



Developmental Disabilities
Council of Oklahoma

Join our meeting on Zoom

Meeting ID: 160 337 5568 Passcode: 8675309

PO Box 25352

Oklahoma City, OK 73125

<https://oklahoma.gov/ddco.html>

EXE.DD.Council@okdhs.org

P: (405) 521-4984

Executive Committee Meeting Agenda

Friday, January 30, 2026, 12:15 p.m.

2400 N. Lincoln Blvd, Sequoyah Bldg., Rm. C-48, Oklahoma City, OK 73127

Board Member(s) attending via Teleconference

Lori Wieder, 711 N. Country Club, Stillwater, OK74075



Board Members

David Blose, Yukon

Margaret Bond, Broken Arrow

Jeromy Buchanan, Okla. City

Sherri Coats, Oklahoma City

Brett Cunningham, Okla. City

Janie Fugitt, Oklahoma City

Shelly Greenhaw, Edmond

Heather Hancock-Blackburn,

Moore

Laura Haney, Tulsa

Jacob Pyle, Norman

Gina Richardson, Okla. City

Susan Rutledge, Broken Arrow

Beth Scrutchins, Okla. City

Melissa Sublett, Tulsa

Kodey Toney, Panama

Lori Wieder, Stillwater

Cynthia Wilkett, Tulsa

Valerie Williams, Okla. City

Bryce Wooten, Edmond

Council Staff

Outreach & Marketing Director

Alissa Patterson

Planning & Grants Director

Jennifer Robinson

Advocacy Training Director

Dr. Bradley Mays







Self-Advocacy Training Director

Morgan Davis

Executive Director

Jenifer Randle

* = possible voting

- I.  Call to Order, Roll Call & Establish Quorum: Mr. Toney
- II. Review October 24, 2025 Meeting Minutes *
- III.  Discussion: Funding Request(s) *
 - a. 2026 Oklahoma APSE Conference - pp5-23
 - b. 2026 Joining Forces Conference - pp25-39
- IV.  Committee Updates *
 - a. Advocacy, Training, and Outreach
 - b. State Plan
 - c. Finance
- V.  Old / New Business *
 - a. Council updates
 - b. Member updates
- VI.  Announcements
- VII.  Adjournment *

Executive Committee Members: Janie Fugitt, Mark Lewis, Kodey Toney, Lori Wieder

The mission of the Developmental Disabilities Council of Oklahoma is to advance communities where everyone has the opportunity to live, learn, work, and play where they choose. The Council builds partnerships to change systems to improve services, resources, and supports for Oklahomans with developmental disabilities and their families.



Executive Committee Minutes

Developmental Disabilities Council of Oklahoma

DATE: Friday, October 24, 2025

TIME: 12:15 P.M.

PLACE: 2400 N. Lincoln Blvd, Sequoyah Bldg., Rm. C-48, Oklahoma City, OK 73127

BE IT REMEMBERED that on Friday, October 24, 2025, at 12:15 P.M., the Executive Committee met in accordance with the Open Meetings Act.

NOTICE of the schedule for all regular and special meetings of the DDCO Executive Committee for the calendar year 2025 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Thursday, October 23, 2025, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  **CALL TO ORDER:** Mr. Toney called the Executive Committee meeting to order at 12:22 p.m.

II.  **ROLL CALL:**

Members Present: Janie Fugitt, Mark Lewis, Kodey Toney

Members Online: Lori Wieder

Members Absent:

Staff: Bradley Mays, Jennifer Robinson, Morgan Davis, Jenifer Randle

By roll call, there was quorum of committee members, so business was conducted.

III.   **MINUTES REVIEW**

 **DISCUSSION:** The Executive Committee reviewed the minutes from Aug. 15, 2025.


ACTION: Mr. Lewis moved to approve minutes as corrected. Ms. Fugitt seconded.

 **AYES:** Janie Fugitt, Mark Lewis, Kodey Toney

 **NAYS:**




ABSTAIN:

MOTION: Carried.

- IV.  **Discussion:** Funding Request(s): Ms. Randle introduced a funding request from Beyond the Spectrum. The request is for \$1,000 to provide The Arc Special Education parent training to parents in their community. Committee members would like more information from Beyond the Spectrum, specifically if a Council member can attend the training first and what the credentials / qualifications are of the trainer (Erin Shepherd) to better understand if it is teaching good advocacy skills. No vote was taken, wanting this information before.

- V.  **Discussion and Possible Voting: Committee Updates:**

- A. **Advocacy, Training and Outreach Committee:** Dr. Bradley Mays and Ms. Morgan Davis provided updates on Partners in Policymaking, Youth Leadership Forum and Self-Advocacy trainings to the members.
- B. **State Plan Committee:** Ms. Jennifer Robinson provided updates about the State Plan to members.
- C. **Finance Committee:** Ms. Lori Wieder provided updates to the members.

- VI.  **Discussion and Possible Voting: New Business**
Ms. Randle also shared a NACDD sign-on letter, concerning the federal layoffs within the Department of Education.
ACTION: Ms. Wieder moved to sign this letter. Ms. Fugitt seconded.
 **AYES:** Janie Fugitt, Mark Lewis, Kodey Toney
 **NAYS:**
ABSTAIN:
MOTION: Carried.

