



KNOW & GROW
OKLAHOMA

Building Resilient Children, Families & Communities

Request For Proposal

Know and Grow Oklahoma: Building Resilient Children, Families & Communities

Family Resource Center Grant:

(Funded by the American Rescue Plan Act through the Potts Family Foundation and in collaboration with the Oklahoma State Department of Health. FAIN: SLFRP4646, ALN: 21.027)

Due Dates:

Questions: Wednesday, February 21, 2024, 11:59 pm

RFPs due Monday, March 25, 2024, 11:59 pm

Contact Information :

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Potts Family Foundation



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Building Resilient Children, Families & Communities

Know and Grow Oklahoma: Building Resilient Children, Families and Communities Request for Proposal Family Resource Centers

Families represent the foundation of society. When families are healthy and strong, communities thrive and achieve resiliency. As the primary responsibility for the development and well-being of children lies within the family, all segments of society must support families as they raise their children.

National Family Support Network

The Potts Family Foundation (PFF) of Oklahoma City is leading a statewide project, *Know and Grow Oklahoma: Building Resilient Children, Families & Communities*, funded by a portion of the state's American Rescue Plan Act (ARPA) appropriation and in partnership with the Oklahoma State Department of Health (OSDH). The Oklahoma State Legislature awarded ARPA funding to PFF to support a focus on the well-being and resilience of children born from 2019 to May 2023, considered the pandemic years. We know experiences matter for early childhood development and family relational health. Because the last few years have been extraordinarily stressful for many families, children may be developing differently and benefit from updated systems of family support.

The barriers families are currently experiencing in raising young children has shed light on the challenges families in Oklahoma have experienced for decades prior to the pandemic. PFF is utilizing a portion of the ARPA funding to award grants to communities across the state to focus on families with children born and in around the time of the pandemic and to support the expansion of the Oklahoma Family Support Network the Oklahoma State Department of Health started in 2022. Family Resource Centers (FRC) are managed with a model that strengthens communities to help children and families become more resilient and rely on community representation and collaboration.

This project is threefold with the first phase being the Know and Grow Oklahoma discovery project that launched earlier this year. Later this year the third phase, the formation of a statewide Early Relational Health Corps, will launch. Service providers do not need to have participated in the first phase of the overall Know and Grow Oklahoma project to be eligible to respond to or receive a grant for this FRC proposal.

The Request for Proposal to Fund Family Resource Centers is the second phase and the application period to respond is open now through March 25, 2024. Approximately \$4.5 million will be granted to support establishing community FRCs with one-year grants offering two one-year renewal options. Grants will run from 2024 to December 2026. Special consideration for awards will be given to rural communities, however all Oklahoma communities are invited to submit a proposal.

[Family Resource Centers](#) (FRCs) are the most typical kind of family support and strengthening programs. They are known by many different names across the country, including Family Centers, Family Success Centers, Family Support Centers, Family Resource Hubs and Parent-Child Centers. They may be community, school or faith based and they serve to strengthen families with activities and programs developed to reflect and be responsive to the specific needs, cultures and interests of the communities and populations served.

The Standards of Quality for Family Strengthening and Support framework is founded on five standards:

- Family Centeredness
- Family Strengthening
- Community Representation and Inclusion
- Community Strengthening
- Evaluation

Additionally for the purposes of this grant, the Potts Family Foundation will be looking for proposals that demonstrate well established or well-structured plans with emphasis on the areas of:

- Understanding the needs and desires of the community
- Demonstrating how well the responding entity partners and collaborates with others in their community
- Planning for sustainability as ARPA grants are one-time federal funds that expire on December 31, 2026.
- Describing efforts to identify, extend services and build systems of mutual help and support with families with children born between 2019 and May 2023 – the pandemic years. Research indicates many of these children are experiencing developmental delays and social-emotional challenges.
- Efforts to build the community capacity to engage residents and Service Providers to work together to improve wellbeing among children and their families.

