

**Request for Proposal**

**Project:** Community Child Care Capacity and Quality Grants

**Application Due Date:** 5:00 pm CST on August 31st, 2025

**Type of Funding:**

Federal; Awardees will be considered federal subrecipients and subject to federal grant compliance standards. This Request for Proposal (RFP) is made possible by grant number 90TP0094-01-00. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the United States Department of Health and Human Services, Administration for Children and Families.

**Project Overview and Objectives:**

The Oklahoma Partnership for School Readiness Foundation (OPSRF) announces the opportunity to apply for *Community Grants to Improve Capacity and Quality*. These grants support enhancements to strengthen the early childhood care and education system in Oklahoma communities to benefit children, families, and communities. They are made possible through a federal *Preschool Development Grant Birth Through Five* (PDG-B5). **Awards are subject to meeting all required criteria and a clear plan for spending and execution by December 30, 2025.**

The goal for this grant opportunity is to:

* Increase the capacity and quality of an operating licensed child care program.

**Oklahoma Partnership for School Readiness Foundation (OPSRF):**

OPSRF serves as the state’s Early Childhood Advisory Council, created to coordinate an early childhood mixed-delivery system that strengthens families and ensures all children arrive at school ready. Early care environments, family support, and health and mental health services are all needed to support children during their most critical period of development, prenatal through age five. OPSRF facilitates collaborative planning and decision-making to increase coordination between programs, to maximize the use of public and private funding, and to pursue policies that improve learning opportunities and environments for Oklahoma’s children.

Additional details about OPSRF can be found on our website at [www.okschoolreadiness.org.](http://www.okschoolreadiness.org/)

**Preschool Development Grant Birth through Five (PDG B-5):**

PDG B-5 is a federal grant administered by the Oklahoma Department of Human Services collaboratively with OPSR. Oklahoma’s PDG B-5 project aims to build infrastructure, enhance families’ knowledge about the Early Childhood Care and Education (ECCE) mixed delivery system and support their access to programs and resources, expand access to high-quality ECCE programs, support a qualified, well-compensated, and trained ECCE workforce, evaluate the effectiveness of grant activities, and disseminate information and best practices to enhance awareness and participation in Oklahoma’s early care and education system improvements. These outcomes will be achieved by scaling, spreading, and enhancing research-based and promising programs while also investing in innovative pilots and initiatives.

**Eligible Applicants:**

* Eligible applicants are non-profits, for-profits, community or faith-based organizations, county or city governments that operate a licensed child care program as defined in the Oklahoma Child Care Facilities Licensing Act (10 O.S., SS 401-410) and serve children from birth to five.
* Applicants must have a subsidy contract with OKDHS.
* Applicants must have been in business since January 2023.
* Preschool Development Grant requires 30% matching funds. OPSRF will give priority to organizations that can provide matching funds.

**Project Examples:**

Successful proposals must address the increase in quality and/or capacity in the child care setting.

* Expand slots for children from birth up to 2 years of age through the purchase of age-appropriate indoor and outdoor materials.
* Provide materials or resources to assist a program in developing learning environments and curricula that are more inclusive for all children, including children with disabilities.
* Provide classroom resources to expand the current program's capacity or enhance its quality.
* Promote and implement culturally responsive and developmentally appropriate best practices in early learning settings (ex. books, learning materials, etc.).

**Award Amounts:**

The number of awards issued is not pre-determined. Awards will be given based on the quantity and quality of proposals received. OPSRF reserves the right to reject any proposals that are incomplete or non-responsive to the application guidelines and to award grants based on available funding.

There is $1,500,000 available to award for 2025 (PDG Year 3). Project budgets submitted by applicants should be reasonable for the population to be served and the materials proposed. Proposals should clearly demonstrate increased capacity in terms of cost per child/capacity increase.

* Minimum award amounts: $75,000.
* Maximum award amounts: $1,500,000.

Priority will be given to proposals that have 30% matching funds reflected in the proposed budget and identify the source of matching funds. PDG funding is federal funding and cannot be matched with other federal funds.

**Funds must be fully expended and all materials received by December 30, 2025.**

**RFP Timeline:**

July 31, 2025: Release of proposal guidance and online application opens.

August 11, 2025: Questions submitted to OPSRF by email to [gjacobi@okschoolreadiness.org.](mailto:gjacobi@okschoolreadiness.org)

August 13, 2025: Responses to questions posted on the OPSR website at [www.okschoolreadiness.org](https://www.okschoolreadiness.org).

August 31, 2025: Proposals and all materials due by 5:00 p.m. CST.

September 10, 2025: Successful applicants notified.