- VII.  **Announcements:**

Ms. Randle announced new board members have been appointed.

- VIII.  **Adjournment:**

The meeting was adjourned at 1:02 p.m.

Fiscal Year 26 Funding Request

Project/Activity: OK APSE Conference

Organization: OK APSE – Oklahoma Association of People Supporting Employment First

Proposal Description: OK APSE (Oklahoma chapter of the Association of People Supporting Employment First) plans to host a two-day statewide conference, April 7–8, 2026, to advance inclusive employment opportunities for people with disabilities. This event brings together people with disabilities, family members, employers, educators, and service providers to expand knowledge, strengthen partnerships, and promote equitable workplace practices.

Council funding requested will support a keynote who will inspire collaboration and share innovative strategies that drive Employment First outcomes, including increased access to fair wages, benefits, and integrated employment opportunities AND/OR funding will help support the cost of the facility.

The conference aligns with the Council’s ongoing education and advocacy goals and directly addresses the persistent employment gap for people with disabilities. Expected outcomes include stronger self-advocacy, enhanced employment awareness, and expanded community partnerships, all measured through post-event and needs-assessment surveys. Sustainability will be maintained through participant registration fees and in-kind support from partner agencies such as the Department of Rehabilitation Services, Dale Rogers Training Center, Viability, Rise Staffing, and Developmental Disabilities Services. By fostering collaboration and education, the 2026 OK APSE Conference will continue to build momentum toward equitable employment and community inclusion across Oklahoma.

Council Goal & Objective: Advocacy and Self-Advocacy

Targeted Audience: People with disabilities, Employers, Businesses, Family Members, Service providers, Educators

Funding requested for Fiscal Year FY26

Council	Match	Total
\$5,000	\$34,100	\$39,100

Prior Fiscal Year FY25

Council	Match	Total
\$5,000	\$25,511	\$30,511

6. **General 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.

understood

Part 1 - Contact Information

7. **Organization Name ***

Oklahoma APSE

8. **Organization Address ***

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

927 Mills Street, Purcell, OK 73080

9. **Contact Info ***

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

Judi Goldston (405) 8319809

10. **Website**

Organization's Website

ok-apse.org

Our State Plan Goals

To qualify for funding, projects must meet the goals in the 5-Year Council State Plan. The state plan is available for review <https://oklahoma.gov/ddco/about/state-plan.html>. The new state plan for 2027-2031 is in the process of being developed.

11. State Plan Goal *

As of August 2025, the Council is in the process of reviewing input from publicly held listening sessions and information about current services and systems in Oklahoma. Goals have not been established for our next 5 Year State Plan (2027-2031), however proposals submitted should fall within one of our themes we have identified.

- Access to Services
- Inclusive Education
- Caregiver Support
- Representation and Public Attitudes
- Advocacy and Self-Advocacy

Inclusive Education - Advocacy and Self-Advocacy

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 III will help our members understand your proposed work and how it aligns with the Council's funding priorities and expectations.

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.

Introduction: OK APSE / APSE (the Association of People Supporting Employment First) is the only national membership organization focused exclusively on Employment First to facilitate the full inclusion of people with disabilities in the workplace and community.

OK APSE's goal is to offer a 2-day conference, April 7 & 8, 2026, to increase knowledge-base and community partnerships to expand opportunities for inclusive workplaces, fair wages, and benefits, for people with disabilities. Seeking funds to support a keynote speaker.

Problem Statement:

The employment gap between people with and without disabilities remains a significant challenge. The goal is to see a shift towards greater employment equity, supported by a favorable labor market, changes in employer attitudes, and the adoption of more inclusive work practices.

Proposed Solution:

The 2-day conference will provide education and resources to enhance the knowledge-base of service providers, people with disabilities, employers, and families to increase employment outcomes, advocacy and independence for people with disabilities.

Expected Outcomes:

Increased self-advocacy and employment awareness/opportunities; opportunities to network and collaboration efforts; increase empowerment

Evaluation:

A post evaluation survey will be issued to all attendees as well as a continual needs assessment survey

Relevance:

Education and Advocacy aligns with the Council's goals

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.

2025 conference survey. Conference attendee identified the effectiveness of the conference education topics and how it impacted them personally/professionally. 2025 attendees identified future topic of interests. The survey included service providers, family members, and individuals with disabilities. The survey will be utilized to determine education topics for the 2026 conference.

17. Who will do the work? *

Please 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.

OK-APSE members represent service providers across Oklahoma, such as the Department of Rehabilitation Services, Dale Rogers Training Center, Red Rock Mental Health, Viability, the Developmental Disabilities Services, and Rise Staffing, each entity offering years of experience.

18. Targeted population:

*

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

Individuals with Disabilities, Employers/Businesses, Family Members, Service Providers, Teachers

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 individuals directly served by this project?
- Broader implications for people with developmental disabilities:
 - Beyond the direct participants, how will this project create a broader, positive impact for the population of people with developmental disabilities as a whole?
- Measurable outcomes:
 - What specific, quantifiable metrics will you use to track your success and demonstrate the project's effectiveness?

