Manager**. Project Managers will reach out to you to establish deliverable status, reports, and will be able to support you in case of any hurdles or challenges with navigating the completion of your project.

*All questions about funding use or grant changes should be directed to the assigned **CCIF Project Manager at Business Oregon** — not the TA provider.*

This guide was developed in collaboration with Business Oregon, the Department of Early Learning and Care (DELIC), and the designated technical assistance providers—First Children’s Finance and Northwest Native Chamber. As technical assistance providers, FCF and NWNC continue to support CCIF recipients by offering tools, templates, and guidance to help manage grant activities, track expenditures, and meet compliance requirements.

Recipients are encouraged to use these resources to maintain strong project documentation and ensure successful completion of their funded projects.

1.2 What is the Child Care Infrastructure Fund (CCIF)?

HB 3005 allocated funding to Business Oregon to establish the Child Care Infrastructure Fund (CCIF) Program. This program prioritizes equity, community alignment, and projects that create long-term, sustainable access to child care.

Projects eligible under this program must involve **fixed, immovable capital assets**, including:

- New construction
- Renovations, repairs, or modernizations
- Retrofitting and code compliance upgrades
- Property acquisition for child care use

The goal of CCIF is to increase access to child care by funding:

- New facility construction
- Major renovations and repairs
- Property acquisition for child care use (non-residential)

For more information on HB 3005, you can click on the link [here](#).



Section 2: Understanding Your Grant Award

2.1 Key Terms of Your Grant your grant agreement outlines

- Total Amount
- Approved Scope of work
- Project Timeline
- Reporting and reimbursement procedures
- Documentation and audit requirements

2.2 Eligible and Ineligible Use of Funds

Refer to your **signed agreement** and the [Oregon](#)

Administrative Rules:

- **Eligible Projects and Project Costs:** [Oregon Administrative Rule 123-700](#)
- **Ineligible Project Costs:** [Oregon Administrative Rule 123-700-0080](#)

2.3 Project Management Responsibilities

You are expected to:

- Maintain updated records (contracts, bids, receipts)
- Hire licensed contractors
- Notify Business Oregon for Project Delays or changes
- Submit reports and reimbursement requests on time

2.4 CCIF Recipient Webinars

To understand more about the requirements for CCIF recipients, please watch the CCIF Recipient Webinar:

- **CCIF [Recipients Webinar \(English\) \(YouTube\)](#)**
- **CCIF [Recipients Webinar \(Español\) \(YouTube\)](#)**



Important Reminders:

- Funds are **not reimbursable for work done before the grant contract is signed and deemed finalized**
- Business Oregon may issue a **withdrawal notice** if conditions aren't met
- Grantees must **respond to Business Oregon requests in a timely manner**
- *All questions about funding use or grant changes should be directed to the assigned **CCIF Project Manager** at Business Oregon – not a TA provider.*

Section 3: Resources by CCIF Project Type

3.1 Minor Renovation/Repair

- [Scope of Work template](#) - Define the specific tasks and trades involved in your renovation
- [Site Readiness Checklist](#) - Assess whether your site is eligible and accessible for child care.
- [Minor Renovation Budget & Expense Tracker](#) - Track your minor scale construction payments
- [Work Log Template](#) - Track daily progress, contractor visits, or vendor check-ins

3.2 Major Renovation/New Construction

- [Construction timeline tracker](#) - Visual tracker with milestones
- [Permitting Checklist](#) - Track Zoning, Planning, Building, Fire, and Occupancy permits

- **Major Renovation/New Construction Budget & Expense Tracker** – Track large scale-construction payments
- **Weekly Progress Report Template** – Document site visits, inspections, and major updates
- **Sources and Uses** – Record match funding sources and verify their use

3.3 Property Acquisition

- **Acquisition Plan Template** – Outline your purchase, due diligence, and timeline
- **Post-acquisition site readiness tools** – Ensure the site is prepared for child care use
- **FCF Expense Tracker (Acquisition)** – Track appraisal, legal, inspection, and titles costs
- **Due Diligence Checklist** – Checklist for Inspection, Environmental Review, Zoning Verification
- **Licensure Timeline Planner** – Map your steps from purchase to licensed child care operations
- **Sources and Uses** – Record match funding sources and verify their use

3.4 Site Control Documentation

- **Site Control** means you have a legal agreement or ownership interest that give you the authority to develop the property for your proposed project.



