



Oregon Department of
Early Learning and Care

CCIF Applicant Guide

Your Comprehensive Pathway
to Applying for the Child Care
Infrastructure Fund



NORTHWEST
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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: CCIF Application Guide Outline

1.1 Purpose of the Application 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. Through this fund, child care providers can access critical capital to support facility improvements, new construction, or property acquisition.

This guide is designed to help applicants navigate the CCIF application process with confidence. It provides clear information on project eligibility, allowable costs, application components, and helpful tools like budget and timeline templates. Whether you’re pursuing a small repair or a major expansion, this guide will walk you through how to align your project with CCIF priorities and complete a strong, compliant application.

While this guide offers a general overview, applicants should always refer to the official [CCIF Program Guidelines](#) and related documents published by Business Oregon. Requirements may vary based on project type, location, and other factors.

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 are available to support applicants at every stage of the process. Our teams can help assess project readiness, refine budgets, navigate licensing pathways, and ensure application materials align with CCIF requirements. Engaging with TA early can significantly strengthen your submission and improve your chances of success.

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).

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)

The program prioritizes equity, community alignment, and projects that create long-term, sustainable access to child care.

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



2. General Eligibility & Application Setup

Before beginning your application, it's important to confirm that your organization and project meet the **general eligibility requirements** for the Child Care Infrastructure Fund (CCIF). This section outlines who can apply, what types of projects are eligible, and what to expect during the setup process. The list of eligible applicants is found on the [Business Oregon Child Care Infrastructure Program Page](#).

2.1 What Types of Projects Are Eligible?

Eligible projects must involve **fixed, immovable capital improvements** to your Child Care Program:

- **New Construction** of a child care program/facility
- **Major Renovations** or repairs to existing program(s)/Facility
- **Property Acquisition** for Child Care use

Note: Portable classrooms, equipment purchases, and operating costs are not eligible under this capital fund.

2.2 Eligible Use of Funds

Grant funds must be used for capital expenses directly tied to infrastructure development. Common examples include:

- Construction materials and labor
- Architectural and engineering services
- Permits, environmental reviews, and impact fees (e.g., System Development Charges)
- Direct project management costs

Ineligible costs include salaries, equipment, curriculum, furnishings, and any expenses incurred **before** you receive an award letter. Full details are outlined in the [Oregon Administrative Rules – OAR 123-700](#).

*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
- Recipients must respond to **Business Oregon requests in a timely manner**

2.3 How to Prepare Your Application

We recommend applicants take the following steps before applying:

1. **Confirm Eligibility:** Review the [Project Checklist](#) to ensure your organization and project type are eligible.
2. **Assess Project Readiness:** Use the site readiness checklist below and review your licensing status, site control (lease, ownership, or purchase agreement), and funding match.
 - [Minor Renovation Site Readiness Checklist](#)
 - [Major Renovation Site Readiness Checklist](#)
 - [Property Acquisition Site Readiness Checklist](#)
3. **Gather Documentation:** Download the [FCF Startup Budget Template](#), [Project Timeline template](#), and other required forms based on your project type.
4. **Engage with the Child Care Licensing Division (CCLD):** Coordinate with your Child Care Licensing Specialist to ensure your facility plans meet child care licensing requirements.
5. **Request TA Support Early:** Reach out to a CCIF Technical Assistance (TA) provider for help reviewing your scope of work, estimating costs, and aligning your project with CCIF priorities.



2.4 Applicant Support Resources & Webinars

First Children's Finance and Northwest Native Chamber have hosted a series of free webinars to help CCIF applicants strengthen their proposals, understand financial requirements, and build capacity for long-term success.



First Children's Finance



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Below are recorded sessions available to support your application process:

Navigating the CCIF Application Portal: Tips & Tricks

Learn how to create an account, navigate the application portal, and discover tips for success. [[View Recording](#)]

Grant Writing for Your CCIF Application

Learn how to tell a compelling story through your proposal and highlight the community impact of your project. [[View Recording](#)]

CCIF Allowable/Non-Allowable Expenditures

Understand what CCIF funds can and cannot pay for across project types. [[View Recording](#)]

2.5 Application Submission

- CCIF applications **can only be accepted during designated application rounds** and must be submitted electronically through the **Business Oregon Grants Portal**.
- Visit [Business Oregon's website](#) and [subscribe to Program Updates](#) to receive announcements about future application rounds, deadlines, and required materials.
- Applicants are responsible for ensuring:
 1. All required sections of the CCIF application are complete
 2. All documentation is properly uploaded with the CCIF application
 3. The CCIF application is fully submitted (status must show "**submitted**," not "**draft**" or "**in progress**")