Increased employment knowledge and opportunities; measured through post survey.
Increased opportunities for integrated employment; measured through post survey.
Post event survey.

20. Duplication or expansion:

*

Does this proposal duplicate or expand upon any existing work in Oklahoma or elsewhere? The Council cannot supplant funding to continue existing work unless the proposal is to expand on the work and enhances what is being done.

If your proposal duplicates or expands upon existing work, please describe the existing work and explain what makes your project unique and innovative. Be specific about how this approach and expected outcomes differ from and add value to what is already being done.

No

21. Best Practices:

*

Will your proposed project use current evidence-based 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 cite your sources. Citations should include a mix of professional literature, research studies, and respected organizations or programs.

Evidence-based practice will be guided by APSE and its members; apse.org
Employment First is a movement to deliver meaningful employment, fair wages, and career advancement for people with disabilities.

APSE is the only national organization devoted to Employment First. We've advocated for decades on policy, advocacy, and sharing the best practices, tools, and connections to move the needle forward toward inclusive, fair employment for all.

22. Systems change impact: *

"Systems change" can help improve a problem and change the way we support people with disabilities in Oklahoma. System change 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? Please provide a detailed explanation of how your project's outcomes will shift thinking, improve practices, or empower individuals and families within the state's service system.

Education is power. It encourages individuals with disabilities and their families to make informed choices and self-determination regarding employment and independence. It promotes collaboration between the job seeker and his/her family with service providers. It impacts attitudes and practices in communities and businesses.

23. Where implemented:

*

Will the proposed project be implemented or offered statewide? If no, please define the specific counties and cities you will serve and provide the rationale for their selection.

Metro Technology Center, April 7 & 8, 2026

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 performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. 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.

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 **percent 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 ***percent of family members who report increasing their advocacy*** as a result of Council work.

50

The value must be a number

29. **IA 2.2.1**

The ***percent 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.

50

The value must be a number

30. **IA 2.2.2**

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

50

The value must be a number

31. **IA 2.2.3**

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

100

The value must be a number

32. **IA 3.1**

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

50

The value must be a number

33. **IA 3.2**

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

50

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.

24

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 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.
- If space does not permit the details necessary, please **email your budget** to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

budget will be emailed to Jennifer Robinson

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. ProjectManager.com has some good information for you to develop your statement of work: <https://www.projectmanager.com/blog/statement-work-definition-examples>.

Statement of work will be emailed to Jennifer Robinson

49. Sustainability Plan: *

It is the Council's hope that funded projects will have a lasting impact on the community and achieve financial sustainability after the Council's funding is complete. The Council's funding is intended as a catalyst to help new work become self-sustaining. To assure the Council of this long-term vision, all 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, our 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. 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").

Annual conference funding can be sustained by participant registration fees. Collaboration with member representative agencies can provide in-kind support, such as, interpreters and supplies. Agencies include, DRS, Dale Rogers Training Center, Viability, Rise Staffing and Developmental Disabilities Services.

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.

Target Audience: individuals with disabilities, family members, service providers, employers, teachers.
Marketing Channels: social media, community events, state agencies
Partnerships: personal contacts to businesses, state and federal agencies, OK People First
Accessibility: all communication will be accessible and inclusive
Measurement: post survey

64. Finance Contact: *

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

Judi Goldston, OK APSE President
judigoldstonconsulting@gmail.com
405-831-9809

65. Legal Notices: *

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

Judi Goldston, OK APSE President
judigoldstonconsulting@gmail.com
405-831-9809

OK APSE Scope of Work Conference Planning

Philosophy/Goal

To deliver a 2-day training event to increase knowledge and opportunities toward competitive, integrated employment. Deliver 2 – pre-conference topic trainings on April 7th and provide CRC, LPC and Continuing Education Credits.

All conference activities and presentations will follow the OK-APSE mission to promote the best practices in providing employment services, address issues that impede the growth and implementation of integrated employment services and offer education on the advantages of a diverse workforce.

Activities/Scope of Work

1. Increase board meetings – November through February
 - a. Increase to twice a month
 - b. Work on conference every other meeting
 - c. Identify conf chair and committee chairs
 - i. Who's taking the lead?
 - ii. Utilize personal business networks to strengthen the outcome and expand council partnerships
2. Secure Sponsorships – make connections
 - a. Confirm levels of support and advantages/benefits (completed)
 - b. Viability – confirmed sponsor
 - c. Complete DDC application – completed 10/20/25
 - d. Connect with DRS
3. Theme determined – 10/21/25 meeting
 - a. Theme
 - b. Keynote suggestions
4. Event location
 - a. Confirmed – Metro Technology Center
 - b. Dates – April 7 & 8, 2026
 - c. Send deposit 10/21/25
5. Secure opening keynote
 - a. Work with supporting sponsor
 - b. Secure the scope of work contract once confirmed
6. Define breakout session training topics
 - a. Confirm 30 speakers by January 1st
 - b. Consider 'virtual' breakout track to reduce cost
 - c. Review National APSE conference program for virtual speaker consideration
 - d. Review survey to determine 'needs' and topic requests
7. Secure Pre-Conference
 - a. Topic
 - b. Trainer
 - c. Training Credits