September 10, 2025: Subrecipient awards begin.

December 30, 2025: Period of performance ends.

February 28, 2026: Final project and financial reports submitted to OPSRF.

**How to Apply:**

Proposals and all materials must be submitted through email to [gjacobi@okschoolreadiness.org](mailto:gjacobi@okschoolreadiness.org) online with all required documentation no later than 5:00 p.m. CST on August 31st, 2025.

Applicants should include the following in their submission:

1. Full proposal, no more than 10 pages, using 12-point font that includes these sections:
   1. Project description and needs statement for the project.
   2. Organizational capacity and experience.
   3. List of materials/resources to purchase, with justification they increase quality and capacity.
   4. Budget in the required format.
2. A completed risk assessment questionnaire using Foundant (instructions below).

Applicants must complete the risk assessment questionnaire through Foundant no later than 5:00 p.m. CST on August 31st, 2025.

**How to Access the Risk Assessment Questionnaire:**

1. Use the link to access Foundant: [Logon - Grant Lifecycle Manager (grantinterface.com).](https://urldefense.com/v3/__https:/www.grantinterface.com/Home/Logon?urlkey=opsr__;!!GNU8KkXDZlD12Q!9ZFgupTukCW6fx3mgLRoL8RCPlxlmgc825audUIUIuGs2XLpixWPhOjSOGnzr4cg_1BvhHoAYqvTAEuYlpBf$)
2. Create an account or log into an existing account.
3. Enter access code: **PDG2025** in the search box located on the top right corner of the page.

For questions regarding the risk assessment questionnaire, please contact Leslie Mangus at [lmangus@okschoolreadiness.org.](mailto:lmangus@okschoolreadiness.org)

**Proposal Review:**

Proposals will be reviewed and scored by a review committee. Funding recommendations will be provided to the OPSRF Board of Directors for final approval.

Reviewers will use a scoring rubric to review proposals. A maximum of 50 points is possible. The following table is representative of the order in which the proposal should be organized. In addition, applications will be considered incomplete and not scored if they are missing required attachment documents. After scoring, priority may be given to organizations with experience in federal grant management and with lower risk as indicated by the risk assessment score. Scores assigned to proposal components are as follows:

|  |  |
| --- | --- |
| Proposal Section: | Points Possible: |
| Project Description and Needs Statement | 16 Points |
| Organizational Capacity and Experience | 14 Points |
| Detailed List of Materials to Purchase | 10 Points |
| Budget\* | 10 Points |
| Total Points Possible | 50 Points |

**\* Project funds cannot be used for personnel/salaries, equipment, travel, or construction costs.**

OPSRF reserves the right to work with applicants and grantees post-submission to modify proposals as deemed necessary.

Failure to submit an application that contains all the specified information may negatively affect the review of the application, preclude access to or use of award funds pending satisfaction of the conditions, and/or prevent the application from further consideration.

# Notification of Award and Reporting:

Each applicant will be notified of award decisions by September 10, 2025. If awarded, OPSRF will send a subrecipient agreement for signature and request completion of W-9 and EFT forms. The agreement is fully executed once all signatures have been obtained and the W-9 and EFT forms have been received.

Quarterly program reports and monthly financial reports must be completed in full and final reports submitted to OPSRF by February 28, 2026. The sub-recipient final program report must include:

1. An overview of grant activities and the impact resulting from those activities.
2. A summary of any lessons learned from the project.

The financial report must include:

* 1. Financial statements detailing how all grant funds were expended.
  2. Documentation supporting all expenditures.
  3. Other financial documents requested by OPSRF.

Sub-recipients will submit all supporting documentation with monthly invoices to ensure funds are being spent in accordance with the approved proposal and federal, state, and local laws and regulations.

**Sub-recipient Expectations:**

After grant awards are finalized, grantees will be expected to participate in:

* Kickoff and monitoring meetings.
* Budget meeting(s) with Preschool Development Grant Finance Manager.
* Project check-in calls/meetings with OPSRF implementation team.
* Evaluation activities as determined by OPSRF.

**Payment Process:**

Funding is not provided upfront but on a reimbursement basis. Claims for payment with receipts must be submitted monthly and will be processed within 30 days of receipt. Revisions to an approved budget may be requested by the subrecipient if the proposed expenses are consistent with this grant’s priorities. Budget revisions must be submitted for consideration by September 30, 2025.

**Questions:**

Questions regarding this RFP or the Preschool Development Grant can be submitted to Allison Loeffler, OPSRF Director of Early Childhood Systems, at [aloeffler@okschoolreadiness.org](mailto:aloeffler@okschoolreadiness.org).