At Potts Family Foundation we are proud to be offering this opportunity with a focus on rural communities that are often left out of projects like this. It is clear for those of us working in the early childhood arena in Oklahoma that a portion of the ARPA funds needed to be earmarked for our youngest Oklahomans and their families. This project will harness the engagement of community leaders and resources across the state to focus on identifying and responding to the

needs of Oklahoma’s young children and their families to build resilient children, families and communities.

Guidance

Timeline

ACTION	DATE
Release Know and Grow Oklahoma Family Resource Center RFP	Monday, February 12, 2024
Questions Submitted to ARPA@pottsfamilyfoundation.org	Wednesday, February 21, 2024, 11:59 pm
Answers posted at http://pottsfamilyfoundation.org/arpa	Monday, February 26, 2024, 5:00 pm
RFP Responses due to PFF	Monday, March 25, 2024, 11:59 pm
RFP Award Announcement	Wednesday, April 10, 2024

RFP Packet Documents

There are two sections in the RFP packet. Section 1 includes the main response document titled “Narrative Questions for PFF FRCs” as well as the PFF Statement of Work and budget and workplan templates. Section 2 includes resource documents to assist in planning and responding to the RFP.

Section 1: Statement of Work Explanation and Narrative Documents:

- PFF Statement of Work
- Narrative response questions
- Budget Template
- FRC Workplan Template

Section 2: Reference Document

The Reference Document includes information regarding:

- Oklahoma Family Resource Center Service Model
- Oklahoma Parent Advisory Committee
- Links to Resources that assist with completing the bid packet.
- PFF ARPA General Financial Guidelines 2024
- Along with several other documents listed on the last page of the Narrative Response document, responders will need to include a Certificate of Liability Insurance. Liability insurance will need to be for \$2 million. It is advisable to wait until grant awards are made before purchasing additional insurance if that is necessary. Please submit the certificate of liability insurance currently held.

Questions/Answers Regarding the Know and Grow Oklahoma Family Resource Center RFP

knowandgrowok.org

arpa@pottsfamilyfoundation.org

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As this is a competitive grant process, no representative from the Potts Family Foundation, the Potts Family Foundation Board of Directors or the Know and Grow Oklahoma Project Management Team can have ex parte conversations regarding this RFP process and packet from the time it is released to the public until awards are made.

With that in mind, to accommodate Service Providers that have questions and to maintain a fair process, please compile any questions into a Word document and send them to ARPA@pottsfamilyfoundation.org by 11:59 pm on Monday, February 19, 2024. Label the subject line of the email: Questions for Family Resource Center RFP.

Answers to all questions received will be posted on the [Know and Grow page](#) of the Potts Family Foundation website no later than 5 p.m. on Monday, February 26, 2024.

Submitting the RFP Packet

Responses to the Know and Grow Oklahoma Family Resource Center RFP are due no later than 11:59 pm Monday, March 25, 2024. Please send your RFP packet to ARPA@pottsfamilyfoundation.org with a subject line of: (Responder's Agency Name) Family Resource Center RFP Response.

RFP Response Packet Assembly

Provide a cover sheet that includes the following information:

- Date of submission
- Title of: (Responder's Agency Name) Family Resource Center RFP
- Respondent's entity name
- Primary contact name
- Primary contact email address
- Primary contact phone number
- Primary contact physical address

Assemble the RFP packet in the following order:

- Cover Sheet
- Narrative Response (see instructions below)
- Completed Budget Form (see instructions below)
- Budget Narrative (see instructions below)
- Workplan (see instructions below)
- Certificate of Liability Insurance and other requested documents

Narrative Response

This RFP is divided into sections. Each section has its own set of requests for information about the Service Providers entity and proposed plans for establishing a Family Resource Center.

Please provide the requested information in narrative form directly beneath each information request. At times it may appear the information requests are repetitive. This is because each section of the RFP follows a section of the National Family Support Network Standards.