Examples of Acceptable Site Control Documentation:

Type of Site Control	Acceptable Documentation	Notes
Property Ownership	<ul style="list-style-type: none"> • Deed • Property Tax Statement • Title Report 	Must show your organization as the legal owner
Lease Agreement	Fully executed lease agreement	Must cover the entire project period and allow construction/renovation
Purchase Agreement for acquisition projects	<ul style="list-style-type: none"> • Signed real estate purchase agreement • Letter of intent (LOI) with contingencies 	Must be current, signed, and indicate serious intent to purchase
Option to Purchase	Executed option agreement	Must grant your organization the exclusive right to buy the property
School or Public Use Building Agreement	MOU or interagency agreement with district, city, etc.	Should include permission to use the space for licensed child care.
Letter of Intent (LOI) only acceptable in early project stages	Signed LOI from property owner or leaseholder	Should state intent to enter a lease or sale agreement with your organization. Often accepted temporarily while formal documents are pending.

Site Readiness Tips:

- Confirm zoning allows for child care use
- Secure site control (ownership, lease, or under contract)
- Coordinate early with licensor and permitting authorities
- Have a plan for managing construction impacts on any existing program operations
- Demonstrate financial feasibility (secured funds or committed financing if not fully covered by CCIF)

- Soft costs (design, permitting, consultants) must be directly tied to the project and fall within allowable limits
- All costs must occur after grant agreement execution – no retroactive reimbursements
- Furniture, supplies, or moveable items are not eligible

Section 4. Monitoring, Reporting, and Documentation



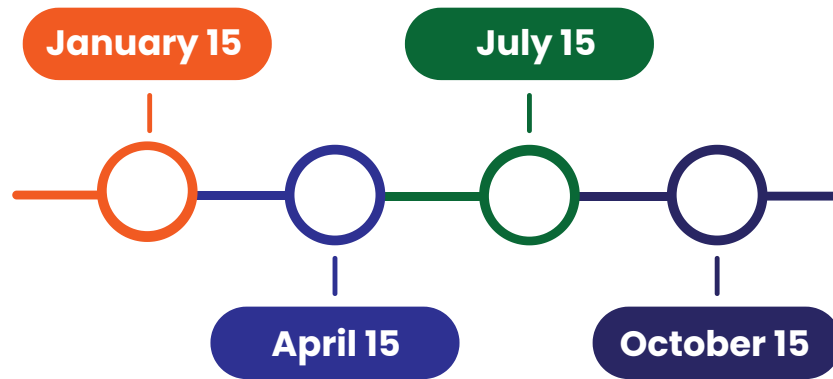
After your CCIF grant contract is executed, you'll be required to submit regular progress reports as part of Business Oregon's monitoring process. These reports help ensure that grant funds are being used appropriately and that your project is progressing as planned.

4.1 Required Reporting Timeline

Minor Repair and Renovation Initial 8-Week Report:

- Your first report is due 8-weeks from the date your contract is executed.
 - Your project manager will send you reminder emails before your 8-week Report is due
- This report marks the first monitoring milestone.
- **Even if you don't have much to report** yet, you must still log in and submit a brief status update.
- Business Oregon will verify that all reported activities align with your approved budget and grant agreement.
- Following your initial 8-week report Minor Repair and Renovation recipients will report on a quarterly basis

All other project types, Quarterly Reports:




Quarterly reports will be due on the following dates:

- April 15.
 - July 15.
 - October 15.
 - January 15.
- Your project manager will send you reminder emails before your Quarterly Report is due
 - These reports will continue until your project is fully completed and closed out.
 - Business Oregon will verify that all reported activities align with your approved budget and grant agreement.

