



Council Members

David Blose, Yukon
Margaret Bond, Broken Arrow
Jeromy Buchanan, Okla. City
Sherri Coats, Oklahoma City
Matthew Conner, Pryor
Brett Cunningham, Okla. City
Janie Fugitt, Okla. City
Shelly Greenhaw, Edmond
Heather Hancock, Okla. City
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

DDCO Staff

Planning & Grants Director

Jennifer Robinson

Outreach & Marketing Director

Alissa Patterson

Advocacy Training Director

Dr. Bradley Mays

Self-Advocacy Training Director

Morgan Davis

Executive Director

Jenifer Randle

State Plan Committee Meeting Agenda

Wednesday, July 1, 2026 – 10:00 a.m.

OK Center for Nonprofits, 701 N. Lindsay Ave, Oklahoma City, OK, 73104

Join Meeting:

<https://www.zoomgov.com/j/1603375568?pwd=NuayxwyuHrrdfz3CuZRJdmbUIC8nC6.1>

Meeting ID: 160 337 5568

Passcode: 8675309

Members attending online:

Bryce Wooten, 16905 Bedford Circle Edmond, OK 73012

Kodey Toney, 1507 S. McKenna, Poteau, OK 74953

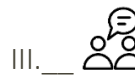


I. **Welcome, Call to Order, & Roll Call** – Bryce Wooten, State Plan Chair



II. **Discussion and Possible Voting** – Bryce Wooten, State Plan Chair

- 1) Review Meeting Minutes of March 26, 2026, p. 2
- 2) Review Draft Rubric for evaluating proposals, p. 5
- 3) Evaluating and voting on both FY27 State Fair proposals, p. 7 & 31
- 4) Final Reports from Joining Forces and OK APSE, p. 59, 60 & 65
- 5) Q3 Project Reports, p. 69
- 6) FY 28 Funding Application, p. 75
- 7) Council Bylaws, p. 99
- 8) State Plan progress update



III. **Other Business and Possible Voting**



IV. **Announcements**

- Next Council Meeting is Friday, July 24, 2026, 12:00 pm.
- Next State Plan Committee Meeting is Friday, August 28, 2026, 10:00 am.



V. **Adjournment**

State Plan Committee Members: Bryce Wooten Committee Chair, Maggie Bond Committee Vice Chair, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelly Greenhaw, Gina Richardson



State Plan Committee Minutes



Developmental Disabilities
Council of Oklahoma

Developmental Disabilities Council of Oklahoma



DATE: Thursday, March 26, 2026

TIME: 10:00 a.m.






PLACE: Center for NonProfits, 701 N Lindsay Ave, Oklahoma City, OK 73104

BE IT REMEMBERED that on Thursday, March 26, 2026, at 10:00 a.m., the State Plan Committee met at Center for NonProfits, 701 N Lindsay Ave, Oklahoma City, OK 73104 per the Open Meetings Act.


NOTICE of the schedule for all regular and special meetings of the DDCO State Plan Committee for the calendar year 2026 has 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 Wednesday, March 25, 2026, per the Oklahoma Open Meetings Act, 25 O.S. Section 311.

- I.   **Call to Order and Roll Call:** Mr. Wooten called the meeting to order at 10:04 a.m.
 Present: Maggie Bond (10:08 a.m.), RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelly Greenhaw, Gina Richardson, Bryce Wooten
 Online:
 Absent:
 Guests:
 Staff: Jennifer Robinson online, Jenifer Randle, Morgan Davis, Bradley Mays, Alissa Patterson online


By roll call, having determined there were sufficient committee members in person for quorum, business was conducted.


- II.  **ACTION:** Ms. Fugitt moved to approve the minutes from the State Plan meeting on March 13, 2026 as corrected. Ms. Felty seconded the motion.
 **AYES:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Bryce Wooten
 **NAYS:**
 **ABSTAIN:** Gina Richardson
 **Motion to approve the Minutes for December 8, 2025 were approved.**


III.  **FUNDING PROPOSALS FOR FY27 ***

 **DISCUSSION:** The State Plan Committee discussed funding request totals, understanding the Council typically receives \$912,000 each year. The committee continued discussing funding requests for projects they'd heard.

1. **AUTISMOKLAHOMA FUNDING REQUEST**

 **ACTION:** Ms. Duplan moved to approve the project request of \$15,000 from AutismOklahoma. Ms. Greenhaw seconded the motion.

 **DISCUSSION:** The committee


 **AYES:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Gina Richardson, Bryce Wooten


 **NAYS:**

 **ABSTAIN:**

 **MOTION was approved.** 

2. **AUTISM FOUNDATION OF OKLAHOMA FUNDING REQUEST**



 **ACTION:** Ms. Duplan moved to approve the project request of \$25,000 from the Autism Foundation of Oklahoma.

 **DISCUSSION:** The committee is concerned this could be supplanting funding as this work is within another agency's purview.


 **AYES:**


 **NAYS:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Gina Richardson, Bryce Wooten

 **ABSTAIN:**


 **MOTION was not approved.** 


3. **BEST BUDDIES**

 **ACTION:** Ms. Duplan moved to approve the project request of \$25,000 from the Best Buddies to continue Best Buddies Chapter expansion. Ms. Richardson seconded the motion.

 **ACTION:** Ms. Duplan rescinded the motion to approve the project request of \$25,000 from the Best Buddies to continue Best Buddies Chapter expansion. Ms. Richardson seconded the motion.

4. **AUTISM CENTER OF OKLAHOMA**

 **ACTION:** Ms. Felty moved to approve the Autism Center of Oklahoma's project request at the lower amount of \$70,000. Ms. Bond seconded the motion.

 **DISCUSSION:** The committee

 **AYES:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Gina Richardson, Bryce Wooten

 **NAYS:** none

 **ABSTAIN:**

👍 MOTION was approved. 👍

5. SOONER SUCCESS

📖 **ACTION:** Ms. Duplan moved to approve the Sooner SUCCESS's project request at a lower amount of \$87,971.50, funding only the caregiver respite retreats (removing sibling camp from the work). Ms. Bond seconded the motion.

🗣️ **DISCUSSION:** The committee

😊 **AYES:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Gina Richardson, Bryce Wooten

😞 **NAYS:** none

😐 **ABSTAIN:**

👍 MOTION was approved. 👍

6. BEST BUDDIES

📖 **ACTION:** Ms. Bond moved to approve the Best Buddies project request at a lower amount of \$4,000. Ms. Felty seconded the motion.

🗣️ **DISCUSSION:** The committee

😊 **AYES:** Maggie Bond, RoseAnn Duplan, Wanda Felty, Janie Fugitt, Shelley Greenhaw, Gina Richardson, Bryce Wooten

😞 **NAYS:** none

😐 **ABSTAIN:**





👍 MOTION was approved. 👍

IV. 📣 Announcements:

V. 🪓 Adjournment

The meeting was adjourned at 12:05 p.m.