8. Secure facility for evening networking social – Committee Chair – Angela Duckett
 - a. Confirm catering
 - b. Confirm room rate
 - c. Define event activities by February 1st.
9. Announce conference, via email, social media on January 1st.
 - a. Save the date – December 1st
 - i. Announce keynote (if confirmed)
 - ii. Announce sponsors
 - b. Registration is open – early bird rate
 - c. Repeat announcements in February, and twice in March
10. Vendor invites – committee chair – Sue Gill
 - a. Work with sponsors for exhibitor booth based on level of sponsorship
 - b. Identify ‘new’ collaborators
11. Registration site updates – Maurice – Next Generation Marketing
 - a. Speaker registration – free
 - b. Group registration – purchase orders
 - c. Exhibitor payments
 - d. Sponsorship reduced exhibitor payments
 - e. Accommodation
 - i. Intrepereters
 - ii. Closed captioning – opening/closing session
 - iii. Written / visual accommodations
12. Secure CRC continuing education credits – preapproval by February 1st
 - a. 8 – total credit hours
 - b. Confirm required documentation
 - c. Develop an online certification request site
13. Two/three weeks before the conference
 - a. Confirm catering
 - b. Confirm room(s) set-up
 - c. Exhibitor tables needed
 - d. Program / agenda completion
 - e. Confirm speaker / exhibitor needs
 - f. Attendee marketing mailout; keeping the excitement going
 - g. Develop power point slides for opening
 - h. Outline council members’ duties; who’s doing what?
 - i. Room host
 - ii. Registration
 - iii. Pre set-up time/date
 - iv. Presenter welcome/thank you bags
 - i. Purchases:
 - i. Speaker bags
 - ii. Name badges/lanyards
 - iii. Attendee table items
 1. Pens / paper / snacks / sanitizer / Kleenex
 - iv. Printing
 - v. AM breakfast items

Conference Chair and Co-Chair

The conference planning committee must be chaired by an Executive Council member. Appointment and voting of the conference chair will follow the Oklahoma APSE bylaws.

The conference chair will be responsible for all phases and activities of the conference. Sub-committees will be designated by the conference chair. The chair may add, delete or modify the sub-committees as needed. The chair is responsible for reporting on a regular basis to the Executive Council on the progress of the planning committee.

OK APSE Treasurer

A conference budget of anticipated expenses must be submitted 6 months before the conference date and a budget representing actual costs must be submitted at the end of the conference.

Expenditure must be pre-approved by the governing board prior to the purchase of the contract of goods or services. All reimbursed expenses must be accompanied by a receipt and an explanation of the purchase.

Registration

The conference chair will work with Next Generation Marketing, the website manager, to develop a registration site to receive funds. Additionally, the website will be updated to include the most current conference information as received.

By vote of the governing board, the registration cost will be \$125 with an early-bird discount. Onsite registration will be supported by members of the governing board. All financial transactions should be through Zeffy.

Agenda

The conference daily timeline is listed below. Each breakout session is 1 hour in length. There are 6 training options per breakout session track. Subject to change based upon speaker availability.

April 7th

8:00A	Pre Conference Registration Exhibitors set-up
9:00A	Pre Conference
11:30A	2.5 credit hours

Conference Registration 12:00-1:00 p.m.

1:00	Keynote Speaker
2:30	Opening Remarks
2:30-3:30	Breakout Session I (6 different session topics)
3:45- 4:45	Breakout Session II (6 different session topics)
6:00-8:00	Evening Social

April 8th

9:00-10:00	Breakout Session III (6 different session topics)
10:15-11:15	Breakout Session IV (6 different session topics)
11:30-12:30	Working Lunch

12:45- 1:45	Breakout Session V (6 different session topics)
2:00-3:00	Breakout Session IV (6 different session topics)
3:15-4:15	Closing Session

Speakers

All members of the governing board will work together to identify breakout room topics and presenters.

- Breakout session speakers should offer topics that provide cutting edge information, strategies for success, resources, and/or success stories
- Breakout topics should assist individuals with disabilities to gain and/or maintain employment and/or community independence.
- Breakout topics should offer information that increase the knowledgebase those individuals who are offering support and services.
- Breakout session speakers are not typically reimbursed a speaker fee
- Breakout session speakers must complete and submit a 'presenter form' for use in the conference program. Time of submission should be coordinated with the conference chair.
- OK APSE is only able to accommodate the following audio-visual needs. Any requests other than listed below must be approved by the governing board.

LCD projector/screen/laptop
Power strip w/extension cords

Keynote Speaker

The committee will work with the conference sponsor and governing board officers to identify the opening and closing keynote speaker(s).

- A keynote speaker should offer cutting edge information on employment support and services for individuals with disabilities.
- A keynote speaker can be an individual with disabilities who is telling their success story/experience and offering encouragement to attendees.
- Keynote speaker information packets should be presented at the council meeting. The information should include specific details about the topic of the presentation, the speaker bio and costs. Including links to previous presentations is helpful.
Information regarding the keynote speaker presentation needs/requirements must be included, such as audio visual equipment.
- Keynote speaker fees must be approved by the governing board.
- Keynote speaker contracts are required. Contracts should be processed by the governing board officers unless payment is made directly to the speaker via event sponsor.
- Keynote speakers should be confirmed 3 months prior to the conference date.
- Keynote speakers must submit a personal photo for use in the conference program. (*jpeg format preferred*).
- Keynote speakers must complete and submit a 'presenter form' for use in the conference program. Time of submission should be coordinated with the conference chair.