Tip: If you're unsure what to include in your report, refer to **Exhibit B – Project Description** in your contract for specific reporting expectations.

All reports must be submitted to Business Oregon. Your Project Manager will provide reminders and support throughout the process.



Important Reminder: Reports must be submitted within **10 business days** of receiving a reporting request from Business Oregon. Failing to meet reporting deadlines may result in a hold or withdrawal of funds.


If you have questions about the process or your reporting timeline, contact your assigned **Business Oregon Project Manager**.

4.2 Grant Disbursement Process: Submit signed contractor agreements and itemized invoices on letterhead. Allow 6–8 weeks for reimbursement.

4.3 Required Reporting Timeline

- [Expenditure Tracking Template](#)
- [Grant Narrative Handout](#)
- Recipients are required to document their grant fund expenditures. Remember to keep detailed receipts, contracts, and change orders. Business Oregon will review and approve the supporting documents. All recipients must agree to Business Oregon monitoring and must reply to requests within 5 days. If you are in doubt, contact your CCIF Project Manager.

Consult a **tax professional** to understand tax implications

- Through the CCIF partnership with **Northwest Native Chamber (NWNC)**, you can access referrals to tax specialists who may be able to provide support and guidance for your tax-related needs. Please contact CCIFSupport@nwnc.org for more information about free tax consultation and services.
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- **Technical Assistance** providers can provide general tech support whether it be attaching a file, or condensing a file size, or other general tech needs to complete the CCIF documentation and grant reporting. Please reach out with any questions or concerns.
- **Watch this webinar hosted by Northwest Native Chamber & Tyto Alba Accounting:**
Best Practices: Bookkeeping and Financial Wellness
Explore effective bookkeeping systems, how to track grant-related expenses, and learn to understand Profit & Loss, Balance Sheet, and Cash Flow statements. [[View Recording](#)]

*All questions about funding use, the CCIF grant, or changes to the CCIF project should be directed to the assigned **CCIF Project Manager at Business Oregon** – not a Technical Assistance provider.*



Section 5: Resources and Technical Assistance

5.1 Business Oregon Resources

Business Oregon CCIF Main Page (All Languages)

<https://www.oregon.gov/biz/programs/ccif/Pages/default.aspx>

- [Program Guidelines](#)
- [OAR 123-700-0070](#) – Eligible Project Cost
- [OAR 123-700-0080](#) – Ineligible Project Costs

Business Oregon

✉ **Email:** ccif.program@bizoregon.gov

- Business Oregon administers the Child Care Infrastructure Fund and manages the application portal and award process. Contact Business Oregon for all requirements/process that relate to you as a grant recipient.





5.2 Department of Early Learning and Care (DELIC) Resources

- **Rules for Registered Family Child Care Homes (CCLD-0081)**
 - Outlines the minimum standards for registered family child care homes, including provider qualifications, supervision requirements, physical environment, and allowable group sizes
- **Rules for Certified Family Child Care Homes (CCLD-0082)**
 - Covers the licensing requirements for certified family child care homes, including maximum group sizes, facility conditions, training, and staff-to-child ratios for care provided in a home-based setting.
- **Rules for Certified Child Care Centers (CCLD-0084)**
 - This document outlines the specific regulations for certified child care centers, including requirements for facility layout, staffing, health and safety standards, and operational procedures.
- **Certified Child Care Center Licensing Information**
 - DELIC's website offers detailed guidance on the licensing process for certified child care centers, including steps to apply, required inspections, and ongoing compliance.
- **General Rules for All Child Care Facilities (CCLD – 0731)**
 - This resource provides overarching rules applicable to all child care facilities, covering topics such as background checks, training requirements, and general operational standards.

