

Unsolicited Application for Funding For July 1, 2027 - June 30, 2028, due 10/23/26.

Sep 2, 2026

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals to fund activities that will advance the independence, productivity and inclusion of people with disabilities. If you have any questions, please email Jennifer.Robinson@okdhs.org.



* Required

Information for applying for funding

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposal applications for contracts to fund activities to advance the Council's 5-year plan, which will improve the independence, productivity, and inclusion of individuals with developmental disabilities and their families.

- All proposals and applications must be for activities currently included, or eligible for inclusion, in the 5 Year DDCO State Plan found on our website.
- The Council's work must serve people with developmental disabilities and/or their families. The definition of developmental disabilities (as written in the Developmental Disabilities Assistance and Bill of Rights Act) can be found on our website: <https://oklahoma.gov/ddco/about/state-plan.html>.
- Applications must be complete for consideration by the Council.
- Incomplete applications will not be considered.
- Please know this application cannot be saved and returned to at a later date. You will need to complete the application in one sitting.
- * means the question is required.

1. Budgeting information for requests:

- The Council does not provide grants. Funding is provided through a contract in which an organization agrees to perform specific duties as agreed upon. Funding is provided by reimbursement only, meaning there is no funding provided to the organization in advance. The Council can approve to fund up to 75% of a total budget cost with matching funds required. Matching funds cannot be from federal sources and expected to be at least 25% of the total budget.
- Required match funding may be in the form of cash, direct expenditures, indirect expenditures, volunteer hours, or in-kind contributions, but may not include any direct or indirect federal funds. *An exception to this rule is made for projects specifically serving a designated poverty area. In those situations, the Council can approve to fund up to 90% of the total budget cost, with at least 10% matching funds from the organization making up the rest of the total budget costs. Other exceptions to the 10% or 25% match requirement may be negotiated but are rarely approved.*
- Federal law prohibits the Council from investing in real property, building enhancements, vehicles, or vehicle enhancements. Generally, any equipment purchased via a Council contract should be an item that could be returned to the Council in the event of contract cancellation.
- The Council does not consider applications that would provide any item solely for the use of a single individual – such as a wheelchair or other personalized assistive technology.

2. Proposals requesting \$5,000 or less:

- Project funding requests less than \$5,000 can be approved by the Executive Committee. Applications should be received a minimum of 12 weeks before the next scheduled Executive Committee meeting.
- Applicant(s) will be notified by email within 5 business days of meeting of a decision or request for more information.
- A resulting contract will have an effective start date of no less than 90 days from the approval date.
- Per Oklahoma Statute, no funding can or will be reimbursed for any good or service purchased before the effective start date of a contract.

3. Proposals requesting more than \$5,000, less than \$25,000:

- Project funding requests must be received a minimum of 6 months in advance of a July 1 start date.
- Applicant(s) will be notified by email within 5 business days of meeting of a decision or request for more information.
- A resulting contract will have an effective start date of no less than 90 days from the approval date.
- Per Oklahoma Statute, no funding can or will be reimbursed for any good or service purchased before the effective start date of a contract.

4. Proposals requesting more than \$25,000:

- Project funding requests must be received a minimum of 6 months in advance of a July 1 start date.
- **If applicant is a non-governmental entity, project funding requests are limited to no more than \$25,000.**
 - Non-governmental organizations include, but are not limited to, not-for-profit corporations and for-profit corporations. Individual persons are also non-governmental organizations for this purpose.
 - Governmental entities include state agencies, local government agencies, tribal governments, public school districts, or public colleges and universities.
- Applicant(s) will be notified by email within 5 business days of meeting of a decision or request for more information.
- A resulting contract will have an effective start date of no less than 90 days from the approval date.
- Per Oklahoma Statute, no funding can or will be reimbursed for any good or service purchased before the effective start date of a contract.

