



Request for Proposal

Project: Parent and Family Engagement in the Birth through Five Early Childhood Care and Education (ECCE) System

Application Due Date: 5:00 pm CST on September 8th, 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) invites proposals for *Parent and Family Engagement Grants* to support short-term projects that strengthen family engagement in Oklahoma's Early Childhood Care and Education (ECCE) system. Funded through the federal Preschool Development Grant Birth through Five (PDG B-5), these grants are intended to enhance outreach, improve resource navigation, or increase meaningful family connection across the birth-to-five system. All projects must be **planned, implemented, and completed by December 30, 2025**.

The goal for this grant opportunity is to:

- Strengthen family engagement by enhancing how families access, understand, and interact with early childhood resources, services, and programs.

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.

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 OPSRF. 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 include nonprofit organizations, government agencies, tribal governments, school districts, libraries, and faith-based or community organizations (with nonprofit status) that serve families with children birth through age five. Applicants must demonstrate the ability to complete the proposed project by December 30, 2025.

For-profit entities, including child care providers/programs, are not eligible for this funding opportunity.

Project Examples:

All proposed projects must support family engagement within the early childhood care and education system and may be focused on early care and learning, health and wellness, or family support.

Projects should help families **access, understand, and interact with available services, programs, and resources** related to their young children. The examples below are not exhaustive. OPSRF encourages grant projects that are responsive to the needs of families with children birth through five that can be completed by December 30, 2025:

- **Enhanced Family Resource Materials:** Redesign or expand printed or digital materials (e.g., brochures, flyers, guides) to help families understand ECCE services available in their community. This may include adding QR codes, plain-language content, or representative imagery/graphics.
- **Parent Resource Kits:** Create and distribute take-home kits that include early literacy materials, developmental milestone trackers, home activity guides, or health and safety items bundled with program information and connection tools (e.g., navigator contact cards, local resource lists).
- **Community Pop-Up Events:** Host short-term family engagement events such as "resource fairs," "community baby showers," or "play and learn days" that bring ECCE providers, family support specialist or navigators, and other partners into public spaces to build trust and share services.
- **Whole Family Wellness:** Organize family wellness events at trusted community locations (e.g., clinics, libraries, schools) to support families with young children, including those in the postpartum period. Events may offer access to on-site services or referrals for mental health support, lactation consulting, nutrition counseling, and early childhood screenings.
- **Digital Outreach Tools:** Create or enhance online content for families—including launching or improving webpages, social media platforms, text campaigns, or social media kits that promote ECCE services and how to access them.

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 \$1,100,000 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.

- Minimum award amounts: \$50,000.
- Maximum award amounts: \$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 project materials/resources received by December 30, 2025.

RFP Timeline:

August 8th, 2025: Release of RFP and application available online.

August 15th, 2025: Questions submitted to OPSRF by email to ebigheart@okschoollreadiness.org.

August 20th, 2025: Responses to questions posted on the OPSR website at www.okschoollreadiness.org.

September 8th, 2025: Proposals and all application materials due by 5:00 p.m. CST.

September 15th, 2025: Successful applicants notified.

September 22nd, 2025: Projects begin (based on signed contract).

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 by email to ebigheart@okschoollreadiness.org with all required documentation no later than 5:00 p.m. CST on September 8th, 2025.

Applicants should include the following in their proposal:

1. Full proposal, no more than 10 pages, using 12-point font that includes these sections:
 - a. Project description and statement of need for the project.
 - b. Organizational capacity and experience.
 - c. Applicant must list materials/resources they plan to purchase with justification they achieve the grant goal.
 - d. 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 September 8th, 2025.

How to Access the Risk Assessment Questionnaire:

1. Use the link to access Foundant: [Logon - Grant Lifecycle Manager \(grantinterface.com\)](http://Logon - Grant Lifecycle Manager (grantinterface.com)).

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@okschoollreadiness.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 15th, 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 should be submitted to Emma Bigheart at ebigheart@okschoollreadiness.org. Questions regarding the Preschool Development Grant can be submitted to Allison Loeffler, OPSRF Director of Early Childhood Systems, at aloeffler@okschoollreadiness.org.