**DEVELOPMENTAL DISABILITIES COUNCIL OF OKLAHOMA
PROJECT REQUEST EVALUATION RUBRIC**

	 0-2	 3-5	 6-8	 9-10	TOTAL RATING
	WEAK	FAIR	GOOD	STRONG	
STATE PLAN GOALS	Does not fit the Council's goals.	Mentions a theme, but connection to the Council's 5 Year Plan Goals is unclear.	Clearly addresses at least one specific state plan objective.	Perfectly aligns with a Council State Plan Goal and objective with a high-impact strategy.	
NEED & TARGET POPULATION	Problem is not identified, target population unclear, no needs assessment.	Describes a general problem but does not give supporting data or specific population details.	Problem is understood, population well-defined.	Uses data to target specific group and solves a unique problem.	
INNOVATION	Duplicates existing work in OK, supplants current funding.	Similar to existing programs; unique value is not clearly explained.	Expands on existing work or brings a proven program to a new area.	Highly unique and innovative; clearly delivers brand-new outcomes.	
PLAN & CAPACITY	Confusing plan. Statement of Work has no milestones. Team has limited experience.	Missing key details, Mentions best practices but doesn't provide research citations.	Statement of Work has clear milestones. Team is qualified, Uses best practices.	Ready for contract. Team has proven track record. Relies on research.	
IMPACT & METRICS	Outcomes missing. Federal performance measures left blank or zero.	Metrics are not clear. Little potential for lasting change.	Gives clear outcomes and realistic numbers for required federal measures.	Has a way to track baseline. Targets state level changes.	
BUDGET & SUSTAINABILITY	Does not follow Council funding rules.	Budget is not clear, match sources are not known, sustainability plan has no timeline.	Provides realistic budget, clear 25% non-federal match, 5-year sustainability plan.	Detailed itemized costs and match; detailed timeline for complete self-sustainability.	
OUTREACH & ACCESSIBILITY	No marketing or outreach plan.	Outreach plan is minimal (for example, "just Facebook"), lacks rural or accessibility information.	Clear marketing channels and has identified target audiences, includes translation plans.	Well thought and clear plan, Strong partnerships, Plan to ensure accessibility	
TOTAL RATING (all scores tallied) (70 maximum points possible)					

Fiscal Year FY27 Funding Request

Project/Activity: Expanding Accessibility Initiatives
Organization: OK State Fair

Proposal Description: The Oklahoma State Fair (OSF) is seeking funding to continue and expand accessibility initiatives that support individuals with disabilities and their families during the annual Oklahoma State Fair. Key components include partnering with Momentum Refresh to provide a fully accessible, staffed mobile restroom equipped with an adult changing table, ceiling lift, adjustable fixtures, and a private space that can also serve as a calming or lactation room. OSF will also continue offering multiple calming spaces where guests can take a break from sensory stimulation in a supportive, low-stress environment staffed by trained personnel.

In addition to physical accommodations, OSF will enhance accessibility through training, education, and resource development. Working with Square Holes, OSF will provide staff, volunteer, and vendor training materials; create social narratives for Sensory-Friendly Time; improve signage and wayfinding; support calming space operations; and coordinate the Accessibility EXPO. The Accessibility EXPO, now entering its second year, will feature disability service organizations, educational activities, entertainment, and opportunities for community engagement. These efforts will complement the Fair's Sensory-Friendly Time, during which lights, sounds, and other sensory stimuli are reduced to increase participation for individuals with sensory sensitivities.

OSF is committed to embedding accessibility and inclusion into its long-term operations. Many resources developed through this project—including training materials, vendor guides, social narratives, calming space equipment, and survey tools—can be sustained and reused in future years. While the mobile restroom remains the most challenging component to sustain financially, OSF is actively seeking additional community support and has expanded permanent accessibility features at the fairgrounds by adding three new adult changing stations. Through these initiatives, OSF aims to ensure all guests can participate in Fair activities with greater dignity, safety, independence, and enjoyment.

The OK State Fair runs for 11 days, September 17-27, 2026.

Council Goal & Objective: Representation and Public Attitudes

Targeted Audience: We believe that the addition of an accessible restroom, the activities of Sensory Friendly Time, and the multiple locations of the Calming Space, as well as an Accessibility Resource Fair will span all demographics. We believe these specific activities transcend age, gender, cultural and other dissecting characteristics of the overall benefiting population. Many activities are DD targeted but will benefit all.

Funding requested for Fiscal Year FY27

Council	Match (in kind)	Total
\$25,000	\$15,910.05	\$40,910.05

Prior Fiscal Year FY26

Council	Match (in kind)	Total
\$25,000	\$15,141.50	\$40,141.50

Prior Fiscal Year FY25

Council	Match (in kind)	Total
\$25,000	\$15,689.50	\$40,689.50

**OKLAHOMA STATE FAIR, INC. PROPOSAL TO
DEVELOPMENTAL DISABILITIES COUNCIL OF OKLAHOMA
2026 SUBMISSION**

PROPOSAL OVERVIEW / ATTACHMENT #1

In an effort to better serve our guests with disabilities who desire to attend the annual Oklahoma State Fair, Oklahoma State Fair, Inc. (“OSF”) requests funding to assist with the following initiatives.

Mobile, fully-accessible, fully-staffed restroom: Currently, OKC Fairgrounds, a City of OKC-owned property, is not equipped with a fully-accessible, fully-staffed restroom that can accommodate the hygiene needs of those who require an adult changing table, space for multiple caregivers/assistants, or other special needs beyond that which a standard compliant family restroom provides. To eliminate this gap in facilities for the annual State Fair event, we would like to continue to partner with Momentum Refresh. This unit now also comes with a separate space that can be used as a calming space or a lactation room. More information and pictures of the unit can be found in the additional materials section.

Calming Space: OSF has two spaces (in addition to the Momentum Refresh space) dedicated for guests who need to step away from the hustle and bustle of the Fair’s activities. We have added staffing and a few additional materials and resources to these spaces. To do this, we will have to rent a structure for one of our spaces. See materials still needed to help provide the necessary equipment for these areas.

Training & Resource Development: OSF desires to continue to engage with Square Holes who can assist in the areas of 1) Social Narratives for the OSF Sensory Friendly Time and other services; 2) a Vendor Resource and Training Sheet; 3) Staff/Volunteer Training Materials; 4) additional and improved wayfinding and signage, and 5) Calming Space assistance with setup/design and attendants when possible and 6) management and presentation of the Accessibility EXPO which will now be in its second year.

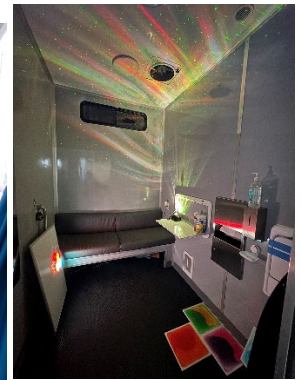
Accessibility EXPO

OSF is committed to growing the Accessibility EXPO, now in its second year. This event is first Sunday of the Fair afternoon production inclusive of organizations (vendor booths) that provide services to those in the disabled community, special activities and entertainment (on stage or in specially designated areas), and space to gather and share experiences and best practices. It coordinates with our already established Sensory-Friendly Time at the Fair.

These initiatives will provide the foundation for what OSF hopes is many years of growth in opportunities for all persons attending the Fair to do so with increased confidence, dignity, safety and fun. We plan on including additional offerings in our contests and entertainment activities as well as our competitions this year.

ATTACHMENT #2

Additional Materials / Photos



STATEMENT OF WORK / ATTACHMENT #4

Oklahoma State Fair, Inc. ("Contractor")

Contractor shall engage these activities with a spirit of ensuring that the Fair is accessible for Oklahoma families, providing an opportunity for meaningful inclusion and participation in the Fair's activities and programs. The goal for 2026 is to continue to expand on prior years successes and mindfully continue to broaden the opportunities for meaningful and equal participation at Fair activities and events.

Contractor shall engage the services of a mobile, fully-accessible, fully-staffed restroom vehicle for the 11 days of the annual Oklahoma State Fair. The vehicle includes:

- **Professionally trained attendant, to assist guests and sanitize after every use.**
- Electric, height adjustable changing table for individuals of all ages and sizes.
- Powered ceiling hoist. Guests may bring any sling of choice.
- Height and width adjustable grab bars.
- Powered, adjustable sink.
- Peninsular toilet and bidet.
- Motorized platform lift into the vehicle.