5. Note about the Invitation to Bid / Competitive Bidding process

- Please note that any entity can apply for funding through an invitation to bid process with no restrictions as to funding amount. However, all invitation to bid applications are done through the Oklahoma Office of Management and Enterprise Services (OMES). This application is NOT an invitation to bid. You can learn about the statewide competitive bidding process at this website: <https://oklahoma.gov/omes/divisions/central-purchasing.html>. All questions regarding this process, statewide purchasing, and/or competitive contracting should be directed to OMES.
- The Council is not allowed to have any contact with persons, groups, or organizations submitting proposals that are subject to competitive bidding. If you or your organization are submitting a response for a competitive contract or is part of any other organization's proposal for a contract, please DO NOT discuss or disclose any information about your proposal with any DDCO member or staff.

6. General Information and Timelines:

Funding decisions can take time for the Council to discuss. Please allow time for feedback on your proposal and possible revision of your proposal or providing more information. We want to be a partner and are happy to work with you as you complete an application. Please ask questions. If approved for funding, contract dates depend on when the proposal was received, length of review by Council committee, and contract negotiations.

For a proposal requesting funding for a full year, contracts will typically follow the state fiscal year: July 1 through June 30.

Proposals received are evaluated by a Council Committee, and if approved, a recommendation is made to the full Council for a decision. If approved by the full Council, we will make every effort for contracts to be effective as early as possible, typically by July 1. Applicants will be notified by email within 5 business days of the full Council's decision.

IMPORTANT: Do not begin work until a fully executed contract and purchase order (PO) is in hand. Per Oklahoma Statute, no funding can or will be reimbursed for any goods or service prior to the effective date of a contract.

If you have any questions, email our Planning & Grants Director, Jennifer Robinson: Jennifer.Robinson@okdhs.org.

Part 1 - Contact Information

7. Organization Name *

8. Organization Address *

Mailing address please: Street number, Street name, City, State, 9-digit Zip Code

9. Contact Info *

Name, email address **and** phone number of the person completing this application.

10. Website

Organization's Website

Our State Plan Goals

To qualify for funding, projects must meet one of the goals in the 5-Year Council State Plan. The state plan is available for review <https://oklahoma.gov/ddco/about/state-plan.html>.

11. State Plan Goal *

Goals have been established for our next 5 Year State Plan (2027-2031), and proposals submitted should focus on at least **one** of our goals.

- Goal 1 – Making Information Easy to Find and Use
- Goal 2 – Advocacy and Awareness
- Goal 3 – Supporting Families and Caregivers Over Time

You can read our full 5 Year State Plan Goals and Objectives on our website: <https://oklahoma.gov/ddco/about/state-plan.html>.

Part 2 - Disclosure of Potential Conflict of Interest

The State of Oklahoma prohibits persons and organizations from participating in the development of a competitive contract where they may receive an actual or perceived benefit. The purpose of this policy is to ensure a fair and impartial procurement process. The questions that follow are designed to help the state determine if such a conflict exists.

12. Any relationships to the organization? *

Do you, or your organization, have any personal, professional or financial relationships to the Developmental Disabilities Council of Oklahoma? This disclosure does not necessarily create a real or perceived conflict of interest, but disclosure of such relationships is required.

☐ Yes

☐ No

13. Identify names and relationships

If you answered yes to "Any relationships to the organization?" please explain in detail. Identify names and relationships, as necessary.

Part 3 - Your activity proposal:

The Council's committee carefully reviews all complete and accurate applications. The information you provide in Part 3 will help members understand your proposed work and how it aligns with the Council's 5-Year Goals and Objectives.

14. Proposal. *

Provide a written overview of your proposal (up to 4000 characters). A good overview should cover the key components of your proposal. This includes:

- **Introduction:** A brief summary of your project's purpose.
- **Problem Statement:** The issue your project aims to address.
- **Proposed Solution:** A clear description of your methodology and how your project will solve the problem.
- **Expected Outcomes:** The anticipated results or impact of your work.
- **Evaluation:** How the work will be measured.
- **Relevance:** How your project aligns with the council's goals and funding priorities.