For personalized assistance or further information, you can contact the **Child Care Licensing Division** directly:

Phone: 1-800-556-6616

Email: cclid.customerservice@delc.oregon.gov



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5.3 Northwest Native Chamber (NWNC) Resources & TA Support

Northwest Native Chamber (NWNC)

✉ **Email:** ccifsupport@nwnc.org

☎ **Phone:** (503) 894-4525

NWNC supports Indigenous child care providers and all communities through culturally grounded business assistance. For CCIF, they offer training, interpretation-supported webinars, and referrals to tax, financial, and grant professionals. Contact NWNC for free support, guidance, and resource navigation.



First Children's Finance

5.4 First Children's Finance (FCF) Resources & TA Support

✉ **Email:** infoOregon@firstchildrensfinance.org

☎ **Phone:** (503) 967-8600

FCF specializes in business and financial education tailored to child care providers, offering training, tools, and one-on-one consultation to support the growth, sustainability, and long-term success of child care entrepreneurs. FCF is here to help increase access and opportunity for child care businesses across Oregon. Contact FCF for free support, guidance, and resource navigation.

5.4 First Children's Finance (FCF) Resources & TA Support

First Children's Finance Business & Financial Templates

- [First Children's Finance Business Plan Template](#)
- [First Children's Finance Startup Budget Template](#)
- [First Children's Finance Profit & Loss Template](#)
- [First Children's Finance Family Child Care Cash Flow Statement](#)
- [First Children's Finance Child Care Center Cash Flow Statement](#)
- [First Children's Finance Sustainability Template](#)



First Children's Finance – Business Trainings & Leadership Cohorts

Business & Financial Trainings

- Gain the skills and knowledge you need to run your child care business smoothly. Trainings cover budgeting, financial planning, and long-term sustainability.
- View dates and register in your preferred language:
- [English](#)
- [Traducción al español \(Spanish\)](#)
- [简体中文翻译 \(Simplified Chinese\)](#)
- [Dịch thuật tiếng Việt \(Vietnamese\)](#)
- [Русский перевод \(Russian\)](#)



Business Leadership Cohorts

These peer-based cohorts support small groups of child care providers with hands-on training, consultation, and coaching.

Certified Center-Based Leadership Cohorts:

- [English](#)
- [Traducción al español \(Spanish\)](#)
- [简体中文翻译 \(Simplified Chinese\)](#)
- [Dịch thuật tiếng Việt \(Vietnamese\)](#)
- [Русский перевод \(Russian\)](#)

Family Child Care-Based Leadership Cohorts:

- [English](#)
- [Traducción al español \(Spanish\)](#)
- [简体中文翻译 \(Simplified Chinese\)](#)
- [Dịch thuật tiếng Việt \(Vietnamese\)](#)
- [Русский перевод \(Russian\)](#)

Business Consultation Services Available

Direct consultation services are available for individual child care providers, community groups, and ecosystem partners. Topics include:

Consultation Service	Descriptions
Start-up Consultation	Guidance for entrepreneurs starting a new child care business, helping them navigate the complexities of establishing a successful and sustainable operation.
Business Plan Tool Kit	A set of resources and templates to help child care providers create a comprehensive business plan, covering financials, marketing, and operations
Child Care Study	In-depth research and analysis of the child care industry, including trends, demand, and competitor analysis, to inform strategic decision-making.
Community Presentation	Assistance with preparing and delivering presentations to local communities, raising awareness, and attracting families to your child care services.
Facility Plan	Consulting on designing and optimizing physical spaces for child care, ensuring safety, accessibility, and compliance with regulations while creating an engaging environment.
Cash Flow Consultations	Guidance on managing and forecasting cash flow, ensuring the child care business can meet its financial obligations and plan for growth.
Locations Consultation	Advice on choosing the best location for a child care facility, considering factors like accessibility, safety, and proximity to target families.
Marketing Consultation	Expert advice on promoting the child care business, including strategies for online marketing, social media, and community outreach to attract clients.
Comprehensive Marketing Consultation	In-depth marketing strategy development that includes brand positioning, advertising, content marketing, and more to create a comprehensive plan for attracting families.
Policies Consultation	Assistance in developing and implementing policies for the child care business covering topics like enrolment, safety, communication, and staff expectations.
Rate Structure Study	An analysis of pricing models in the child care industry, offering guidance on competitive yet sustainable rate structures for your services.
Retention & Recruitment Consultation	Strategies for attracting and retaining high-quality staff, including tips for creating a supportive work environment and competitive compensation packages.
Setting Smart Goals	A framework for setting Specific, Measurable, Achievable, Relevant, and Time-bound goals to guide the growth & success of the child care business.
Enrollment Analysis	Review and analysis of current enrollment trends, identifying opportunities to increase enrollment, improve retention, and meet financial goals.