Contractor will continue to enhance the current Calming Spaces which includes two locations operated and maintained by the Contractor and one location that is connected (but a separate space) to the mobile, fully-accessible restroom vehicle available during building hours of the annual event. These spaces will be free of charge to guests who need to escape the stimulus of the Fair's activities. They will be outfitted with things such as:

- Soft floor covering
- Tables, chairs
- Sound and texture panels
- Weighted comfort items
- Wiggle seats, beanbag chairs
- Busy boards, bubble tubes, tiles, appropriate activities
- Air conditioning
- **Personnel dedicated to maintaining the spaces and assisting guests as needed**

As part of the special event offerings at the Fair, Contractor executed a first-ever Accessibility EXPO in a dedicated indoor space which included vendor booths, public gathering opportunities, educational activities, and special entertainment. This was hugely successful and will be expounded upon during the 2026 Oklahoma State Fair. Additional entertainment and participatory activities will be created for those who attend the EXPO in 2026. The day assigned for this activity is the first Sunday of the 2026 Fair which will also be day the Fair presents Sensory-Friendly Time.

Contractor will provide Sensory Friendly Time at the Fair from 10 a.m. to 2 p.m. whereby the lights, sounds and other senses of the Fair are lowered as much as possible allowing those with sensory sensitivities to be able to access more areas than might be possible at any other given time. The carnival will operate without ride lights (except where required by safety) and without added music/sound (except where required by safety) and games and vendors will be asked to lower the levels of their amplification equipment during this time. Special entertainment show times will also be available for guests who would like to attend a show with

lower sound, lights and other sensory difficulties. An event guide will be created for those who would like to participate in the time; it will be available on the OSF website in advance of the event.

Contractor will engage expert services to provide materials and training for staff, vendors and volunteers in how to assist, educate, and engage with guests of different abilities and needs.

- A Vendor Resource Guide will be distributed. This Guide will be placed in all 600 commercial exhibitor contract packets as well as at all of the contact points for guest services in the carnival.
- The Resource Guide will be distributed to and reviewed with State Fair staff and volunteers.
- A Social Narrative will be created for the Sensory Friendly Time at the Fair to prepare guests for what they can expect at the Fair. This document will be available on the OSF website.
- Enhanced wayfinding and other public communication tools will be maintained.

Contractor shall create a final report which will include an evaluation and participant satisfaction responses for any trainings, a summary of any participant satisfaction feedback, and a summary of the contract activities and scope of work requirements.

DDCO may request additional reporting information, in a specified format, from Contractor. Upon request by DDCO, Contractor shall fulfill the request to the best of its ability.

Contractor will include a DDCO funding support statement, where applicable, and use DDCO logos and branding where appropriate.

SUSTAINABILITY / ATTACHMENT #5

Most of the items, processes, and materials that make up this proposal can be easily sustained into the future without additional funding requests. This includes:

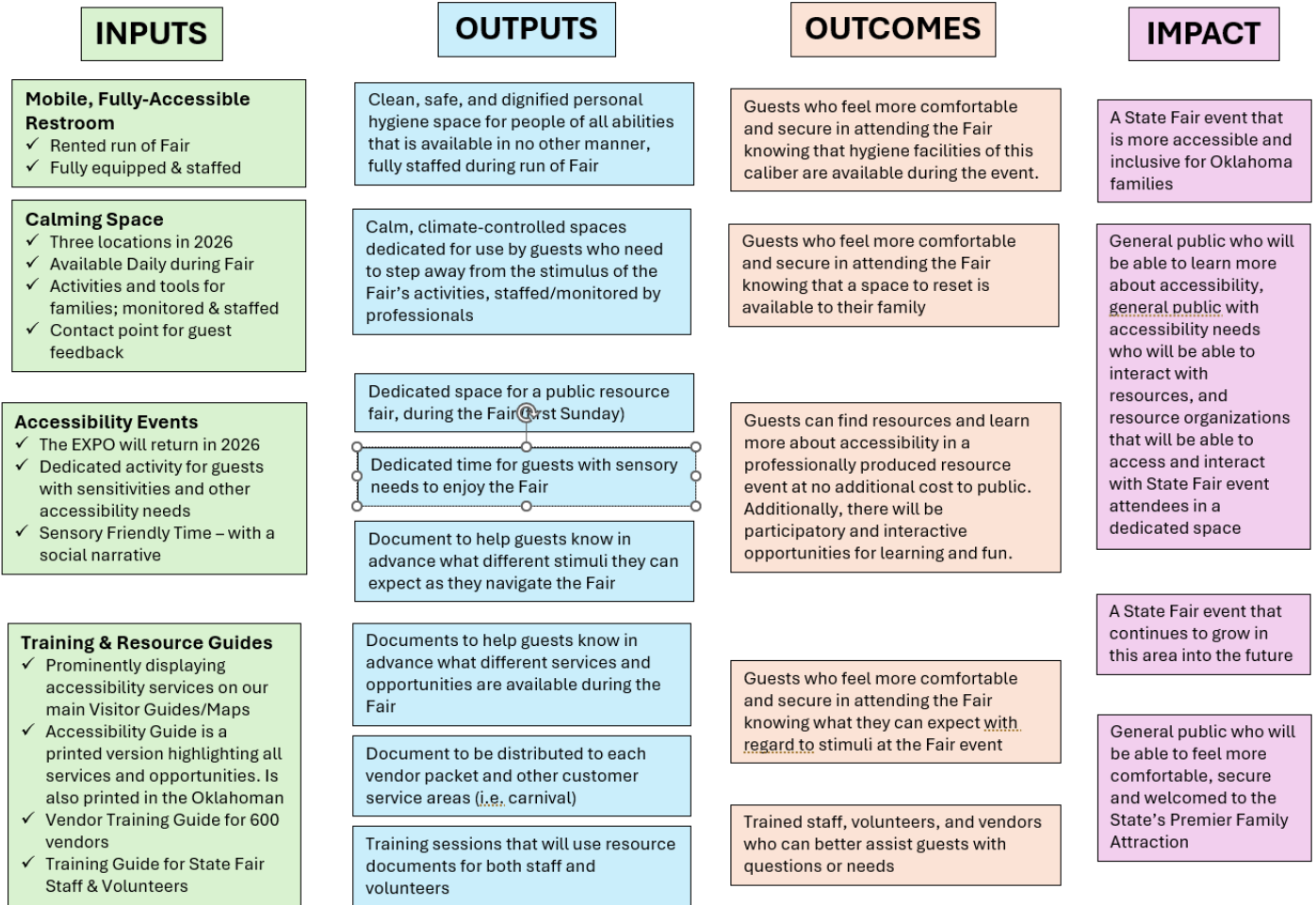
- Items purchased for the Calming Space
- Materials created for the Sensory Friendly Time, social narrative, etc.
- Materials created for the Vendor Resource Guide
- Materials created for training Staff and Volunteers
- Needs assessment results and recommendations
- Public survey implementation – This may have a need to be updated or have some funds annually dedicated to developing any new survey questions, the continued collection of responses and the compilation of results.
- Accessibility Resource Fair – hoping to find volunteers and community support to cover any continued costs of presenting this event.

The processes for training and providing information will be embedded into our standard practices from this point forward. We will evaluate the efficacy of each element annually and update or expand for each coming year.

The service that continues to be difficult to plan for sustainability into the future is the Mobile Restroom. It would be ideal if facilities could be created for permanent use; however, that is not an option the State Fair event can speak to as being only the Lessee to the City of Oklahoma City. We are working to engage financial support from other organizations who could assist in covering this cost each year when they can see in person the impact such service has on the community. However, this said, NEW in 2026 is the addition of THREE more adult changing stations: one located in the lobby of the Bennett Event Center (in the family restroom) and one in both the women's and men's restroom at the Bandshell which is particularly helpful for our events utilizing outdoor space. All of those will be available during the annual Oklahoma State Fair.

Oklahoma State Fair is committed to increasing services, support, and activities for our guests. We look forward to continuing to improve the services and experiences available to our valued guests.

LOGIC MODEL / ATTACHMENT #6



[View results](#)

Respondent

30 Anonymous

146:12

Time to complete

Part 1 - Contact Information

1. Organization Name *

2. Organization Address *

Mailing address please: Street number and street name.

