

ARPA Know and Grow LOI Q & A

Q: Can a community organization submit the LOI and handle the logistics of the Know and Grow contract and another organization serve as the fiduciary for the Know and Grow contract?

A: Thanks for the question and the answer is yes. We realize that not every coalition is a non-profit, although a nonprofit is not required to be a fiscal agent. You could have a bank or other business willing to act as fiscal agent. Hopefully, the fiscal agent will not charge an administration fee to the community coalition since the work is designed to benefit the entire community. This process is seen as a community effort that engages and involves as many community leaders, members, families, etc. as possible.

Q: In looking at the LOI instructions and request to estimate babies, what is the definition of babies. We have found it hard to find data on the 0-3 demographic. However, the OSDH epidemiologist was able to give us the data for the 0-5 population.

A: For the purpose of our project addressing children who were born during the pandemic, we originally looked at the cohort of babies born during March of 2020 through the Federal declaration of the end on May 11, 2023. We then backed up the timeframe to March of 2019 since those children were in their first year of life as the pandemic began. As much as possible, try to identify children in the 0-4 age range or as close as possible. The Technical Assistance Team will be of help in this area once a contract is secured. For now, applicants are encouraged to make a good rough estimate.

Q: Is this contract a required precursor to any potential initiative in the future?

A: No, this contract is a standalone opportunity for communities to have additional resources to discover the ways in which the pandemic impacted, and continues to impact, young children and their families. Hopefully, communities will be able to use this discovery to inform the use of broadly defined community resources toward addressing issues identified through the process and that it helps Oklahoma communities be in a better position to secure any type of resource (federal, state, private, etc) in the future.

Q: When will payments be made against this contract? My community does not have the resources to pay upfront expenses for this discovery process.

A: Funding will be disbursed in three payments. The first upon both parties signing the contract with an attached work plan and the second after a mid-project report is delivered. The final payment will be disbursed upon receipt of the final narrative report. More information on when to expect disbursements will follow with the award of the contracts.

Q: What costs are allowable, and not allowable under the “Know and Grow” contract?

A: Costs that are necessary to produce the deliverable(s) specified in the contract are generally allowable. The LOI Review Team provides the following guidance about allowable and

nonallowable expenditures. This list is provided as assistance for your thinking and should not be considered exhaustive or an indication that detailed budget or expenditure reports will be required for the contract. The key to a contract is making sure the required deliverables are created, high quality and on time.

Expenditures that are not allowable:

- Alcoholic beverages
- Alterations, renovations, capital construction
- Fundraising,
- Hiring an outside grant writer
- Gifts (See recognition below)
- Lobbying (Education of elected or appointed officials is allowable. The difference is that lobbying is requesting a specific policy be enacted; education is teaching about the implications of a potential policy or action.)
- Religious teachings: teaching materials specific to, or for the recruitment of one particular religion, or materials only available to individuals who are members of a particular religion.

Expenditures that are allowable for specific purposes, or with some limitations:

- Advertising and Recruitment: Allowable only for recruitment of participants in the discovery/dialogue processes necessary to produce the required deliverables.
- Book and Periodicals: Allowable when required for the conduct of the project.
- Communications: Allowable as direct costs incurred for local and long-distance telephone calls, telephone surveys, telegrams, postage, etc. but only when they can be specifically identified to the project and are consistently treated as direct costs.
- Donor Costs: Allowable for payment to volunteers who contribute significantly to the information gathering necessary within the project.
- Library or Information Services: Generally allowable when specifically required for the conduct of the project and identifiable as an integral part of the contract.
- Meals or Food: Allowable, if business conducted is related directly to the project and reasonable, but not for purposes of entertainment.
- Publications and Publication costs such as printing: Allowable if project related
- Recognition Items: Small recognition items are allowable, if necessary, as a part of recognizing contributions of volunteers who are significantly contributing to the project.
- Salaries and wages: Allowable to the extent they are reasonable and conform to established and consistently applied policies of the organization and reflect no more than the percentage of time devoted to the funded project.
- Supplies: Allowable if they directly related to the project.