15. Have you completed a needs assessment? *

☐ Yes

☐ No

16. Needs assessment:

If you have completed a needs assessment, please provide a summary below. Your response should include:

- A brief description of the methodology used (e.g., surveys, interviews, focus groups).
- The key findings that support the need for your proposed project.
- The population included in your assessment.
- An explanation of how this assessment directly informs your proposal.

17. Who will do the work? *

List all people and organizations that will be working on the project and describe their experience and qualifications to provide the proposed goods and services.

18. Targeted population:

*

Tell us more about who you are targeting to improve outcomes for? Describe the age, region, family status, and type of disability.

19. Impact:

*

Please describe the anticipated impact of your proposal by addressing the following three components:

- Goals for the targeted population? What are the specific, measurable goals you hope to achieve for the people directly served by this project?
- Broader implications for people with developmental disabilities: Beyond the targeted participants, how will this project create a positive impact for for people with developmental disabilities?
- Measurable outcomes: What specific milestones will you use to track your success and demonstrate the project's effectiveness?

20. Duplication or expansion:

*

Does this proposal duplicate or expand upon any existing work in Oklahoma? The Council cannot supplant funding to continue existing work unless the proposal is to expand on the work and/or enhances what is being done. If your proposal duplicates or expands upon existing work, please describe the existing work and explain how the proposed work is unique and innovative. Be specific how this approach and expected outcomes are different from and adds value to what is or has been done.

21. Best Practices:

*

Will your proposed project use current best practices in the field of developmental disabilities? Identify the specific practices you will use, explain how you will incorporate them into your project, and provide sources.

22. Systems change impact: *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.

How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

23. Where implemented: *

Where will the proposed project be implemented? Explain specific counties and cities you will serve and explain how they were selected.

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.

For **explanations of these Performance Measures** please refer to this document:

<https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf>

Note: Not all measures may be applicable to your proposal. If a measure does not apply, please enter zero.

- **IA** = Individual and family **A**dvocacy
- **SC** = System **C**hange

24. IA1.1

The number of **people with developmental disabilities who participated in Council supported activities** designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

The value must be a number

25. IA 1.2

The number of **family members who participated in Council supported activities** designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems.

The value must be a number

26. IA 1.3

The number of **other individuals who participated in Council supported activities** designed to increase their knowledge.

The value must be a number

27. IA 2.1

After participation in Council supported activities, the **number of people with developmental disabilities who report increasing their advocacy** as a result of Council work.

The value must be a number

28. **IA 2.2**

After participation in Council supported activities, the ***number of family members who report increasing their advocacy*** as a result of Council work.

The value must be a number

29. **IA 2.2.1**

The ***number of people*** who are better able to say what they want or say what services and supports they want or say what is important to them.

The value must be a number

30. **IA 2.2.2**

The ***number of people*** who are participating now in advocacy activities.

The value must be a number

31. **IA 2.2.3**

The ***number of people*** who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

The value must be a number

32. **IA 3.1**

The ***number of people with developmental disabilities satisfied*** with a project activity.

The value must be a number

33. **IA 3.2**

The ***number of family members satisfied*** with a project activity.

The value must be a number

34. **SC 1.1.1**

The ***number of policy and or procedures created or changed.***

The value must be a number

35. **SC 1.2.1**

The **number of statutes and or regulations created or changed.**

The value must be a number

36. **SC 1.3.1**

The **number of promising practices created.**

The value must be a number

37. **SC 1.3.2**

The **number of promising practices supported through Council activities.**

The value must be a number

38. **SC 1.3.3**

The **number** of best practices created.

The value must be a number

39. **SC 1.4.1**

The **number of people trained or educated** through Council systemic change initiatives.

The value must be a number

40. **SC 1.5.1**

The **number Council supported systems change activities** with organizations actively involved.

The value must be a number

41. **SC 2.1**

The number of efforts that led to the improvement of best or promising practices, policies, procedures, statute, or regulation changes.

The value must be a number

42. SC 2.1.1

The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

The value must be a number

43. SC 2.1.2

The number of policy, procedure, statute, or regulation changes implemented.