3. Organization City *

4. Organization State *

5. Organization Zip *

6. Organization Email *

Email address we can contact you.

7. **Organization Phone number** *

Please remember your area code.

405-948-6722

8. **Organization Website**

Your website.

www.okstatefair.com

Our State Plan Goals

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

9. **State Plan Goal** *

Select the goal your project will be addressing.

- Goal 1: Advocacy and Self-Advocacy Skills Improvement Individuals with developmental disabilities and their families will be skilled and empowered advocates and leaders in individual and systems change advocacy.
- Goal 2: Good Lives Across the Lifespan Individuals with developmental disabilities, their families and caregivers will have increased access to quality, long-term, individualized supports and services across the lifespan in the home and community of their choice.
- Goal 3: Community Awareness and Inclusion People with developmental disabilities and their families will experience increased inclusion and integration so that they may fully participate in all aspects of the community.

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 following questions assist us in making this determination.

10. **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

11. Identify names and relationships

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

Gina Burchfiel is acquainted with Jenifer Randle, Executive Director, via unrelated non-profit service, volunteer work done with the Junior League of Oklahoma City.

Your activity proposal:

The DDCO thoughtfully reviews complete and materially accurate submissions at the committee level. The information provided in Part III will assist committee members in understanding your application and any expectations for DDCO.

12. Proposal. *

Provide a written overview of your proposal (750 words or fewer).

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Accessibility EXPO
OSF is committed to growing the Accessibility EXPO, now in its second year. This event is first Sunday of the Fair afternoon production inclusive of organizations (vendor booths) that provide services to those in the disabled community, special activities and entertainment (on stage or in specially designated areas), and space to gather and share experiences and best practices. It coordinates with our already established Sensory-Friendly Time at the Fair.

These initiatives will provide the foundation for what OSF hopes is many years of growth in opportunities for all persons attending the Fair to do so with increased confidence, dignity, safety and fun. We plan on including additional offerings in our contests and entertainment activities as well as our competitions this year.

13. Have you completed a needs assessment? *

- Yes
- No

14. Needs assessment:

If you have completed a needs assessment, please describe below.

We had a formal public survey available for guests to provide feedback. Only 14 responses were received. However, we did have anecdotal data from 215 of the approximately 1150 Calming Space users who were served in one of the two official Oklahoma State Fair Calming Spaces. Momentum Refresh has their own data and feedback from their users not included in these numbers. Feedback was overwhelmingly positive. Complaints included room too cold, no water, and lack of ramp at mobile unit. We will be addressing water and the ramp - temperature is harder to solve due to different opinions and tolerances but will be evaluated. We also had anecdotal feedback from the public and vendors at the Accessibility Expo (30 vendors total, with 7 responding formally to us) - again, overwhelmingly positive with great interest to continue to participate and expand their presence.

15. Who will do the work? *

Provide a list of all people and organizations proposed to work on the project.

Oklahoma State Fair, Inc., as the host organization for the activities to which this proposal refers. Gina Burchfiel, Executive VP, will lead the team with regard to this project.

Square Holes, an Oklahoma City based neurodiversity and accessibility consulting firm, owned and operated by Beth Varner and David Turnbull.

Momentum Refresh, a non-profit founded in 1945 and a California located company, has multiple facets focusing on greater inclusion for all through access to products and services that assist with empowerment in the areas of care, connection, employment, mobility, advocacy and access. For the purposes of this proposal, Oklahoma State Fair will engage the division that provides mobile accessible, fully staffed restrooms.

16. Experiences & qualifications: *

Describe the experience and qualifications of the persons and or organization proposed to provide goods and services associated with the proposal.

Oklahoma State Fair Inc. - Gina Burchfiel is a 30+ year executive professional and veteran of large public events.

Square Holes - Beth Varner has been working with developmentally disabled students as a Nationally Certified School Psychologist for more than 15 years. She also has a Masters in Non-Profit Management and a history of working with non-profit arts organizations. David Turnbull has worked with individuals with autism in a variety of settings for 20 years. He is an occupational therapist and PhD autism researcher who has focused on community and belonging for autistic and other neurodivergent adolescents and adults. Square Holes works with cultural institutions to ensure that their spaces and programs are welcoming and fully accessible for our neurodivergent community members.

Momentum Refresh – has a full-time staff and engaged board operating the approximately \$50 million non-profit focused primarily on adult community integration services, adult residential living, community living, pediatric services, applied behavior analysis (ABA) services, and mobile accessible restrooms.

17. **DDCO Goals:** *

Tell us how this proposal will help DDCO meet the goals in its 5-Year State Plan found at <https://oklahoma.gov/ddco/about/state-plan.html>.

The resources and materials that are created and sourced for the 2026 Sensory Friendly Time, Accessibility EXPO and the Calming Spaces are directly related to the DDCO's 5 Year Plan, especially in the area of Community Awareness and Inclusion. Our plan for the 2026 Oklahoma State Fair is in direct response to prior needs assessments and accessibility survey results.

We will continue to work on improvements in the areas of physical accessibility (seating/rest stops, automatic door opener functionality, parking), wayfinding (improving communication with regard to resources available on different styles of maps and signage), and special activities by further developing our successful materials (Accessibility Guide - for the public) and special events (Accessibility EXPO). We also continue to add more opportunities for participating in our entertainment and educational or competitive activities. Many different options are currently under review for inclusion in 2026.

Our pre-visit toolkits will continue to provide visitors to our Sensory Friendly Time with social narratives and other structured resources that set expectations and reduce executive functioning demands and anxiety. We will continue to provide resources for fair volunteers, employees, and vendors outlining the guidelines and expectations for the day, describing available accommodations and resources, and offering tips for communication with neurodivergent fairgoers. Taken together, this effort will ensure that the Fair is open and accessible for all Oklahoman families.

The Momentum Refresh mobile accessible restroom will provide an opportunity for guests with disabilities who need a little more space, assistance, or equipment than is currently available in the permanent family restrooms and who may not currently be comfortable attending the State Fair event at all or who come but only for a very short stay to have access to a fully-equipped and attended restroom allowing them to visit at all or to stay longer during their visit. There is also a calming/lactation space in the vehicle that now attends our event. This also relates to the goals desired in the DDCO's 5 Year Plan.

18. **Targeted population:**

*

Define the benefitting population targeted by describing the age, region, familial status, learning or support needs, type of disability.

We believe that the continuation of an accessible restroom, the activities of Sensory Friendly Time/Accessibility EXPO and our other educational, entertaining or competitive events, and the upgrades to and additional location of the Calming Space spans all demographics. We seek to ensure options for all ages and as broad a type of disability as we can - growing that each year.

19. **Impact on targeted audience:**

*

Describe the impact on the target audience?

We continue to believe the overall impact is as simple but as meaningful as being able to attend the State's Premier Family Attraction with confidence, dignity, safety and fun - as is our goal for any guest. We hope these continued and additional services and activities provide comfort and inclusion for any families who may have felt attendance was not realistic for or applicable to them.

Having the mobile, fully accessible and STAFFED restroom with these specifications is paramount to opening the door for guests with special mobility or other needs being able to attend the Fair or, if they currently attend, to stay longer and enjoy more. The unit served almost double the number of guests it did in 2024 with 824 restroom guests, 101 calming/lactation guests, and 537 educational tours conducted (1,462 total guests) over the 11 days in 2025.

The Calming Spaces operated by Oklahoma State Fair had approximately 1150 visitors which is a giant jump from the year before. Having an additional location allowed guests an opportunity to reset and continue their day of fun and community from two convenient locations.

Using the materials we develop for pre-visit and onsite information and wayfinding, we feel, particularly, the neurodivergent community can attend with confidence and awareness of what to expect and how best to navigate the stimulus of the Fair. In 2025, we created an Accessibility Guide, which was essentially a booklet of all the accessibility services inclusive of a specially marked map for convenience. This was available online, at InFAIRmation Booths, and was also printed in advance of the Fair in the Sunday Oklahoman newspaper.