Exhibitor Booths

A sub-committee will be the 'host' of the vendor and exhibitor representatives. They will take full responsibility while at the conference. Making sure each has everything they need.

- Vendor booths are charged \$125 per table.
- Booths are typically (1) 6 foot table, draped, with 2 chairs
- No outside/personal tables are allowed.

- Exhibit booths are available to conference sponsors at a discounted rate depending on the sponsors' contribution level.
- The committee will send out invitations to companies whose resources / information follows the OK APSE mission and vision.
- A deadline of submission should be printed on the 'booth registration form'. *The event facility will require a final count of tables (1) week before the event.*
- The committee will send confirmation letters to the vendors and/or exhibitors with conference specifics: Set-up time, breakdown time, etc.

OK-APSE

2026 Conference Financials

ESTIMATED EXPENSES

Type	Description:	Revenue	Estimate	ACTUAL EXPENSES
Facility	Metro Technology Center - Springlake Campus		\$8,500.00	
Facility	Evening event		\$1,000.00	
Catering Lunch - April 7th	\$30 per person + drinks X 50 ppl		\$1,500.00	
Catering Lunch - April 8th	\$30 per person + drinks X 150 ppl		\$4,500.00	
Catering AM & PM Snacks	Homeland: \$12 per X 200 ppl		\$2,400.00	
Catering	Evening event		\$3,500.00	
Keynote Speaker			\$4,500.00	
Closing Keynote			\$2,500.00	
Decorations			\$1,000.00	
Intrepters/Closed Captioning	At opening/closing keynote		\$2,400.00	
Door Prizes	Participation Awards		\$800.00	
Out of State Speakers			\$3,000.00	
Scholarships			\$1,500.00	
Training Credits			\$500.00	
Attendee Supplies			\$1,000.00	
Printing			\$500.00	
ESTIMATED REVENUE				
Registration \$125	\$125 X 150 ppl	\$18,750.00		
Pre-Conference	\$100 X 50 ppl	\$5,000.00		
Exhibitor Booth \$125	X 15 booths	\$1,875.00		
Silver Sponsor	X3	\$3,000.00		
SPONSORS				
DRS	Intrepters; Closed Captioning	\$2,400.00		
DDCO	Keynote and/or Facility	\$5,000.00		
TOTALS		\$36,025.00		\$39,100.00

Fiscal Year 26 Funding Request

Project/Activity: 2026 Joining Forces Family and Professional Partnerships Conference

Organization: Oklahoma Family Network

Proposal Description: This request is to provide support for the Annual Joining Forces Supporting Family and Professional Partnerships Conference. The conference will be hosted in 6 cities using technology to connect all together (Oklahoma City, Enid, Duncan, Muskogee (Creek), Poteau, and Tulsa) as was done for the first time in 2025. Oklahoma Family Network saw numbers increase last year, especially in the more rural communities.

Goals of the conference are:

- Increase awareness of the importance of family and professional partnerships
- Increase family partnerships in the development, implementation, and evaluation of programs
- Increase leadership and partnership skills
- Identify opportunities for family leadership and make connections
- Support professional and family members as partners to improve services for a good life

OFN is seeking \$5,000 from the Council to assist with costs for the keynote speaker (Shade Dill), technology support, and other supply costs.

Council Goal & Objective: Goal 1: Advocacy and Self-Advocacy, Objective 4

Targeted Audience: People with disabilities, Employers, Businesses, Family Members, Service providers, Educators

Funding requested for FY26

Council	Match	Total
\$5,000	\$16,025	\$21,025

Prior Funding - FY25

Council	Match	Total
\$4,964	\$15,036	\$20,000

6. General 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.

understood

Part 1 - Contact Information**7. Organization Name ***

The Oklahoma Family Network

8. Organization Address *

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

PO Box 21072 OKC, OK 73156

9. Contact Info *

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

Heather Pike, Heather-Pike@oklahomafamilynetwork.org, 405-401-7612

10. Website

Organization's Website

www.oklahomafamilynetwork.org

Our State Plan Goals

To qualify for funding, projects must meet the goals in the 5-Year Council State Plan. The state plan is available for review <https://oklahoma.gov/ddco/about/state-plan.html>. The new state plan for 2027-2031 is in the process of being developed.

11. State Plan Goal *

As of August 2025, the Council is in the process of reviewing input from publicly held listening sessions and information about current services and systems in Oklahoma. Goals have not been established for our next 5 Year State Plan (2027-2031), however proposals submitted should fall within one of our themes we have identified.

- Access to Services
- Inclusive Education
- Caregiver Support
- Representation and Public Attitudes
- Advocacy and Self-Advocacy

Access to Services, Caregiver Support, Advocacy and Self-Advocacy

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.