Budget Form and Narrative

Use the budget form included in this packet to submit three proposed budgets for each year. For Year 1 the budget should be for 8 months (May 2024 to December 2024) as awards will not be made until early April 2024. Budgets for Year 2 and Year 3 should be for 12 months.

It is not PFF's intention to dictate the amount of funding Service Providers determine is sufficient to establish and operate a FRC in their community. PFF is asking for a fair and reasonable funding request for the 2-year, 8-month run of the Know and Grow Oklahoma project. There is not a set number of community grants or a designated amount of funding per grant. PFF desires to assist in the growth of the Oklahoma Family Support Network of Family Resource Centers for the benefit of the children and families of Oklahoma. Those bidding on this opportunity know best their community needs and desires and what it will take to lay a foundation of support that strengthens the community and builds resilience in children and families. To determine allowable expenses, please refer to the Potts Family Foundation General Financial Guidelines 2024 document in this packet.

With the first year of establishing a FRC consisting of planning and training, it is advisable to enter a larger portion of the requested award in Year 2 which is a good time to consider one-time expenditures that will increase community and agency capacity and enhance services. As ARPA funds are one-time funds it is imperative there be a solid plan for sustainability of the FRC and FRC services beyond December 2026, the deadline for spending ARPA funds.

After completing the Budget form, please provide a narrative with detail regarding what purchases are budgeted in each budget category of Personnel/Salaries, Fringe Benefits, Travel, Supplies, Contractual and Admin Costs/Indirect Costs (IDC). Please identify why these expenditures are necessary for carrying out the scope of work in the grant.

Workplan

Please complete the Workplan template included in the RFP packet for Year 1 of the grant cycle (through December 2024). This will help to demonstrate the Service Provider's knowledge of the FRC structure, ability and willingness to collaborate with community members and entities and serve as a strategic plan for implementing and operating a FRC. The Workplan template is divided into sections that align with the National Family Support Network Standards.



Potts Family Foundation Know and Grow Oklahoma Family Resource Center Statement of Work

The Service Provider is responsible for:

1. Performing the community work within the Standards associated with the National Family Support Network's (NFSN) Standards of Quality for Family Strengthening and Support, the Center for the Study of Social Policy's Strengthening Families Framework and Approach and NEAR Science.
2. Become a member of the Oklahoma Family Support Network (OFSN) and participate in:
 - a. **Evaluation:** To ensure that the required quantity and quality of services are being provided, the service provider will gather data from individual families and utilize the data for program evaluation and continuous quality improvement. Data will be shared with PFF (Potts Family Foundation) to capture important outcomes.
 - b. **Quality Assurance Site Visits:** PFF will conduct at least one site visit per year conducted at the service provider's FRC.
 - c. **Annual Performance Reports:** The service provider will complete and submit an Annual Performance Report to Potts Family Foundation (PFF).
3. The Service Provider shall provide voluntary services, at no cost to families and in accordance with federal nondiscrimination policies.
4. PFF FRC Program Requirements
 - a. The service provider shall comply with the requirements to implement the NFSN Standards of Quality with fidelity and become an active member of the Oklahoma Family Support Network (OFSN). For additional information regarding the NFSN program requirements, see the [National Family Support Network](#) website.
 - b. The Service Provider shall actively work towards the OSDH (Oklahoma State Department of Health)'s Public Health priorities of reducing

Oklahoma's rate of obesity, tobacco use and increasing indicators associated with children's health and behavioral health including routine well-child services, suicide prevention among children and youth, increasing substance abuse and mental health services for children and youth and actively promote 988, Oklahoma's Mental Health Lifeline.

