



KNOW & GROW OKLAHOMA

Building Resilient Children, Families & Communities

Know and Grow Oklahoma: Building Resilient Children, Families and Communities Family Resource Center Request For Proposal

Questions and Answers

(FAIN: SLFRP4646, ALN: 21.027) (2-29-24)

1. Pg 2, 6 – Renew for originally submitted amount and purpose? Are any changes allowed for a renewal?

Requests for changes to the grant in funding or services may be requested at the time of the contract renewal.

2. Pg 6 – Will partial awards be considered or granted?

Yes.

3. Pg 6 – During year 2, would a software investment be an allowable expense?

If the software is a subscription-based application and necessary to the project, it could be allowed as a direct expense in the budget.

4. Pg 1 (Statement of Work) – What is entailed in becoming a member of the Oklahoma Family Support Network? Are there any fees involved? Meeting attendance requirements? These aren't listed on the website.

- There are no fees involved for awardees.
- Incorporate the approved OFSN marketing materials into any/all logo, program/training materials, website and newsletters as it relates to the network.
- Maintain the relationship with PFF by participating in the required meetings.
- Actively work to implement NFSN standards into common practice.
- Complete an annual Program Self-Assessment based on the NFSN Standards of Quality.
- Implement and train in Standards of Quality for Family Strengthening and Support, Developing and Sustaining a Parent Advisory Committee and be trained in and implement Circle of Parents.



5. Pg 1 (Evaluation) – What is the frequency necessary and the specified format for data collection?

Data collection will include but may not be limited to the number and demographic data of community members served, referrals made and the services/supports provided on a monthly basis. A data collection method has not been determined. There will not be a cost to the awardees for a data collection system and it will not be a time-intensive or difficult process.

6. Pg 1 – What are the requirements to be an active member of the NFSN? What are the requirements to implement their standards of quality? (We checked their website, and this is not clear.)

The National Network only accepts one agency to be the "member" and the Oklahoma State Department of Health holds the NFSN membership. They maintain the agreement and uphold the requirements. This is not something that relates to awardees' expectations.

7. Pg 2 (c) – For the PFF meetings and required trainings, how often will they be held, where are they located, do you have dates, and does the same organizational representative need to attend all of them?

Meetings last 60 to 90 minutes and required trainings should not be scheduled more than on a monthly basis. Meetings will primarily be by Zoom. There is not an established meeting schedule at this time.

The same organizational representative does not need to attend every meeting, however a representative of the Family Resource Center team must be present at every meeting. Of the required trainings, the National Family Support Network Standards of Quality training is a 2-day training at no cost to the awardee. This is required of all Family Resource Center team members. Awardees are encouraged to participate in the monthly Self-Healing Communities network meeting on the 4th Thursday of each month at 10 a.m. Other trainings such as NEAR Science, Circle of Parents, etc. are listed on the Oklahoma State Department of Health's training calendar and may be done at the awardee's convenience. Some of the monthly meetings of awardees will include trainings/technical support. Awardees should plan to attend the National Family Support Network Conference in [2024](#) and 2026. It is a virtual conference.

The Know and Grow Oklahoma Team is finalizing a Training/Technical Support Menu in which awarded entities may choose specific, one-on-one technical assistance. This type of training/technical assistance is not required. It is offered as support to enhance the awardee's capacity.

8. Pg 2 (d) – Background checks. We often have over 300 volunteers a month serving in our shopping area and warehouse. It is not feasible to do a federal background check on each volunteer. We do screenings through OSCN and the Registered Sex Offender Database. Could we get this clarified or an exemption? Our suggestion is for us to require background checks for all our staff members, community partners, and volunteers conducting programs and classes pertaining to this grant.

Potts Family Foundation follows all state and federal laws regarding background checks.

9. Pg 2 (e) - How do we find out if there is an OSDH parentPRO community connector in our area?

There are community connectors in Oklahoma, Tulsa and Comanche counties. If there is not a community connector in the awardee's county, the awardee is not required to use the parentPRO community connector.