Section 6: Frequently Asked Questions

When will I receive funding?	<p>Grant awards are disbursed after contract finalization and cost verification process. Once your disbursement request is approved by Business Oregon, it can take up to 6-8 weeks to receive grant funds.</p>
How can I receive my grant funds?	<p>You can receive your disbursement by either physical check or direct deposit.</p> <ul style="list-style-type: none">• Physical check is standard mail, 10 business days• Direct deposit is an option to set up, please speak to your project manager to set up
What if the project costs more than projections estimated?	<p>Award increases are not available for these funds. If you have any concerns about your project please contact your Business Oregon Project Manager.</p>
What do I do with excess grant funds?	<p>Unspent funds must be returned to Business Oregon within 30 days of project completion. Your Business Oregon Project Manager will provide you with instructions on how to return those funds, if applicable.</p>
Am I required to hire a licensed contractor?	<p>Yes, the contractor selected must be licensed by Oregon CCB and the Oregon Corporate Division, must hold current licenses, and carry liability and worker's compensation insurance (if they have employees).</p>
What documents are needed when I submit my disbursement request?	<p>All invoices and receipts must be from the contractor on their letterhead and will need to be submitted to Business Oregon to receive funds. These invoices/receipts must include at minimum:</p> <ul style="list-style-type: none">• Itemized list of all completed work done• Total Cost of the Invoice/Receipt• Date of payment
Does Business Oregon need copies of my Contract or Agreement with my Contractor?	<p>Yes. You must provide a copy of a signed agreement or contract for all contracted work on your project to Business Oregon for their files.</p>

Frequently Asked Questions (continued)

Am I able to buy materials and complete the work on my own?	No, a licensed contractor must be selected to complete all project work.
Can any portion of the grant funds go toward paying indirect costs?	No, indirect costs (e.g. utilities, office supplies, wages) are not eligible.
Can any portion of the grant funds go toward paying down taxes on the grant?	No, program funds cannot be used to pay federal, state, or local taxes. Contact your TA provider for resources on tax implications.
What if there's a change to my project timeline or any other factor related to the deadlines?	If your contract timeline shifts or any other portion of your contract is expected to be different than the contract agreed upon, please contact the Business Oregon Project Manager as soon as you know there will be a change.
When should I report on the progress of my project?	Depending on the award amount you will report on these timelines: Less than \$100,000 : <ul style="list-style-type: none">• 8-weeks from the day your contract is executed More than \$100,001 : <ul style="list-style-type: none">• Quarterly from the day your contract is executed• January 15, April 15, July 15, and October 15
What should I include in Quarterly Report?	Under Exhibit B in your contract, the needed information and questions will be listed for your quarterly and final report. These questions will also be stated in the online platform where you will submit your report.

Section 7: Revisions

This guide was developed in partnership with Business Oregon, the Department of Early Learning and Care (DELIC), and the Northwest Native Chamber (NWNC). While First Children's Finance (FCF) maintains responsibility for the ongoing maintenance of this resource, any substantive revisions will be made in collaboration with these partners to ensure accuracy, alignment, and shared ownership.

We reserve the right to revise the contents of this guide to reflect changes in regulations, program requirements, or technical assistance strategies. Users are responsible for confirming they are working from the most current version.