We know and partner with several members and staff of the DDCO and have been funded in previous years.

Part 3 - Your activity proposal:

The Council's committee carefully reviews all complete and accurate applications. The information you provide in Part III will help our members understand your proposed work and how it aligns with the Council's funding priorities and expectations.

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.

The Annual Joining Forces: Family & Professional Partnerships Conference will bring together family and professional leaders to discuss best practices and promising practices in the area of family-professional partnerships. Participants gain knowledge and practical tools as they work together to support a good life for those with special health care needs, disabilities, mental health concerns, and other Oklahomans. The conference also offers networking and opportunities to connect with professionals, families, and others for future partnership activities. The goals include: Increase awareness of the importance of family and professional partnerships; increase family partnerships in the development, implementation, and evaluation of programs; increase leadership and partnership skills; identify opportunities for family leadership and make connections; and support professional and family members as they partner to improve services for a "good life".

While many state agencies, organizations, non-profits, and families do amazing work across this state, we don't always have opportunities to come together and share missions, projects, and opportunities to work together to not only meet goals and improve outcomes, but to truly partner to benefit Oklahomans. The Joining Forces Conference is a unique conference where we have seen this come to fruition. Relationships have been created and fostered throughout the 18 years of this effort.

We partner with the Center for Learning and Leadership/UCEDD to help with the development of the conference evaluation based on the agenda and collect feedback from participants that day, in addition to successful partnerships and outcomes in communities due to the Joining Forces Conference and opportunities shared.

The Joining Forces Conference aligns with many of the council's goals and priorities, including Access to Services, Caregiver Support, and Advocacy and Self-Advocacy. This day provides leadership opportunities, education, and resources, increasing the number of leaders who are confident and prepared to serve on boards, councils, and committees related to developmental disabilities and others. Partnering and working together is the entire basis of the conference, leading to discussions and opportunities around person-centered planning and a good life, and increasing awareness and the importance of community.

15. Have you completed a needs assessment? *

☐ Yes

☒ No

16. Who will do the work? *

Please 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.

The Planning Committee includes: Oklahoma Family Network Staff - Heather Pike (Lead Coordinator), Joni Bruce (ED), Angela Donley, Anita Lena, Bonnie Lemonds, Ivonne Lira, Erica Herrera, Nancy Juarez, Sucely Aldana, Tracy Whitaker, Renee Powell, Erin Parks, Lora Roberts, Tammie Bulison, Tana Hanson, Terri Kinder, Marlen Carpio, Tamra Crabtree, and Erica Herrera. Many partners from state agencies and other organizations include: Alicia Lincoln, State Dept. of Health; Chris Compton, DRS; Cynthia Smith, Muskogee Creek Nation F2F; Alexandra Gunter, OSD; Aubrey McDonald, OHS CYSHCN; Jenifer Randle, DDCO; Kodey Toney, PPC, Lori Chesnut, OSDE Special Services; Michele DeBerry, OAN; Monica McFarlin, Santa Fe South Special Education Services; Ryan Stewart, OHS; Stephanie RedElk, Sooner SUCCESS; Theresa Sharp, Evolution Foundation; Tracy Keeley, DRS; Wanda Felty, CLL; Gwen Batchelor, We Rock the Spectrum; Denise Bennett, OHS CYSHCN; Kevin Randell, DRS. Many other families and professionals will attend the conference. The planning committee represents years of experience, and several have been involved since the beginning of Joining Forces, 18 years ago.

17. Targeted population:

*

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

The Joining Forces Conference targets professionals, family leaders, and self-advocates from across the state. Due to the expansion to include remote sites, this increases the reach to better represent and include rural communities. Families, self-advocates, community leaders, agency leaders, faith-based groups, and others will all come together to focus on partnering. Attendees will all be adults from a variety of cultures. Spanish translation and materials will be provided, as well as ASL interpreters if needed. Family leaders, self-advocates, and professionals will represent those with all types of abilities.

18. 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 individuals directly served by this project?
- Broader implications for people with developmental disabilities:
 - Beyond the direct participants, how will this project create a broader, positive impact for the population of people with developmental disabilities as a whole?
- Measurable outcomes:
 - What specific, quantifiable metrics will you use to track your success and demonstrate the project's effectiveness?

Goals of the conference are to: Increase awareness of the importance of family and professional partnerships, Increase family partnerships in the development, implementation, and evaluation of programs, increase leadership and partnership skills, identify opportunities for family leadership, and support professional and family members as they partner to improve services for a "good life".

We value our partnerships and the support of communities across Oklahoma who understand that it truly takes the combined efforts of all of us to ensure family and self-advocate voices are helping to drive systems that serve them, and partnerships provide HOPE to keep families together, growing, and thriving under challenging circumstances. There are few things as important as the need to feel connected and to bond with others over common interests, beliefs, and experiences. The gift of HOPE is a blessing both to give and to receive. This conference has accomplished great things in the past 18 years. All participants will leave full of hope and ready to work together to meet the needs of those they serve. They will meet new individuals, so partnerships are increased, and all will have a greater sense of belonging to a larger group in Oklahoma who truly care for our citizens with developmental disabilities, chronic health conditions, multiple disabilities, mental health concerns, those who live at risk, and those from other underserved populations.