The value must be a number

44. SC 2.1.3

The number of promising and/or best practices improved by systems change activities.

The value must be a number

45. SC 2.1.4

The number of promising and/or best practices that were implemented.

The value must be a number

46. SC 2.2

The number of efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

The value must be a number

Additional Requirements for funding

47. FINANCIAL INFORMATION *

Proposal Budget:

- **Include a detailed revenue and expenditure budget, detailing the total costs and revenues of the proposal.**
- **Identify the amount requested from the Council within the context of the budget.**
- **Projected budgets for multi-year project planning should show a decrease on Council funding.**
- **Council funding cannot exceed 75% of your budget.** For example, if your budget is \$10,000, our funding can be up to \$7,500. Your match would be a minimum of \$2,500. **Start with your budget** and calculate the 75/25 split. If you are located in/providing services in a designated rural county, please contact us.
- Identify the amount of the minimum required 25% funding match for your **project's total budget**. You need to explain where this matching funding will come from. **Sources for match funding** can include non-federal funding, monies from fundraisers or donations/sponsorships, salary/fringe, donated services or items, discounted services or items, and volunteer time. (*paid employees of a non-profit organization cannot volunteer to provide the same type of services to their non-profit organization that they are employed to provide) For help calculating match contact us. Match funding helps the Council understand all partners working with the project.
- Identify projected funding sources not currently in place. Provide a narrative explaining each category of expenditure and source or revenue associated with the project. **Revenue sources** include but are not limited to conference registration fees, third party grants, booth rentals, in-kind contributions, etc.
- Please **email your budget** to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

48. STATEMENT OF WORK (SoW): *

Provide a proposed statement of work for the contractual requirements. This should include a detailed description of the work to be done, project milestones, deliverables to the Council, and other details important to the work that you will provide in exchange for Council funding.

49. Sustainability Plan: *

It is the Council's expectation that funded projects will have a lasting impact on the community and achieve financial sustainability after the Council's funding is complete. Applicants must submit a detailed financial sustainability plan. Financial sustainability is defined as maintaining services to the community through a diversified funding model. Important Note: The Council can approve funding for an activity for a maximum of five (5) years. However, Council funding is not guaranteed, so applications for Council funding must be submitted annually. The Council expects all funded work to be self-sustaining by the end of the contract period. For example, our year one funding to be 100%, year two could be 80%, year three could be 60%, year 4 could be 40% and year 5 could be 20%. Your financial sustainability plan should include, but is not limited to, the following components for each year of your proposed project:

- Annual Funding Goals: Clear, measurable funding targets for each year of the project.
- Projected Budgets: A multi-year budget forecast that demonstrates decreasing reliance on Council funding.
- Identified Partners: A list of specific organizations or entities with whom you will partner, along with a description of their role in your sustainability plan. Please also include any documented commitment of resources they are able to provide.
- Timeline: A clear timeline for all sustainability activities (e.g., "Year 2: Apply for three new grants," "Year 3: Implement a pilot fee-for-service program").

50. Outreach and Awareness Plan of the Work: *

Too often people with intellectual and developmental disabilities, their families, and others are not aware of resources available in Oklahoma. Please provide a marketing and outreach plan to bring awareness about the work being proposed. Your plan should address the following:

- Target Audience: Clearly identify the specific groups within the intellectual and developmental disability community you aim to reach (e.g., specific age ranges, individuals in rural vs. urban areas, diverse cultural communities).
- Marketing Channels: Describe the specific marketing channels you will use (e.g., social media, community events, partnerships, print materials) and how you will use them effectively to reach your target audiences.
- Partnerships: Explain how you will collaborate with other organizations, advocacy groups, or community leaders to expand the reach of your message.
- Accessibility and Language: Detail your strategy for ensuring your outreach is accessible and inclusive. Please discuss your plan for language translations, including which languages you will prioritize and how you will ensure cultural appropriateness.
- Measurement: Describe how you will measure the success and impact of your marketing and outreach efforts.