20. Impact for people with DD:

*

Describe the impact this proposal will be for people with developmental disabilities?

We are confident the developmental disability community will experience the same positive impact as described above. Quite a lot of our efforts are actually specifically DD focused or applicable.

21. Duplication or expansion:

*

Is the proposal a duplication or expansion of work already being done in Oklahoma or elsewhere? If yes, describe what is being duplicated and what makes this project unique or different.

This is a continuation of the work we at the Oklahoma State Fair have committed to starting two years ago.

22. Best Practices:

*

Will the proposed project use current best practices in the field of developmental disabilities? If yes, explain what they are and how they will be incorporated. Please cite source material.

Not formally, however, we are open to those who create such important practices providing us with information and feedback so that we can properly serve the disabled community in the most beneficial and modern way we can.

23. 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.

When the work is complete, how will it have provided systems change to programs or services for people with developmental disabilities?

We hope our efforts can be a positive influence on other similar events and activities. We are willing to openly share our experiences with providing these resources in any way that can be helpful to others. We strive to be a role model event to affect positive change however we can. With a large event audience, we feel our efforts are highly visible and "friendly" in that those not in the disabled community directly can engage with us in conversation, ask questions, and be made aware of the need and maybe even become encouraged to support these efforts wherever they may encounter them. We hope to be a tool for awareness in addition to our other goals.

24. Where implemented:

*

Will the proposal be implemented or offered statewide? If no, define the counties and cities served and the rationale for why these locations were selected.

No. This is specifically relative to the activities put on by the Oklahoma State Fair during the annual State Fair event in September.

Performance Measures

The DDCO is required to provide performance measure reports to evaluate the effectiveness of our activities. As a result, DDCO requires contracted vendors to submit performance measure reports prior to receiving final payment. Performance reports include actual counts and / or the collection of survey information. As a required component of the application, provide projected data for the following performance measures. (Not all measures are applicable. You may identify measures not applicable to this application as "N/A to this activity") All contractors will be required to collect baseline data to evaluate outcomes.

SC = **S**ystem **C**hange
IA = **I**ndividual and family **A**dvocacy

25. **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

26. **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

27. **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

28. **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

29. **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

30. **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

31. **IA 2.2.2**

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

The value must be a number

32. **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

33. **IA 3.1**

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

The value must be a number

34. **IA 3.2**

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

The value must be a number

35. **SC 1.1.1**

The number of policy and or procedures created or changed.

The value must be a number

36. **SC 1.2.1**

The number of statutes and or regulations created or changed.

The value must be a number

37. **SC 1.3.1**

The number of promising practices created.

The value must be a number

38. **SC 1.3.2**

The number of promising practices supported through Council activities.

The value must be a number

39. **SC 1.3.3**

The number of best practices created.

The value must be a number

40. **SC 1.4.1**

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

The value must be a number

41. **SC 1.5.1**

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

The value must be a number

42. **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

43. **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

44. **SC 2.1.2**

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

The value must be a number

45. **SC 2.1.3**

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

The value must be a number

46. **SC 2.1.4**

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

The value must be a number

47. **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

48. **FINANCIAL INFORMATION ***

Include a detailed revenue and expenditure budget, in a proper accounting format, detailing the total costs and revenues of the proposal.

Identify the amount requested from the Council within the context of the budget. The Council requires a match of 25%. Explain the source of this match.

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 to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

Request for \$25,000 (full details on attachment to follow):

- *Mobile, fully-accessible restroom trailer - \$26,189.76
- *Calming space rental - \$1500
- *Accessibility Event & Neurodivergent Consulting and Assistance Services - \$12,500
- *Physical Items for Calming Spaces - \$570.29

Oklahoma State Fair is committed to the cost of these services with a \$15,910.05 match equal to 38.89% of the cost.

49. STATEMENT OF WORK: *

Provide a proposed statement of work for the contractual requirements detailing the goods and services you will provide in exchange for DDCO funding.

Contractor shall engage these activities with a spirit of ensuring that the Fair is accessible for Oklahoma families, providing an opportunity for meaningful inclusion and participation in the Fair's activities and programs. The goal for 2026 is to continue to expand on prior years successes and mindfully continue to broaden the opportunities for meaningful and equal participation at Fair activities and events.

Contractor shall engage the services of a mobile, fully-accessible, fully-staffed restroom vehicle for the 11 days of the annual Oklahoma State Fair. The vehicle includes:

- Professionally trained attendant, to assist guests and sanitize after every use.
- Electric, height adjustable changing table for individuals of all ages and sizes.
- Powered ceiling hoist. Guests may bring any sling of choice.
- Height and width adjustable grab bars.
- Powered, adjustable sink.
- Peninsular toilet and bidet.
- Motorized platform lift into the vehicle.

Contractor will continue to enhance the current Calming Spaces which includes two locations operated and maintained by the Contractor and one location that is connected (but a separate space) to the mobile, fully-accessible restroom vehicle available during building hours of the annual event. These spaces will be free of charge to guests who need to escape the stimulus of the Fair's activities. They will be outfitted with things such as:

- Soft floor covering
- Tables, chairs
- Sound and texture panels
- Weighted comfort items
- Wiggle seats, beanbag chairs
- Busy boards, bubble tubes, tiles, appropriate activities
- Air conditioning
- Personnel dedicated to maintaining the spaces and assisting guests as needed

As part of the special event offerings at the Fair, Contractor executed a first-ever Accessibility EXPO in a dedicated indoor space which included vendor booths, public gathering opportunities, educational activities, and special entertainment. This was hugely successful and will be expounded upon during the 2026 Oklahoma State Fair. Additional entertainment and participatory activities will be created for those who attend the EXPO in 2026. The day assigned for this activity is the first Sunday of the 2026 Fair which will also be day the Fair presents Sensory-Friendly Time.

Contractor will provide Sensory Friendly Time at the Fair from 10 a.m. to 2 p.m. whereby the lights, sounds and other senses of the Fair are lowered as much as possible allowing those with sensory sensitivities to be able to access more areas than might be possible at any other given time. The carnival will operate without ride lights (except where required by safety) and without added music/sound (except where required by safety) and games and vendors will be asked to lower the levels of their amplification equipment during this time. Special entertainment show times will also be available for guests who would like to attend a show with lower sound, lights and other sensory difficulties. An event guide will be created for those who would like to participate in the time; it will be available on the OSF website in advance of the event.

Contractor will engage expert services to provide materials and training for staff, vendors and volunteers in how to assist, educate, and engage with guests of different abilities and needs.

- A Vendor Resource Guide will be distributed. This Guide will be placed in all 600 commercial exhibitor contract packets as well as at all of the contact points for guest services in the carnival.
- The Resource Guide will be distributed to and reviewed with State Fair staff and volunteers.
- A Social Narrative will be created for the Sensory Friendly Time at the Fair to prepare guests for what they can expect at the Fair. This document will be available on the OSF website.
- Enhanced wayfinding and other public communication tools will be maintained.

Contractor shall create a final report which will include an evaluation and participant satisfaction responses for any trainings, a s

50. **Sustainability Plan:**

Typically, DDCO will fund an activity for a maximum of five (5) years. Projects continuing for more than five years are expected to be self-sustaining by the end of the contract period. Include a detailed plan and timeframe for the project to become self-sustainable, including projected budgets, identified partners, and annual funding goals for each year. (This is required for recurring requests).

Most of the items, processes, and materials that make up this proposal can be easily sustained into the future without additional funding requests. This includes:

- Items purchased for the Calming Space
- Materials created for the Sensory Friendly Time, social narrative, etc.
- Materials created for the Vendor Resource Guide
- Materials created for training Staff and Volunteers
- Needs assessment results and recommendations
- Public survey implementation – This may have a need to be updated or have some funds annually dedicated to developing any new survey questions, the continued collection of responses and the compilation of results.
- Accessibility Resource Fair – hoping to find volunteers and community support to cover any continued costs of presenting this event.