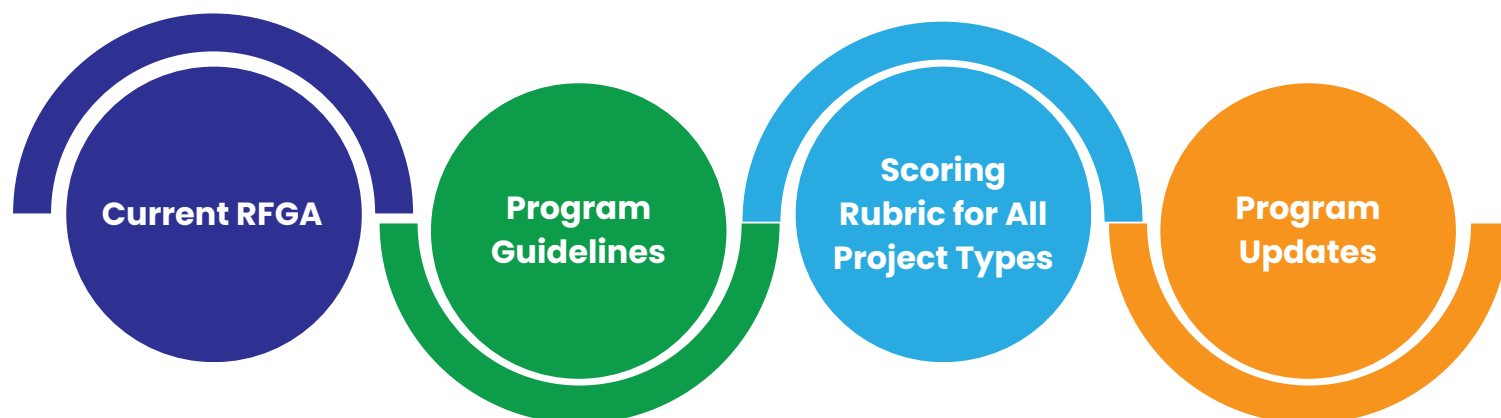
Section 3: Business Oregon Resources

3.1 Business Oregon – CCIF

- Applicants should visit the **Business Oregon Child Care Infrastructure Fund (CCIF) landing page** for official program materials, updates, and translated resources:

https://www.oregon.gov/biz/programs/child_care_infrastructure/pages/default.aspx

- This page includes access to:



- Translated materials in Spanish, Russian, Vietnamese, and Chinese. Be sure to check this page regularly for the most up-to-date information during the application and award process.

3.2 Oregon Administrative Rules (OARs)

- [Oregon Administrative Rules– Child Care Infrastructure Program](#)



Section 4: Resources by Project Type

Every project is different, and your application materials should reflect the type of infrastructure work you're proposing. Use the checklists below to identify what documentation, planning, and readiness materials are needed for your specific project type.

🔧 Minor Renovation & Repair	🚧 Major Renovation / New Construction	📍 Property Acquisition
<i>For modest upgrades like flooring, HVAC improvements, ADA updates, and interior finishes.</i>	<i>For large-scale facility upgrades or new child care facility construction.</i>	<i>For applicants purchasing land or buildings to house licensed child care</i>
<p>Documents to include in your application:</p> <ul style="list-style-type: none">• Project Description• Site Control Documentation (proof of ownership or lease agreement)• Photos of Current Conditions (before renovation)• Contractor Estimate or Bid for Proposed Work• Budget Template (FCF Budget Template)• Project Timeline (anticipated start and completion dates)	<p>Documents to include in your application:</p> <ul style="list-style-type: none">• Detailed Project Description (scope of work, capacity goals, and rationale)• Site Control Documentation (ownership, lease or purchase agreement)• Architectural Plans or Concept Drawings (if available)• Contractor Estimate, Bid, or Cost Proposal• Construction Budget (Use FCF Template)• Project Timeline (phases, milestones, anticipated start/end dates)• Zoning or Land Use Confirmation• Permits or Status of Permitting (if applicable)• Environmental Review or Hazard Assessment (if required)	<p>Required Documents to include in your application:</p> <ul style="list-style-type: none">• Project Description (why this site, how it supports child care goals)• Competitive Market Analysis• Property Inspection Report or Plan for Due Diligence• Budget for Acquisition & Follow-up Development (use FCF template)• Statement of Licensing Plan (timeline for licensure and expected capacity)