51. Logic Model:

To help the Council and your organization effectively evaluate the program's success, a logic model is a required component for all contracts in excess of \$5,000. A logic model is a simple visual tool that illustrates the connection between your project's resources (inputs), what you plan to do (activities), the immediate results of your work (outputs), and the changes you hope to achieve (outcomes). For a helpful guide to developing a clear and effective logic model, please refer to this resource from The Compass: <https://thecompassforsbc.org/how-to-guide/how-develop-logic-model-0>

52. Registered Vendor? *

Are you a registered vendor with the State of Oklahoma? All contractors must be registered in the State Supplier Portal. You can do this online: <https://oklahoma.gov/omes/divisions/central-purchasing/suppliers-and-payees/supplier-portal.html>

☐ Yes

☐ No

53. IRS 501(c)3? *

Is the proposed vendor applicant an IRS Registered 501(c)3:

☐ Yes

☐ No

54. Government entity? *

Is the proposed vendor a Government entity:

☐ Yes

☐ No

55. Provide form of government and name of entity ***56. Are you a Tribal Organization? ***

Is the proposed vendor a tribal nation:

☐ Yes

☐ No

**57. Tribal Organization Name**

Please select the name of the Tribe. If it is not in the list, please select "Other" and enter its name.

- ☐ Absentee Shawnee Tribe of Indians of Oklahoma
- ☐ Alabama Quassarte Tribal Town
- ☐ Apache Tribe of Oklahoma
- ☐ Caddo Nation
- ☐ Cherokee Nation
- ☐ Cheyenne and Arapaho
- ☐ Chickasaw Nation
- ☐ Choctaw Nation
- ☐ Citizen Potawatomi Nation
- ☐ Comanche Nation of Oklahoma
- ☐ Delaware Nation
- ☐ Delaware Tribe of Indians
- ☐ Eastern Shawnee Tribe of Oklahoma
- ☐ Euchee (Yuchi) Tribe of Indians
- ☐ Fort Sill Apache Tribe
- ☐ Iowa Tribe of Oklahoma
- ☐ Kaw Nation
- ☐ Kialegee Tribal Town
- ☐ Kickapoo Tribe of Oklahoma
- ☐ Kiowa Tribe of Oklahoma
- ☐ Miami Tribe of Oklahoma
- ☐ Modoc Tribe of Oklahoma
- ☐ Muscogee (Creek) Nation
- ☐ Osage Nation of Oklahoma
- ☐ Otoe-Missouria Tribe of Indians
- ☐ Ottawa Tribe of Oklahoma
- ☐ Pawnee Nation of Oklahoma

- ☐ Peoria Tribe of Indians of Oklahoma
- ☐ Ponca Tribe of Oklahoma
- ☐ Quapaw Tribe of Oklahoma
- ☐ Sac & Fox Nation of Oklahoma
- ☐ Seminole Nation of Oklahoma
- ☐ Seneca-Cayuga Tribe of Oklahoma
- ☐ Shawnee Tribe of Oklahoma
- ☐ Thlopthlocco Tribal Town
- ☐ Tonkawa Tribe of Oklahoma
- ☐ United Keetoowah Band of the Cherokees
- ☐ Wichita and Affiliated Tribes
- ☐ Wyandotte Nation
- ☐ Other

58. Sole proprietor? *

Is the proposed vendor the sole proprietor?

- ☐ Yes
- ☐ No

59. Registered partnership? *

Is the proposed vendor a registered partnership?

- ☐ Yes
- ☐ No

60. Registered corporation? *

Is the proposed vendor a registered corporation?

- ☐ Yes
- ☐ No

61. **ID Number ***

Social Security Number, FEI Number, or OMES Supplier ID

Contact information

62. **Signing authority** *

Name of individual with contract signing authority, title, Phone number, email address

63. **Primary Contact:** *

Name of individual(s) to contact regarding contract performance & operations, title, Phone number, email address

64. **Finance Contact:** *

Name of individual(s) responsible for finance and accounting, title, Phone number, email address

65. **Legal Notices:** *

Name of individual(s) to send legal notices, title, Phone number, email address

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