The processes for training and providing information will be embedded into our standard practices from this point forward. We will evaluate the efficacy of each element annually and update or expand for each coming year.

The service that continues to be difficult to plan for sustainability into the future is the Mobile Restroom. It would be ideal if facilities could be created for permanent use; however, that is not an option the State Fair event can speak to as being only the Lessee to the City of Oklahoma City. We are working to engage financial support from other organizations who could assist in covering this cost each year when they can see in person the impact such service has on the community. However, this said, NEW in 2026 is the addition of THREE more adult changing stations: one located in the lobby of the Bennett Event Center (in the family restroom) and one in both the women’s and men’s restroom at the Bandshell which is particularly helpful for our events utilizing outdoor space. All of those will be available during the annual Oklahoma State Fair.

Oklahoma State Fair is committed to increasing services, support, and activities for our guests. We look forward to continuing to improve the services and experiences available to our valued guests.

51. **Logic Model:**

A logic model is a tool used by DDCO to evaluate the effectiveness of the program. An example is included, or you may use one of the many formats found by Googling “logic model.” This is required for contracts in excess of \$5,000.

This logic model is in the form of a graphic and so will be attached to the separately submitted materials.

52. **Are you a registered vendor with the State of Oklahoma? ***

<https://oklahoma.gov/omes/divisions/central-purchasing/suppliers-and-payees/supplier-portal.html>

Yes

No

53. **Are you registered as an IRS 501(c)3 organization? ***

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

Yes

No

54. Are you a Government entity? *

Is the proposed vendor a Government entity:

Yes

No

55. Are you a Tribal Organization? *

Is the proposed vendor a tribal nation:

Yes

No

56. Is the proposed vendor the sole proprietor? *

Yes

No

57. Is the proposed vendor a registered partnership? *

Yes

No

58. Is the proposed vendor a registered corporation? *

Yes

No

59. ID Number *

Social Security Number, FEI Number, or OMES Supplier ID

73-6017980

Contact information

60. Signatory authority *

Name of individual with contract signatory authority / title / Phone number / email address

Gina Burchfiel, Executive Vice President, 405-948-6722, gburchfiel@okstatefair.com

61. Primary Contact: *

Name of individual to contact regarding contract performance & operations / Title / Phone number / E-mail address

same as above, Gina Burchfiel

62. Legal Notices: *

Name of individual to send legal notices / Title / Phone number / E-mail Address

same as above, Gina Burchfiel

63. Finance Contact: *

Name of individual responsible for finance and accounting / title / phone number / e-mail address

same as above, Gina Burchfiel but also Kevin Rogers, CFO, 405-948-6819, krogers@okstatefair.com

Fiscal Year FY27 Funding Request

Project/Activity: Accessible Community Participation Initiative
Organization: Tulsa State Fair

Proposal Description: The proposed project will improve accessibility and inclusion for individuals with developmental disabilities and their families at the Tulsa State Fair through a partnership between Expo Square/Tulsa State Fair, Momentum Refresh, and Square Holes. The initiative combines accessible infrastructure with disability awareness and education to reduce barriers that often prevent full participation in large community events. By implementing these efforts at one of Oklahoma’s largest annual gatherings, the project aims to create a more welcoming and inclusive environment while serving as a model for other public events across the state. The Tulsa State Fair runs for 11 days, October 1-11, 2026.

Momentum Refresh will provide an accessible restroom vehicle equipped with features such as adult changing tables, transfer hoists, and caregiver assistance space, allowing individuals with significant support needs to attend the fair with greater dignity, safety, and independence. Square Holes will establish two sensory-friendly quiet spaces for individuals who experience sensory overload and provide disability inclusion consulting, educational materials, and outreach activities. Together, these services will support individuals with developmental disabilities, their families, and caregivers by addressing both physical accessibility and sensory needs.

The project is expected to increase participation by individuals with developmental disabilities, improve caregiver support, and raise public awareness of disability inclusion and neurodiversity. Success will be measured through facility usage data, participation metrics, public engagement activities, and feedback from individuals with disabilities and their families. Beyond the immediate impact at the Tulsa State Fair, the project seeks to create lasting systems change by demonstrating how large-scale public events can successfully integrate accessibility, sensory accommodation, and inclusive practices into standard event operations.

Council Goal & Objective: Representation and Public Attitudes

Targeted Audience: The targeted population for this project includes individuals with disabilities and their families across Oklahoma, particularly those who face barriers to participation in large public events and community activities due to accessibility needs or lack of inclusive infrastructure.

Funding requested for Fiscal Year FY27

Council	Match (in kind)	Total
\$25,000	\$20,000	\$45,000

Prior Fiscal Year FY26

Council	Match (in kind)	Total
\$20,000	\$11,900	\$31,900

Total Project Budget - \$45,000

Funding Requested from DDCO - \$25,000

Required Match - \$20,000

Revenue Sources

Source	Amount
Developmental Disabilities Council of Oklahoma (Requested Funding)	\$25,000
Expo Square / Tulsa State Fair Staff Support (In-Kind Match)	\$20,000
Total Revenue	\$45,000

Project Expenditures

Expense Category	Amount
Momentum Refresh Accessible Restroom Rental (11 Days)	\$28,420
Square Holes Accessibility Consulting & Quiet Space Management	\$12,100
Sensory-Friendly Quiet Space Supplies	\$800
Accessibility Outreach Materials & Signage	\$1,800
Project Coordination / Staff Time	\$1,200
Evaluation & Reporting	\$680
Total Expenses	\$45,000

Match Funding Explanation

The required match (\$20,000) will be provided through a combination of in-kind operational support and partner contributions.

Expo Square / Tulsa State Fair will provide staff coordination, planning, and operational support necessary to implement the accessibility initiatives during the fair. Community sponsorships will contribute funding to support accessibility outreach and inclusion initiatives. Square Holes will contribute in-kind materials and outreach support associated with the sensory-friendly quiet spaces and disability inclusion awareness.

Momentum Refresh Accessible Restroom Rental

Funding will support the rental of an accessible restroom vehicle designed for individuals with disabilities who require adult-sized changing tables, transfer hoists, and caregiver support space.

The rental includes delivery, setup, driver-operator services, and sanitation supplies for the duration of the 11-day Tulsa State Fair.

Square Holes Accessibility Consulting

Square Holes will provide accessibility consulting and manage two sensory-friendly quiet spaces during the fair. These spaces provide a supportive environment for individuals who experience sensory sensitivities.

Sensory-Friendly Space Supplies

Supplies for the quiet spaces include seating, acoustic materials, sensory tools, lighting, and other equipment designed to create a calming environment.

Accessibility Outreach Materials

Signage and educational materials will help inform fair attendees about accessibility resources available at the event.

Project Coordination & Evaluation

Expo Square staff will coordinate project implementation and collect evaluation data required for Council reporting.

View results

Respondent

16 Anonymous

95:43

Time to complete

Information for applying for funding

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals and 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.
- 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, 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 10% matching funds from the organization making up the rest of the total budget cost. 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.

Acknowledged.

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 6 weeks before the next 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 60 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.

Acknowledged.

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 60 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.

Acknowledged.

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 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 60 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.

Acknowledged.

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 DDCCO member or staff.*

Acknowledged.

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.

Acknowledged.

Part 1 - Contact Information

7. **Organization Name ***

Tulsa State Fair

8. **Organization Address ***

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

4145 East 21st Street, Tulsa, OK 74114

9. **Contact Info ***

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

Jessica Dvorak, jessica.dvorak@exposquare.com, 505-363-7657

10. **Website**

Organization's Website

www.tulsastatefair.com

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

Representation and Public Attitudes

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.

N/a

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.

