

Applicant Orientation

Outline:

- Oregon Child Care Start-up and Expansion Grant
 - Welcome to the Oregon Child Care Start-up and Expansion Grant. This video is designed to orient you to the Oregon Child Care Start-up and Expansion Grant and give you a basic understanding of your responsibilities and how the funds can be used.
- Purpose of the Grant
 - The purpose of this grant is to increase the amount of child care programs and slots available in Oregon by increasing the number or capacity of licensed child care providers and programs. The Early Learning Division through The Research Institute at Western Oregon University is administering these funds and along with your local Child Care Resources and Referral will be supporting you through this process.
- Start-up or Expansion?
 - Start-up grants are for:
 - Someone who has never owned a child care business, or
 - Someone who does not currently own a child care business but owned one in the past.
 - If you owned a child care business in the past you will need to share your previous licensing number and/or the program name of your previous business with the Oregon Child Care Start-up and Expansion Grant team.
 - If your previous child care business was closed due to licensing violations, mismanagement, or criminal activity you will not be eligible for grant funds.
 - Expansion grants are for:
 - Someone who opened a child care business in the last 3 months,
 - Someone who currently owns a licensed child care business and wants to expand their capacity by; opening a new classroom or site, going from part day to full day/full year care, or by hiring more staff in order to care for more children.
 - Your expansion site or classroom doesn't need to be currently licensed to potentially get funded
 - If your currently licensed site has a suspended license you are not eligible for the grant funding.
- Grant ineligibility?
 - Head Start or School district program
 - If you are a program primarily funded by state or federal funds, such as Head Start or a School District Program, you will not be eligible for these grants unless you are applying to expand operations, voluntarily license your program, accepts ERDC and are open to families that are paying for child care.
 - Licensed and you have two or more valid finding in the past 12 months
 - If you are licensed, we will check your licensing history. If you have two or more valid compliance findings in the last 12 months that are deemed

serious and you have not taken steps to correct or prevent future repeats of valid compliance findings from occurring then you may not be eligible for this grant.

- Grant requirements
 - This slide shows the grant participation requirements
- Working with your local Child Care Resources and Referral office
 - You are required to work with your local Child Care Resource and Referral office, CCR&R. If you don't know who they are or where to find them use the link below to contact your local office.
 - The expectation is:
 - That you will communicate and work with your local Child Care Resource and Referral office for the duration of this grant.
 - Consequence of not following communication plan
 - Failure to communicate with your Child Care Resource and Referral liaison could result in termination of your grant funding.
 - Participation in program evaluation surveys.
 - You will receive grant evaluation surveys while you are participating in this grant. Please complete them as you received them.
 - Completing your Central Background Registry
 - Most staff and many family members who live in the home are required to complete their Central Background Registry. You can speak to your local Office of Child Care licensing specialist or your Child Care Resource and Referral office to find out who needs to complete the Central Background Registry.
- Spending grant dollars on business expenses
 - You cannot spend these grant dollars on a trip to Disneyland. We will go through some examples of appropriate business expenses in the coming slides.
 - You must keep your receipts for a minimum of 7 years.
 - Grant funds cannot be spent on personal expenses.
- Enrolling your program in Find Child Care Oregon and accepting referrals
 - In order to participate in this grant you will need to enroll in Find Child Care Oregon. The best way to get started with this is to contact your local Child Care Resources and Referral office. You can use the link on this slide to search for the office nearest you. Pause the video if you need more time to write this information down.
- Commit to becoming licensed by the State of Oregon to provide child care
 - You will begin as a Licensed Exempt provider and work towards licensing as a home-based business. If you are opening a center based business you will need to work towards getting licensed as a Certified Center.
- Providing Full-day / Full-year child care
 - What does full-day/full-year look like? It's 6 to 10 hours per day five days per week. That's a minimum of 136 hours per month or 1,632 hours per year.
 - Please consider providing evening and weekend care, there is a real need for this in our state. Talk to your local Child Care Resource and Referral office for more information.
- Willing to accept Family on Employment Related Daycare (ERDC)
 - For more information see your local Child Care Resources and Referral office

- Participate in surveys evaluating the effectiveness of this grant
 - There will be several brief surveys that you will receive as you participate in this you will need to complete them. We need this information to evaluate the effectiveness of this grant.
- Grant fund cannot be spent on the following
 - Unfortunately, there are some restrictions on what the grant funds can be spent on. Because these are Federal funds, the grant funds cannot be spent on Sectarian materials (religious materials) or on Capital improvements. This means any project that requires permitting is not allowed, such as the purchase of land, construction of new facilities, or major renovations to any building or facility. You are welcome to use your own funds to make desired or required capital improvements.
- How the funds can be spent
 - These funds should be used on expenses to get your business started – As you make your Project Plan and Sustainability Plan keep in mind that the purpose of these funds is to increase the number of child care slots available through the expansion or start-up of child care businesses. Please consult with your local Child Care Resource and Referral office if you have any questions as to whether or not an expense is acceptable. Here is a general list of categories that the grant funds can be spent on.
- Staff wages
 - If you need to hire staff, these funds can be used to hire them while you are getting the business setup and waiting for clients.
 - The grant funds cannot be used to give bonuses to staff.
- Zoning and city/county fees
 - Check with your local Child Care Resource and Referral office and licensing specialist to help navigate these rules.
- Health and Safety improvements
 - Installation of additional sinks, child size toilets, plumbing upgrades to address potential lead concerns and other health and safety improvements will need to be addressed on an individual basis in consultation with The Start-up Grant team. These health and safety improvement will need to be specified in your Project Plan.
 - Ask yourself does this expense help to increase the amount of child care slots?
 - Allowable facility maintenance and improvements may include, but are not limited to: building or upgrading playgrounds; renovating bathrooms; improvements to meet licensing requirements; installing railing, ramps, or automatic doors to make the facility more accessible; or removing non-load bearing walls to create additional space.
- Materials/Furnishings
 - Grant funds can be used for Indoor or outdoor furnishings/materials. When purchasing materials/furnishings for your classroom we strongly recommend that you choose high quality materials/furnishing. Please consult with your local Child Care Resource and Referral office if you need help choosing a vendor to purchase materials/furnishings from.
- Appliances
 - They must be related to the business of child care. Appliance that need to be

replaced or upgraded can also be purchased to improve the quality of care for the children in program

- Funding Application
 - Funding for this grant will be released upon completion of the Funding Application
 - All applicants need to complete the required steps in the grant funding phase including:
 - Working directly with your local Child Care Resource and Referral office to establish your child care business.
 - Precertification visit from a licensor to get your home or site licensed as a child care business in Oregon.
 - Completed and signed Project and Sustainability Plan.
 - Your local CCR&R will help you complete this plan. They will work with you to select business related costs that meant to support your business long term.
- Tax implications
 - These grant funds are considered taxable. Please seek the advice of a licensed tax professional if you have questions related to tax implications or preparing your taxes.
- Duration of the grant
 - Grant ends May 31, 2023
- Thank you
 - Any additional questions should be directed to your local Child Care Resource and Referral or the Oregon Child Care Start-up Grant team.
 - <https://oregonspark.org/ccrr-regional-map/>
 - Email to startup@wou.edu