10. Pg 2 (g) – What are the requirements to participate in the OSDH Child Abuse Prevention Action Committee and Oklahoma family Support Network activities; how often will they be held, where are they located, do you have dates, and does the same organizational representative need to attend all of them?

From September through May attend the monthly Zoom meetings and participate in April Child Abuse Prevention Month activities to the extent the awardee's agency chooses. Also, refer to the answer to question #4 regarding OFSN activities.

11. Pg 2 (i) – If parents are serving on our lived experience committee, can this act as our Parent Advisory Committee as well?

More than likely this will be an acceptable scenario. Once awards are made, this is something that will be determined on a case-by-case basis. We will be able to provide technical assistance and training related to family voice and lived experience.

12. Pg 3 (5.a.) – What data will the evaluation forms ask for? How often will be required to collect and submit data?

Please refer to the answer for question #5.

13. Pg 3 (5.b.) – How often will the quality assurance site visits be conducted?

Site visits occur a minimum of once a year and on-site technical assistance will be available upon request.

14. Pg 3 (5.c.) – For all organizations listed, how often will the meetings or calls be held, where are they located, do you have dates, and does the same organizational representative need to attend all of them? On vii, we need clarification on expectations, timelines, and frequency for the trainings that are deemed necessary.

Please refer to the answer for question #7.

15. Pg 3 (5.d.) – Please clarify reporting expectations.

Please refer to the answer for question #5.

16. Pg 3 (5.e.) – We need the ability to put before our board any evaluation or research projects conducted at Our Daily Bread.

That is acceptable and the Know and Grow Oklahoma Team will make every effort to plan accordingly for awardees who need Board approval for such matters. PFF intends for this FRC grant to be a collaborative effort with each entity awarded a contract considered to be a partner in building resilient children, families and communities for a better Oklahoma.

17. Pg 3 (1.a.) – Does this mean that financial procedures may significantly change each year? And will those financial procedure changes be available for review before every renewal?

Unless there is a change in federal or state law these financial procedures should not change. It is PFF's responsibility to provide the financial procedures to awardees each year to assure awardees are aware of the financial procedures and have access to them. If they do change, guidance to help awardees find the changes within the document will be noted for easy reference.

18. Pg 4 (2.a.) – The program procedures that PFF provides, will these be a requirement or a suggestion? Would these be up for discussion if our board has different ideas about how to implement certain programs.

While many program procedures must be standardized across award recipients, each community may adapt implementation in collaboration with PFF to meet the unique needs of the community.

19. Pg 4 (2.b.) – When will this calendar be provided? What is the frequency of the trainings? Will the same organizational representative need to attend all of them? Meetings lasting 60 to 90 minutes and required.

Please refer to the answer for question #7.

20. Pg 4 (3.a.) – When will these evaluation procedures be available for review?

The evaluation procedures will be made available in ample time for awardees to prepare for the annual site visit.

21. Pg 4 (3.b.) – Will we be allowed to speak into the process of data collection?

Yes. PFF intends for this FRC grant to be a collaborative effort with each entity awarded a contract considered to be a partner in building resilient children, families and communities for a better Oklahoma.

PFF General Financial Guidelines Questions

22. Pg 4, Accounting Records – Are Price Quotes, Purchase Orders, and Receiving Reports required? These are not things required in our financials policies.

Purchase orders are not required if that is not part of your normal business practices. Quotes are required for purchases at or above the Simplified Acquisition Threshold (SAT), which is currently \$250,000. Purchases at or above the SAT require formal procurement methods. Receiving reports such as packing slips are required as supporting documentation for any goods that are shipped or ordered online.

23. Pg 5 – What are transcripts? Will they be required?

Regarding “transcripts”, does not apply to the Family Resource Center grants.

24. Pg 5 – What are the specific requirements for recording personnel activity? How detailed?

For employees being paid with Know and Grow Oklahoma federal funds, the time they work must be recorded and a simple explanation of what tasks they were performing. For example: distributing flyers to partners, weekly staff meeting, etc. The time a staff member invoices to the grant should align with the percent of time allocated to their salary on the personnel portion of the budget form.