This proposal seeks support to expand accessibility, awareness, and inclusive community engagement for individuals with developmental disabilities through the implementation of Momentum Refresh and Square Holes initiatives at the Tulsa State Fair. The Tulsa State Fair attracts hundreds of thousands of attendees annually and serves as one of the most significant community gatherings in Oklahoma. By integrating accessible facilities, inclusive programming, and public education opportunities into this large-scale event, the project aims to improve participation, independence, and representation for individuals with developmental disabilities and their families.

Problem Statement

Large public events can present barriers for individuals with developmental disabilities and their families, including limited access to appropriate facilities, sensory considerations, and a lack of inclusive awareness among the general public. Many individuals with disabilities experience challenges fully participating in community events due to infrastructure limitations, accessibility gaps, or insufficient public understanding of diverse needs.

Without intentional inclusion efforts, individuals with developmental disabilities may be excluded from community experiences that play an important role in social connection, cultural participation, and family engagement. Additionally, many members of the public may have limited exposure to or understanding of developmental disabilities, which can contribute to stigma and misconceptions.

Proposed Solution

This project will address these barriers by bringing two complementary initiatives, Momentum Refresh and Square Holes to the Tulsa State Fair.

Momentum Refresh focuses on improving accessibility and inclusion through the installation and promotion of accessible restroom facilities and resources that allow individuals with developmental disabilities and their caregivers to comfortably attend and participate in the fair. These facilities support individuals who require additional space, caregiver assistance, or specialized accommodations to maintain dignity and independence while attending public events.

The Square Holes initiative will focus on education, representation, and community awareness. Through outreach, informational materials, and engagement opportunities at the fair, Square Holes promotes the idea that individuals with disabilities should not be expected to “fit into square holes,” but rather that communities should adapt to be more inclusive of all individuals. This messaging helps shift public attitudes while encouraging greater understanding and acceptance of neurodiversity and developmental disabilities. Together, these initiatives will create both practical accessibility solutions and meaningful educational opportunities within one of Oklahoma’s most visible public events.

Expected Outcomes

The project is expected to increase accessibility and participation for individuals with developmental disabilities attending the Tulsa State Fair while improving public awareness and understanding of disability inclusion. Individuals and families will experience fewer barriers to participation and greater comfort navigating the fair environment.

Additionally, thousands of fair attendees will be exposed to educational messaging and inclusive practices that promote acceptance, understanding, and respect for individuals with developmental disabilities. By demonstrating inclusive design and accessible infrastructure within a high-visibility community setting, the project will serve as a model for future events and public spaces across Oklahoma.

Evaluation

Project outcomes will be evaluated through attendance metrics, usage tracking of accessible facilities, and engagement with educational materials and outreach efforts. Feedback from individuals with developmental disabilities, caregivers, and fair attendees will be collected to assess improvements in accessibility and overall experience.

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 proposed project will be implemented through a collaborative partnership between Expo Square/Tulsa State Fair, Momentum Refresh, and Square Holes, who have experience in accessibility, disability advocacy, and large-scale event operations.

Expo Square / Tulsa State Fair

Expo Square is the home of the Tulsa State Fair, one of Oklahoma’s largest annual events, welcoming hundreds of thousands of visitors each year. The Expo Square team has extensive experience planning and executing large-scale public events and managing facilities that serve diverse audiences across the state. Staff members oversee event operations, logistics, marketing, guest services, and community partnerships. Their experience coordinating accessibility initiatives and large visitor environments ensures the successful integration of inclusive programming and accessible infrastructure throughout the fairgrounds.

Momentum Refresh is a national nonprofit organization dedicated to improving accessibility and dignity for individuals with disabilities through the installation of universal changing and accessible restroom facilities in public spaces. The organization has successfully implemented accessible restroom initiatives at major venues, including airports, stadiums, entertainment venues, and public events. Momentum Refresh brings expertise in accessible design, disability inclusion, and caregiver-supported accessibility needs, ensuring that individuals who require specialized accommodations can comfortably participate in community activities.

Square Holes is an advocacy and awareness initiative that promotes understanding and acceptance of neurodiversity and developmental disabilities. Through education, storytelling, and community engagement, Square Holes works to shift public attitudes and encourage inclusive thinking that recognizes the strengths and contributions of individuals with developmental disabilities. Their messaging and outreach efforts help create environments where individuals are accepted as they are, rather than expected to conform to traditional norms.

Project Coordination

The project will be coordinated by Expo Square staff responsible for partnerships and community engagement. This team has more than a decade of experience developing partnerships, managing sponsorship initiatives, and coordinating event-based activations. Their role will include overseeing implementation, coordinating with partner organizations, managing outreach and communications, and ensuring project goals are achieved.

Together, these organizations bring the operational capacity, accessibility expertise, and community engagement experience necessary to successfully implement the proposed project and create a more inclusive environment for individuals with developmental disabilities at one of Oklahoma’s largest public events.

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 targeted population for this project includes individuals with disabilities and their families across Oklahoma, particularly those who face barriers to participation in large public events and community activities due to accessibility needs or lack of inclusive infrastructure.

The Tulsa State Fair attracts visitors from across the state and the surrounding region, making it an ideal setting to reach a diverse population of individuals with developmental disabilities and their caregivers. The project will serve children, youth, and adults with developmental disabilities, including individuals with intellectual disabilities, autism spectrum disorders, cerebral palsy, Down syndrome, and other developmental conditions that may require additional support, accommodations, or caregiver assistance to fully participate in community events.

Many individuals with developmental disabilities attend public events with the support of family members, caregivers, or guardians. Therefore, the project will also support families and caregivers, who often face challenges navigating public spaces that do not provide adequate accessible facilities or accommodations. Accessible restroom facilities and inclusive event environments allow caregivers to better support individuals while preserving dignity, safety, and independence.

The project will specifically benefit individuals who have mobility challenges, sensory sensitivities, medical needs requiring caregiver assistance, or other support needs that make traditional public facilities difficult or impossible to use. By providing accessible facilities and inclusive programming, the initiative will reduce barriers that prevent many individuals with developmental disabilities from attending large community gatherings.

18. **Impact:**

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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 for the Targeted Population

The primary goal of this project is to improve access, participation, and inclusion for individuals with developmental disabilities and their families at one of Oklahoma’s largest public events, the Tulsa State Fair. By integrating accessible facilities through Momentum Refresh and inclusive education through the Square Holes initiative, the project aims to reduce barriers that often prevent individuals with developmental disabilities from fully participating in large community gatherings.

Specific goals for the targeted population include increasing accessibility to essential facilities, supporting caregivers who assist individuals with developmental disabilities, and creating an environment where individuals with developmental disabilities can participate comfortably and with dignity. The project also seeks to increase awareness among fair attendees about developmental disabilities and promote a more inclusive community culture.

Through these efforts, individuals with developmental disabilities and their families will experience greater independence while attending the fair, improved comfort navigating the event environment, and increased confidence in participating in community activities.

Broader Implications for People with Developmental Disabilities

Beyond the individuals and families directly served, this project will create a broader positive impact by demonstrating how large-scale public events can successfully integrate accessibility and inclusion into their planning and infrastructure. The Tulsa State Fair serves as a high-visibility platform that attracts visitors from across Oklahoma, providing an opportunity to model inclusive practices for other festivals, community events, and public venues throughout the state.

The Square Holes initiative will help shift public attitudes by increasing understanding of developmental disabilities and encouraging acceptance of neurodiversity. Educational messaging and engagement opportunities will reach thousands of fair attendees, helping to reduce stigma and promote more inclusive thinking in communities across Oklahoma.

By combining physical accessibility improvements with public education efforts, the project will contribute to long-term cultural change and encourage other organizations and event producers to adopt similar inclusive practices.