4.1 Minor Renovation/Repair



Tips for Defining Scope and Timeline (Oregon-Based Resource)

- [Oregon Construction Contractors Board – Hiring a Contractor Guide](#): Offers practical tips on defining your project scope, developing timelines, and working with licensed contractors in Oregon.
- Check your Contractors License [Here](#)

Additional Planning Tips

- Work closely with your Child Care Licensing Specialist to ensure proposed updates support your program's licensing status
- Document existing conditions with photos
- Get written estimates or bids from Oregon-licensed contractors
- Plan for how child care operations will continue (or pause) during renovations
- Align your timeline with CCIF funding requirements (work starts after grant agreement execution)



- [FCF Minor Renovation Construction Budget Template](#)
- [FCF Project Timeline Template](#)
- [Site Readiness Checklist PDF](#)
- [FCF Sources and Uses Template](#)

Site Readiness Tips:



- Confirm scope is eligible under CCIF guidelines and [OAR 123-700-0070](#)
- Ensure work is tied to a licensed child care facility or license-in-process site.
- Coordinate with the Child Care Licensing Division (CCLD) or directly with your CCLD Licensing Specialist to verify how renovations comply with licensing regulations.
- Consider how renovations will temporarily impact child care operations (if applicable)



Additional Notes:



- Soft costs (design, permitting, consultants) must be directly tied to the project and fall within allowable limits
- **Only costs incurred after receiving your award letter are eligible for reimbursement.** Business Oregon strongly recommends waiting until the grant agreement is fully executed, and expenses dated after the award notification may be reimbursable under CCIF.
- Furniture, supplies, or moveable items are not eligible



4.2 Major Renovation/New Construction

Key Major Renovation & New Construction Templates & Resources

- [Site Preparation and Construction Phases Step-by-Step Guide PDF](#)
- [Design & Permitting Resources](#)
- [Obtaining Permits by County](#)
- [FCF Major Renovation/New Construction Budget Template](#)
- [Financial Feasibility Template](#)
- [Project Language Description](#)

A Strong Project description typically covers the following:

Component	Sample Language Example
Overview of Project	<i>"Our organization proposes to renovate an underutilized community center to create two new classrooms for infants and toddlers. The space will be fully licensed to serve up to 16 children."</i>
Rationale/Need	<i>"This project responds to a significant child care shortage in our rural county, where families report waitlists exceeding 12 months for infant care."</i>
Scope of Work	<i>"The renovation includes new flooring, upgraded HVAC, ADA-complaint restrooms, and reconfiguration of interior walls to meet licensing requirements."</i>
Expected Outcome	<i>"Upon completion, we will expand our licensed capacity from 12 to 32 children, focusing on underserved families eligible for Preschool Promise."</i>
Child Care Licensing Pathway	<i>"We are working with our licensing specialist to ensure all renovations meet certification requirements. Licensure is expected within 60 days of project completion."</i>

Why It Matters for CCIF:

- Application reviewers need a **clear, concise narrative** to understand the alignment between your physical project and the goals of the fund.
- Well-written project descriptions help you score better under the "Project Readiness" and "Impact" criteria.
- Including key licensing, zoning, and timeline details shows that you've done your due diligence.

4.3 Property Acquisition

Key Property Acquisition Templates & Resources

- [Site Readiness Evaluation – Property Acquisition Checklist](#)
- [Acquisition Plan Template](#)
- [Sources and Uses Template](#)
- Competitive Market Analysis (CMA) and Inspection Tips – Property Acquisition
- When applying for CCIF to fund a property purchase, it's essential to **demonstrate that the site has been thoroughly evaluated**. Competitive Market Analysis's and inspections not only support your due diligence—they also help establish the project's **realistic cost, timeline, and licensing potential**.

Disclaimer:

Please note that **any costs incurred before the CCIF grant agreement is fully executed are not eligible for reimbursement**. While appraisals and related services may be necessary during your due diligence process, these expenses will only be considered allowable if they occur after the official award date and contract execution.