25. Pg 6, 7, Access – Is the special financial audit an allowable expense with the grant funds?

Required financial audit expenses are allowable with Know and Grow Oklahoma grant funds.

26. Pg 8 – Will a flat percent for indirect costs be an allowable cost?

Service providers may elect to use the federal de minimis of 10% or their negotiate indirect cost rate (NICRA).

27. Pg 9, Adequate Documentation – “Documentation required may include, but is not limited to” What will be required? Even if it’s not normally a part of our regular accounting procedures?

The supporting documentation should include paperwork that proves the expenditure is a valid and allowable costs billed to the Know and Grow Oklahoma grant. Documentation should not be anything outside of normal best accounting practices.

28. Pg 13, Fringe Benefits – Are medical, dental, and vision all acceptable insurance coverages to be reimbursed with grant funds?

Yes

29. Pg 16, Supporting Documentation – What exactly is a receiving report or acceptable evidence of receipt?

A receiving report is documentation that the product/service was received and reimbursement is being requested. For example, a packing slip.

30. Pg 19, Supporting Documentation – To clarify, more information than is listed will not be required by PFF?

There should not be any additional supporting documentation required.

31. Pg 23, Submission of Cost Allocation Plan – Will there be a template for this required plan?

There is not a form because a cost allocation plan depends on how many funding sources an individual organization has. PFF will provide technical assistance in creating a cost allocation plan, if applicable.

32. Pg 25, Introduction – Will there be a template for the invoices? If so, can we review it before the proposal deadline?

There will be an invoice template and it will not be distributed prior to awards being made. Input from awardees will be accepted. PFF intends for this FRC grant to be a collaborative effort with each entity awarded a contract considered to be a partner in building resilient children, families and communities for a better Oklahoma.

33. Pg 27, Payment of Invoices – What is the expected reimbursement timeline?

PFF will make every attempt to issue reimbursements within 45 days of receipt of the invoice.

34. Pg 27, Budget Revisions – Will we have access to all the forms listed before the Proposal is due so we can review them? For example, Budget Revision Form, Grant Modification Form, Indirect Cost Schedule, etc.

There will be forms for these actions, but they will not be distributed prior to awards being made. Input from awardees will be accepted as they are created. PFF intends for this FRC grant to be a collaborative effort with each entity awarded a contract considered to be a partner in building resilient children, families and communities for a better Oklahoma.

35. Pg 29, Final Billing – If all expenses should be incurred by December 31, 2026, how do we handle things like Payroll that may have payments made into early 2027?

Expenses must only be incurred (purchased) by December 31, 2026. For example, a staff member that works the last pay period of 2026 or products/services purchased by December 31, 2026 will be invoiced and paid in 2027.

Narrative Response

36. Pg. 4, Strategy for a Universal Service Access Plan: Are you requiring a certain system for tracking referrals and follow up or are we able to keep using our own?

Awardees will be able to use their own referral tracking procedures unless an awardee requests assistance with developing a tracking procedure, or an existing one is determined to be inadequate.

37. Pg. 8, Pricing/Proposed Budgets: For administrative Costs/IDC, will you please define the federal de minimis rate and your approved indirect cost rate? And is this expected to be listed on monthly reimbursement reports as a percentage of the total amount?

Administrative Costs/IDC shall be based on the federal de minimis rate or an approved negotiated indirect cost rate (NICRA). All costs charged shall be allowable under the applicable federal cost principles and allocable to the federal program.

The 10% de minimis rate must only be used to pay for overhead costs that are not directly charged to federal awards. If all costs are charged directly to the federal award (e.g., space costs, utility, and administrative costs), then the recipient should not also charge the 10% de minimis rate. (FAIN: SLFRP4646, ALN: 21.027)

38. Can you verify if services through this RFP are limited only to children born between 2019 and 2023, or is it inclusive of children of all ages?