The entire focus of this conference is to provide tools for systems change through partnerships of agencies, organizations, self-advocates, and families throughout the state. Our systems have changed because of this conference. Agencies can learn from each other on how to host advisories to improve their services, they can hear from self-advocates and families on what works and what doesn't work, and they will be challenged to do nothing without the voice of those they are serving and their families.

Measurable outcomes will come from the overall evaluation and site evaluations as attendees indicate an increase in knowledge, connections, and opportunities to partner. Another outcome to measure is an increase in community involvement and feedback from agencies, organizations, families, and self-advocates.

19. Duplication or expansion:

*

Does this proposal duplicate or expand upon any existing work in Oklahoma or elsewhere? The Council cannot supplant funding to continue existing work unless the proposal is to expand on the work and enhances what is being done.

If your proposal duplicates or expands upon existing work, please describe the existing work and explain what makes your project unique and innovative. Be specific about how this approach and expected outcomes differ from and add value to what is already being done.

This conference has been hosted by OFN for the past 18 years, and to our knowledge isn't duplicative

20. Best Practices:

*

Will your proposed project use current evidence-based 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 cite your sources. Citations should include a mix of professional literature, research studies, and respected organizations or programs.

Best Practices: being inclusive of individuals with disabilities and their families, promoting the voice of individuals with disabilities and their families, recognizing individuals with DD and their families as equals to the professionals that serve them, providing an inclusive conference that welcomes all, providing sites in rural and frontier communities as well as the two major metro centers of the state to improve access to often forgotten areas of Oklahoma. The conference is planned by family members as well as community and agency leaders: a best practice model.

21. Systems change impact: *

"Systems change" can help improve a problem and change the way we support people with disabilities in Oklahoma. System change 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? Please provide a detailed explanation of how your project's outcomes will shift thinking, improve practices, or empower individuals and families within the state's service system.

The ultimate goal and purpose of Joining Forces is "Systems Change" by providing this opportunity for everyone to come together, learn alongside and from one another, in addition to gaining tools, knowledge, and confidence, as well as connections to improve overall systems and supports. Oklahoma systems have improved because of this conference and the collaborative efforts. Agencies and organizations continue to seek and utilize family voice, learn from each other on how to host advisories and stakeholders to improve their services. They can hear from self-advocates and families on what works and what doesn't work, and they will be challenged to do nothing without the voice of those they are serving and their families.

22. Where implemented:

*

Will the proposed project be implemented or offered statewide? If no, please define the specific counties and cities you will serve and provide the rationale for their selection.

The conference will be hosted in OKC and live-streamed to 7 other sites, with each site hosting afternoon sessions specific to their communities. The remote sites include: Tulsa, Enid, Duncan, Poteau, Muskogee Creek Nation, Weatherford, and Ardmore.

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 performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. 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.

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** = **S**ystem **C**hange

23. **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

24. **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

25. **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

26. **IA 2.1**

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

The value must be a number

27. **IA 2.2**

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

The value must be a number

28. **IA 2.2.1**

The **percent 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

29. **IA 2.2.2**

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

The value must be a number

30. **IA 2.2.3**

The **percent 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

31. **IA 3.1**

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

The value must be a number

32. **IA 3.2**

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

The value must be a number

33. **SC 1.1.1**

The number of policy and or procedures created or changed.

The value must be a number

34. **SC 1.2.1**

The number of statutes and or regulations created or changed.

The value must be a number

35. **SC 1.3.1**

The number of promising practices created.

The value must be a number

36. **SC 1.3.2**

The number of promising practices supported through Council activities.

The value must be a number

37. SC 1.3.3

The number of best practices created.

The value must be a number

38. SC 1.4.1

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

The value must be a number

39. SC 1.5.1

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

The value must be a number

40. 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

41. 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

42. SC 2.1.2

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

The value must be a number

43. SC 2.1.3

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

The value must be a number

44. SC 2.1.4

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

The value must be a number

45. 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

46. 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 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.
- If space does not permit the details necessary, please **email your budget** to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

47. 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. [ProjectManager.com](https://www.projectmanager.com) has some good information for you to develop your statement of work:

<https://www.projectmanager.com/blog/statement-work-definition-examples>.

The Oklahoma Family Network (OFN) shall organize the Joining Forces Family Professional Partnerships Conference to be held on March 27, 2026. The main site will be hosted in Oklahoma City. Seven remote sites will be held in Poteau, Tulsa, Duncan, Enid, Ardmore, Weatherford, and Muskogee.

OFN shall provide a final report on the activities no later than 45 days after the conference. This report should include:

- Evaluation and participant satisfaction responses of the conference.
- Proof of ongoing financial sustainability.

OFN shall use the DDCO logo and branding in documents and training materials created under this contract.

48. Sustainability Plan: *

It is the Council's hope that funded projects will have a lasting impact on the community and achieve financial sustainability after the Council's funding is complete. The Council's funding is intended as a catalyst to help new work become self-sustaining. To assure the Council of this long-term vision, all 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, our 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.

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").