- c. The Service Provider shall attend all required PFF meetings and trainings that may include but are not limited to NEAR Science, hosting Resilience film screenings and Nurture Connection, in addition to all required NFSN Standards of Quality Certification and re-certification training, Circle of Parents training and Parent Advisory Committee training.
- d. The Service Provider shall have policies and procedures in place requiring all FRC staff, community partners, and volunteers to undergo a federal criminal background check. The background check must be conducted within thirty (30) days of receiving notice of award. New staff must have completed the federal background check prior to delivering services to families.
- e. If available in the grant service area, the Service Provider shall collaborate with the OSDH parentPRO Community Connector who serves as an ambassador to home visiting programs and resources across the state that are available to families
- f. The Service Provider shall collaborate and/or co-locate with community partners and refer FRC families to any necessary and appropriate health, mental health and/or social services. The Service Provider will make every effort to ensure FRC families have connected with the referral source.
- g. The Service Provider shall participate in the OSDH Child Abuse Prevention Action Committee, all Oklahoma Family Support Network convenings and meetings, and any relevant, local coalitions, task forces, advisory groups, etc.
- h. The Service Provider shall establish or maintain an existing Community Partnership Council during the planning phase of the grant to determine how all areas of services will be addressed through the FRC.
- i. The Service Provider shall establish or maintain an existing local Parent Advisory Committee.
- j. The Service Provider shall incorporate the National Family Support Network's Quality of Standards and the Strengthening Families Protective Factors as prescribed by the Center for the Study of Social Policy into all services.
- k. The Service Provider shall comply with the OSDH policy regarding child abuse and neglect reporting as well as [state law](#) regarding the reporting of child abuse and neglect and criminal injuries of adults and children.

5. FRC Evaluation Requirements

The Contractor shall comply with the following requirements for quality assurance, evaluation, and Continuous Quality Improvement (CQI) activities.

- a. Accurately using the FRC evaluation forms provided by PFF to collect and enter all data.
- b. Participating in quality assurance site visits conducted by PFF.
- c. Participating in technical assistance and peer-to-peer collaboration and networking opportunities to strengthen the FRCs community work, including but not limited to:
 - i. Active participation in the OFSN
 - ii. Child Abuse Prevention Action (CAP Action) Committee
 - iii. Participate in the PFF Self-Healing Communities Network
 - iv. Participate in the PFF Early Relational Health Corp
 - v. In-person/virtual meetings
 - vi. Requested conference calls
 - vii. Required training deemed necessary by PFF, including Resilience documentary screenings and NEAR Science training.
- d. Providing any reports deemed necessary and/or requested by PFF.
- e. Participating in evaluation and/or research projects that will enhance or improve the OFSN and/or Service Provider's FRC.
- f. Maintaining all equipment such as laptops, tablets, data service, hot spots, etc. that aid the Service Provider in collecting and transmitting required data.

Duties of Potts Family Foundation

To help support fidelity in implementation of the NFSN Family Resource Model, PFF will provide:

1. PFF Program Financial Requirements

- a. PFF shall provide Financial Procedures each calendar year.
- b. PFF shall review and approve budgets and invoices.
- c. PFF shall assess the Service Provider's financial risk and monitor their contract according to PFF and OSDH policy.
- d. Upon grant award, PFF shall annually review performance and grant

compliance to determine if funding shall be continued for a total of two (2) renewals.

2. FRC Implementation Requirements

- a. PFF shall provide program procedures.
- b. PFF shall provide an ongoing training calendar including all required trainings.
- c. PFF shall provide training in the most efficient and effective manner possible including face-to-face, online, and virtual methods.
- d. PFF may provide additional meetings for FRC Service Provider staff. Examples include annual conferences, trainings, institutes, or in-services related to child abuse prevention, family relations, early childhood, Early Relational Health, NEAR Science, etc.
- e. PFF shall provide technical assistance, resources and expertise in the establishment and implementation of the FRC when deemed necessary or upon request.
- f. PFF shall provide routine collaboration and networking opportunities to address programmatic and financial issues and provide opportunities to learn from one another.

3. OFRC Evaluation Requirements

- a. PFF shall provide evaluation procedures each federal fiscal year.
- b. PFF shall develop and maintain a process for the collection of OFRC data.
- c. PFF shall conduct at least one Quality Assurance Site Visit per year for each Service Provider. The final site visit report will be provided to the Service Provider within six (6) weeks of the site visit.