Services are not limited only to children born between 2019 and May 2023. This is the overall focus of the Know and Grow Oklahoma project. The Family Resource Center services are open to all community members in the awardees defined geographical area of service.

39. Can Year 1 budget be less than year 2 and 3 due to current funding that will end 2025?

Yes. Each grant year budget should be for a fair and reasonable funding request as determined by the responding entity.

40. The "Budget and Narrative" Section of the Request for Proposals says, "There is not a set number of community grants or a designated amount of funding per grant." To clarify, is there a maximum amount an agency can request?

There is not a maximum amount an agency may request. We ask that your budget request be for a fair and reasonable funding request as determined by the responding entity. Responding entities are strongly advised to create a sustainability plan to be prepared for this one-time funding to end in December 2026.

41. Would the purchase of a vehicle for the purpose of providing mobile FRC services be an allowable expense? Expenses include the one-time purchase of a vehicle and any vehicle renovations, as well as recurring mileage and maintenance expenses.

Capital expenditures will not be funded, but alternative means of acquiring needed resources may be considered.

42. Will any exceptions/exemptions be made to the 2 million Liability insurance needed for the RFP for the FRC?

The insurance needs to be comparable in coverage to the amount of the grant and can be negotiated in the agreement.

43. I have read and reviewed the Narrative Response Packet provided. Can you give a general overview of the approximate length in terms of page numbers, font or spacing specifications, etc?

Please make the font size at least 11 point and double space between paragraphs for easier readability. Other than that, there are not any specifications for spacing, etc. With every Oklahoma community being different, it is difficult to ask for a specific page count. PFF would like responders to answer the questions as concisely as possible while providing enough information so answers reflect how the community collaborative will use the Family Resource Center to support the defined geographical area.

44. In regards to the RFP for Family Resource Centers: one of the programs in our agency is a youth shelter. Would all counselors, shelter staff, administration staff, and clerical staff employed with the agency be required to complete the Quality Standards training?

No. Only those staff members that will be working directly with the Family Resource Center.

Question regarding the Statement of Work, section 4, subsection c.:

45. Is every employee required to attend the listed training, or is this a requirement for the Project Administrator only?

The requirement for most trainings is for the Family Resource Center project lead. All staff working with the FRC project should take the NFSN Standards of Quality Training.

Question regarding the Statement of Work, section 4, subsection e.:

46. It appears that OSDH parentPRO Community Connectors are only located in Comanche, Tulsa, and Oklahoma counties. Is this correct?

Please refer to the answer for question #9.

Background Checks

47. We offer a transitional housing program for women coming out of incarceration, rehab, or difficult life situations. Currently, we have one full-time employee and two part-time employees who have graduated from our program. They have made significant life changes, and have been reunited with their children. As staff, they support and encourage other women coming into our program to succeed in building a new life and restoring their families. These ladies are valuable workers to build relationships with mothers and families who are going through some of the same life situations and struggles they have experienced. We know when they take a background check it will show their arrest history. Two of them have felonies. Will that mean they cannot work at the FRC?

Potts Family Foundation follows all state and federal laws regarding background checks.

48. Other or Indirect Costs

May we purchase age-appropriate classroom furniture, toys, books, and resources for children? If so, would this be an indirect cost or other expense?

Yes, those items may be purchased. They should be invoiced in the "other" category.

49. In regards to the RFP for Family Resource Centers: Is there an option to request an exemption to the required \$2 million insurance coverage, reducing the coverage to a lesser amount?

Please refer to the answer for question #42.

50. Would a physical space be required for the resource center or could it be a hub that rotates hybrid and out of partner offices?

FRCs are very flexible. Depending on the specifics of the proposal, this could be possible.

51. Can we have guidance on funding limits or range?

Please refer to the answer for question #40.

52. What requirements are needed in place for sustainability measures, if any?

There are not any requirements, however it is strongly advised a sustainability plan be created and put in place so awardees are prepared for this one-time funding to end in December 2026. PFF will provide assistance and guidance on sustainability strategies.