



New Center and Renovation/Repair Application Checklist

This is an overview of the major documents we need from all providers who apply for Renovation/Repair or New Center funding. We encourage you to use this checklist to help assemble the documents you need before applying.

A facility that meets licensing requirements

Architectural plans and designs for the ECE facility should meet or exceed Department of Early Learning and Care (DELIC) licensing requirements. This includes:

- ☐ At least 35 sq ft of classroom space per seat
- ☐ An adequate number of bathrooms and handwashing sinks
- ☐ A clear pick up/drop off area
- ☐ An outdoor play area that meets square footage requirements
- ☐ Office space for staff

Full requirements can be found on the [DELIC website](#).

Proof of site control

If you already own the site, we'll need:

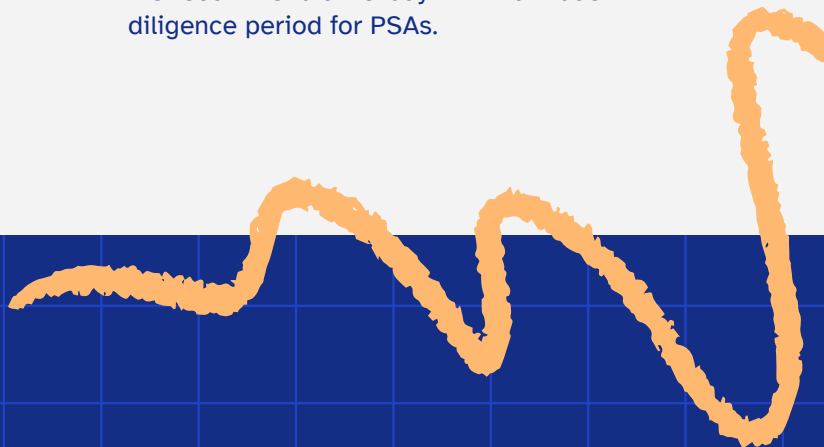
- ☐ A deed that has your name and the site's address.

If you lease the site, we'll need:

- ☐ A lease with your name and the site's address.
- ☐ The length of the lease and/or the options to renew should cover the length of PFA service terms. Please see our [Program Guidelines](#) for full details.
- ☐ The lease should not prohibit essential business functions.
- ☐ Written approval from the property owner for the project.

If you plan to acquire a site, we'll need:

- ☐ A purchase and sale agreement (PSA). We recommend a 90-day minimum due diligence period for PSAs.



Contractor bids

- ❑ For any construction or renovation project, we require **at least three (3) bids** that match the full scope of the project. Or, you can provide three (3) bids for each part of a project.
- ❑ Bids should contain the vendor/contractor's name, contact information, and license numbers.
- ❑ Contractors must be licensed in the state of Oregon, insured, and carry workers comp insurance.

Project budget

- ❑ Provide a project budget which includes all project expenses and sources of funding, vendor names for each expense covered by BUO, and 15% contingency on all construction costs (if not already included in the general contractor bid).

Business documents

- ❑ You will need a **business plan** that explains the motivation and impact of this project, as well as a timeline and plans for operation. It should also share details of the program's size, services, populations served, and hours of operation.
- ❑ You will need to show an **operating budget**.
 - For existing sites, show that the program is earning enough revenue to cover expenses.
 - For new sites, please provide a month-to-month cash flow budget for the first two years.
- ❑ For nonprofits, please provide proof of 501(c)(3) status.

Current financial statements

- ❑ We require an **income statement, balance sheet, and cashflow statement** prepared by a certified accountant.
 - If you have these statements but they're not prepared by an accountant, you can provide a copy of your most recent tax return.
 - If you are a home-based provider, you can submit a Schedule C instead of other financial statements.

We're Here to Help

Applying for a grant can feel overwhelming, but you don't have to do it alone. Your assigned Facilities Advisor can answer questions, guide you through requirements, and help create materials like business plans and financial projections.

Please reach out if you need help. We're here to support you every step of the way!