Below are key tips and best practices to guide you through Property Acquisition:

Competitive Market Analysis Tips

Tip	Why it Matters
Work with a licensed commercial broker	<i>A broker with experience in commercial properties or institutional properties can provide more relevant analysis for child care use</i>
Request a CMA based on comparable sales	<i>The broker should include recent sales data for similar properties in your area to justify the estimate value</i>
Include child-care specific site considerations	<i>Ask a broker to assess whether the site’s layout, zoning, and location are suitable for child care.</i>
Use CMA to support your purchase price	<i>A strong CMA helps demonstrate that your proposed purchase price is reasonable and market-aligned</i>
Date your CMA close to your application	<i>Ensure your CMA is recent (within the past 3-6 months) to reflect current market conditions.</i>





Tip	Why It Matters
Order and general property inspection	<i>A licensed inspector will assess the building's condition: structural, HVAC, electrical, plumbing, roofing, etc.</i>
Check for hazardous materials	<i>Older building may require testing for asbestos, lead-based paint, or mold – especially if children will occupy the space.</i>
Assess ADA and code compliance	<i>Ensure the property can be made accessible and meets fire, safety, and building codes.</i>
Review utility access	<i>Confirm the water, sewer, electrical, and internet connections are adequate for feasible to upgrade.</i>
Document deficiencies and required repairs	<i>Include the inspector's recommendations in your renovation plan and budget.</i>
Include photo documentation	<i>Take clear photos of any areas needing repair or improvement to upload with your CCIF application.</i>

Reminder for CCIF Applicants:

- Your inspection and CMA documents help show reviewers that you're making an informed acquisition and have realistic renovation expectations.
- CCIF does not cover any legal, appraisal, inspection, or other costs incurred during the application process. These expenses are the responsibility of the applicant.

How to demonstrate a Clear & Immediate Plan for CCLD Licensure

- To receive CCIF funding for Property Acquisition, applicants must show the site will be used promptly for licensed or license-exempt child care and will directly lead to increased child care capacity.

Key Components to Include in Your CCLD Licensure Plan

Element	What to provide or describe
Licensing Pathway	Clearly state whether the site will be used for License-Exempt, Certified Center, Certified Family, Registered Family, or Tribal/Federally Exempt program.
Licensur Contact	Confirm you've already engaged your child care licensing specialist, and they are aware of your plans. Include their name and contact details (if allowed).
Licensing Timeline	Provide a realistic and specific timeline showing: <ul style="list-style-type: none">When the site will be renovatedWhen licensure walkthrough will be requestedExpected licensure approval date
Licensing Requirements in the Build-Out	Explain how your renovation plan includes: <ul style="list-style-type: none">Indoor square footageOutdoor play areaADA accessBathrooms & handwashingRoom configuration for age groups
Staffing & Director Plan	Outline your plan to hire (or retain) a qualified Director and staff to meet licensing ratios. Attach resumes or ORO Steps if available.
Zoning Compatibility	Confirm the property is zoned or permitted for licensed child care (or explain the process to obtain approval).
Program Design	Briefly describe your target age groups, number of children, and whether your program will serve infants, toddlers, preschoolers, etc.

Strong Attachments to Upload with Your CCIF Application (if available)

- Written summary of your CCLD licensing plan (1–2 paragraphs)
- Communication/email with your CCLD Licensing Specialist
- Draft floor plan or concept layout that meets CCLD licensing standards
- Spark Quality Plan or program philosophy (optional)
- [Acquisition Plan Template](#)
- [Sources and Uses Template](#)



Site Readiness Tips for CCLD Licensure:

- Ensure property is appropriately zoned or has a pathway to zoning approval
- Confirm CCLD is aware of acquisition and verifies the site can be licensed
- Develop a clear timeline for post-purchase renovations or build-out
- Demonstrate that acquisition leads directly to increased child care capacity
- Coordinate with an attorney, broker, or lender to manage contingencies



Additional Notes:



- **Property must not be purchased prior to CCIF grant agreement execution** (any expenses incurred before the official award date will not be reimbursed)
- Site must be used for child care and provide services by the designated timeline
- Operational costs, furnishings, and equipment are not allowable under CCIF



Section 5 Technical Assistance Resources for CCIF Applicants

5.1 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](#)

5.2 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.

These sessions offer the opportunity to learn the basics of running a child care business. Participants learn about the child care business model, the importance of managing enrollment, and developing policies and procedures to improve financial performance. FCF staff provide a thorough financial analysis of business operations with recommendations for improvements.

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 \(Russian\)](#)



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5.3 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.


5.4 Who to Contact for Help



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 (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.



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.



Section 6: Revisions

This guide was developed in partnership with Business Oregon, the Department of Early Learning and Care (DELIC), and the Northwest Native Chamber (NWNCC). 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.