OFN hosts a golf tournament every other year and other fundraising activities annually. Sponsorship proposals are given to multiple Contracted Entities for Medicaid, state agencies, Tribal Nations, and other community partners. OFN will continue to fund the conference by partnering with more than 15 groups who give what they can to contribute to the day. We also receive donations on the day of the conference and before to help fund the cost of food, supplies, etc. See the list of agencies and the partners from those agencies to see how we blend their expertise and their agency's contribution to the successful implementation of the conference. This conference is a low-cost conference compared to any other conference that touches individuals statewide. Our partners' willingness to help fund the conference, OFN resources, and keeping the costs low will allow us to continue to host it for many years to come. Our annual funding goal for the 2026 conference is \$20,000, much of which is in-kind support. OFN staff time is covered by other contracts and fundraising dollars. We are only asking DDCO for \$5,000. All other funds are being covered by agencies and organizations that are a part of the Planning Committee and community members who provide donations. Future conference budgets should be similar to this year's, since we attempt to keep costs to a minimum and receive many contributions that are in-kind.

49. 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.

* The target audience for this conference is professionals, families, and individuals with disabilities in Oklahoma across the lifespan, and also includes rural, urban, and diverse cultures and communities.

* Marketing channels include social media, outreach to past attendees, planning committee members outreach, community events, website, newsletters, and word of mouth

* Collaboration is key to this conference, as represented on the planning committee and remote site community partners

* Outreach will be in English, Spanish, and culturally appropriate

* Success of outreach will be measured by the number of registrations and attendees representing the target audience

50. 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>

N/A

51. 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

52. IRS 501(c)3? *

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

☒ Yes

☐ No

59. Registered corporation? *

Is the proposed vendor a registered corporation?

☐ Yes☒ No**60. ID Number ***

Social Security Number, FEI Number, or OMES Supplier ID

73-1515579

Contact information**61. Signing authority ***

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

Heather R. Pike
Associate Director
405-401-7612
Heather-Pike@oklahomafamilynetwork.org

62. Primary Contact: *

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

Same as above

63. Finance Contact: *

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

Bonnie Lemonds
Business Manager
405-271-5072
Bonnie-Lemonds@oklahomafamilynetwork.org

64. Legal Notices: *

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

Joni Bruce
Executive Director
405-271-5072
Joni-Bruce@oklahomafamilynetwork.org

2026 JF Budget:						
	Budget	OFN	In-Kind	Other Partner	Other Contract	Balance
Request from DDCO						
Keynote Speakers						
Shade Dill	\$3,000.00	\$ -	\$ -	\$ -	- \$	\$ 3,000.00
Conference Center Sites						
Springlake Metro Tech	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00	- \$	\$ -
Duncan	\$ 200.00	\$ -	\$ 200.00	\$ -	- \$	\$ -
Tulsa Tech Center	\$ 750.00	\$ -	\$ 750.00	\$ -	- \$	\$ -
Muscogee Creek Nation	\$ 500.00	\$ -	\$ 500.00	\$ -	- \$	\$ -
Ardmore	\$ 200.00	\$ -	\$ 200.00	\$ -	- \$	\$ -
Weatherford	\$ 200.00	\$ -	\$ 200.00	\$ -	- \$	\$ -
Poteau	\$ 200.00	\$ -	\$ 200.00	\$ -	- \$	\$ -
Enid	\$ 200.00	\$ -	\$ 200.00	\$ -	- \$	\$ -
Tech Support OKC	\$ 1,500.00	\$ -	\$ -	\$ -	- \$	\$ 1,500.00
Evaluation (Development and Data Summary)	\$ 300.00	\$ -	\$ -	\$ 300.00	- \$	\$ -
Printing						
Agenda	\$ 650.00	\$ -	\$ -	\$ 650.00	- \$	\$ -
Evaluation	\$ 75.00	\$ -	\$ -	\$ 75.00	- \$	\$ -
JF Notepads	\$ 750.00	\$ -	\$ -	\$ -	750.00 \$	\$ -
Eventbrite						
OFN Account - Non-Profit	\$ -	\$ -	\$ -	\$ -	- \$	\$ -
Food *working on sponsors/donations						

2026 JF Budget:									
	Budget	OFN	In-Kind	Other Partner	Other Contract	Balance	Request from		
								DDCO	
OKC	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -		-
Ardmore	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00			
Duncan	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ -	\$ -	\$ -		-
Tulsa	\$ 1,500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 1,000.00	\$ -		-
Enid	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -		-
Muscogee	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ -	\$ -	\$ -		-
Poteau	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ -	\$ -	\$ -		-
Weatherford	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ 450.00			
<u>Supplies</u>									
Bags	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -		-
Pens	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		-
Other	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -		-
Leadership Stipends (Family/Self-Advocates)									
	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -		-
Staff Travel									
	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -		-
<u>Translation/Translators</u>									
All Sites	\$ 1,050.00	\$ -	\$ -	\$ -	\$ 550.00	\$ 500.00	\$ 500.00	\$ 500.00	
<u>Awards</u>									
Each Site	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -		-
<u>TOTAL BUDGET</u>	\$ 21,025.00					\$ 8,950.00	\$ 5,000.00		\$ 5,000.00