Measurable Outcomes

Project success will be measured using several quantifiable metrics to demonstrate the initiative’s effectiveness:

- Number of individuals with developmental disabilities and caregivers served through accessible facilities and inclusive programming at the Tulsa State Fair.
- Usage rates of accessible restroom facilities provided through the Momentum Refresh initiative.
- Estimated audience reach of educational messaging and awareness efforts associated with the Square Holes initiative, including fair attendees exposed to signage, materials, or programming.
- Attendance at outreach or educational activities related to disability inclusion during the fair.
- Participant and caregiver feedback, collected through surveys or informal evaluation tools, measures improvements in accessibility, comfort, and overall experience.

Public engagement metrics, including interactions with educational materials, digital outreach, or informational resources provided during the event.

Collectively, these metrics will provide measurable indicators of improved accessibility, increased awareness, and greater community participation for individuals with developmental disabilities and their families. The evaluation results will help guide future accessibility initiatives and ensure continued progress toward creating inclusive community experiences across Oklahoma.

19. **Duplication or expansion:**

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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 proposal expands upon existing accessibility and disability inclusion efforts rather than duplicating them. While some public venues and community events across Oklahoma have begun exploring accessibility improvements, there are still limited examples of large-scale public events integrating both accessible infrastructure and public education initiatives focused on developmental disabilities within the same environment.

Notably, the Oklahoma State Fair has also begun working with Momentum Refresh and Square Holes to increase accessibility and promote disability inclusion within their event environment. Their efforts demonstrate the growing recognition that large public events must evolve to better serve individuals with developmental disabilities and their families. This proposal builds upon that momentum by bringing similar accessibility and awareness initiatives to the Tulsa State Fair, ensuring that another major statewide event is actively working to reduce barriers and promote inclusion.

The Tulsa State Fair welcomes hundreds of thousands of visitors annually from across Oklahoma and the surrounding region. However, like many large events, accessibility infrastructure and public awareness initiatives related to developmental disabilities have historically been limited. This proposal builds upon the existing event platform by introducing Momentum Refresh accessible restroom facilities and the Square Holes disability awareness initiative, creating a more inclusive experience for individuals with developmental disabilities and their families.

Momentum Refresh has implemented accessible restroom solutions at major venues and events across the country, but these types of facilities remain limited in many public event environments in Oklahoma. By bringing Momentum Refresh back to the Tulsa State Fair, this project expands access to specialized restroom accommodations that support individuals who require additional space, caregiver assistance, or other accessibility features not typically available in standard facilities.

Similarly, the Square Holes initiative focuses on shifting public attitudes and increasing awareness of neurodiversity and developmental disabilities. While disability advocacy organizations across Oklahoma work to promote inclusion, few initiatives integrate disability awareness messaging directly into large public events where thousands of community members can engage with the message in a natural and accessible setting.

What makes this project unique is the combined approach of infrastructure accessibility and public education within a high-visibility statewide event. Rather than focusing solely on awareness or solely on accessibility improvements, the project brings both elements together to address physical barriers and public attitudes simultaneously.

By implementing these initiatives at the Tulsa State Fair, the project helps expand a growing statewide movement toward more inclusive public events. Together with similar efforts at the Oklahoma State Fair, this initiative demonstrates how major community events can serve as platforms for accessibility, awareness, and inclusion, creating a model that other festivals, venues, and public gatherings across Oklahoma can follow.

20. **Best Practices:**

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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.

Yes, this project incorporates several evidence-based best practices in the field of developmental disabilities, particularly in the areas of accessible design, inclusive community participation, caregiver support, and disability awareness education. These practices are widely recognized by disability advocacy organizations, research institutions, and national accessibility standards.

One key best practice is the implementation of inclusive and universal design in public spaces. Universal design promotes environments that are usable by all people, regardless of ability, without the need for adaptation or specialized design. The installation of accessible restroom facilities through the Momentum Refresh initiative aligns with these principles by providing individuals with developmental disabilities and mobility challenges access to facilities that accommodate caregivers, mobility equipment, and additional space needs.

Another best practice involves promoting community inclusion and participation for individuals with developmental disabilities. The Administration for Community Living (ACL) and the Centers for Disease Control and Prevention (CDC) both emphasize that inclusive community environments significantly improve quality of life, social engagement, and independence for individuals with developmental disabilities. By creating accessible facilities and encouraging participation at a large public event such as the Tulsa State Fair, this project helps reduce barriers that often prevent individuals with disabilities from participating in community activities.

The project also incorporates best practices related to caregiver support and accessibility accommodations. According to research from the National Alliance for Caregiving and the Autism Society, individuals with developmental disabilities frequently rely on caregivers or family members for assistance in public settings. Accessible restroom spaces and inclusive event environments allow caregivers to provide necessary support while maintaining dignity and privacy for individuals with disabilities.

In addition to infrastructure improvements, the Square Holes initiative incorporates best practices in disability awareness and public education. Research published by the National Center on Disability and Journalism and the American Association on Intellectual and Developmental Disabilities (AAIDD) highlights the importance of public education initiatives that promote respectful language, accurate representation, and understanding of developmental disabilities. Educational messaging and community engagement efforts help shift public attitudes and reduce stigma, which is a critical component of improving inclusion for individuals with developmental disabilities.

This project incorporates these evidence-based practices by combining accessible infrastructure improvements, caregiver-supportive facilities, and public education initiatives within a high-visibility community setting. By implementing these practices at the Tulsa State Fair, the project promotes independence, inclusion, and dignity for individuals with developmental disabilities while also educating the broader community about accessibility and neurodiversity.

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.

This project is designed to create lasting systems change by demonstrating how large-scale public events in Oklahoma can move beyond basic compliance and adopt more inclusive, disability-responsive practices that improve access, dignity, and participation for individuals with developmental disabilities and their families.

At its core, this proposal is not only about adding accessible features to a single event. It is about changing how accessibility is understood, planned for, and implemented within Oklahoma's public event systems. By bringing Momentum Refresh and Square Holes to the Tulsa State Fair, this project will establish a visible, practical model for how major public venues can incorporate both accessible infrastructure and disability inclusion education into standard event operations.

The first systems change outcome is a shift in thinking. Public events are often planned with a general audience in mind, and the needs of individuals with developmental disabilities and their caregivers may be considered only after barriers are identified. This project changes that approach by placing accessibility and inclusion at the forefront of planning. Through the presence of accessible restroom solutions, inclusive messaging, and public education, the project will help fair leadership, event staff, vendors, and attendees better understand that accessibility is not a special add-on, but an essential part of serving the public well. This shift in mindset can influence future decisions about event planning, capital improvements, guest services, and accommodations at the Tulsa State Fair and beyond.

The second system change outcome is improved practice. By implementing Momentum Refresh and Square Holes within one of Oklahoma's largest annual events, the project will create a real-world model that can be repeated, refined, and shared with other fairs, festivals, and public venues across the state. The Tulsa State Fair is a highly visible community platform, and successful implementation will provide an example of best practices in action. These practices include creating spaces that support caregiver assistance, reducing physical and social barriers to participation, and integrating public education that promotes respectful understanding of developmental disabilities. The project can help normalize these practices as part of standard operations rather than one-time accommodations.

The third system change outcome is greater empowerment for individuals and families. When individuals with developmental disabilities and their caregivers can access a major public event with dignity, safety, and support, they are better positioned to participate fully in community life and to advocate for similar accommodations in other settings. This project helps individuals and families see that inclusive environments are possible and should be expected. It also increases visibility around the kinds of supports that are needed, helping families more clearly communicate their needs and encouraging public institutions to respond more effectively.

This project also has the potential to strengthen Oklahoma's broader disability service system by increasing collaboration between event organizers, disability advocates, accessibility experts, families, and community partners. Those relationships can support future planning, shared learning, and continued expansion of inclusive practices in other public spaces.

Ultimately, the lasting systems change created by this project will be seen in three ways: improved public expectations around accessibility, stronger inclusive practices at major public events, and greater confidence among individuals with developmental disabilities and their families to seek, expect, and advocate for meaningful inclusion throughout Oklahoma.

22. **Where implemented:**

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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.

This project will be implemented at the Tulsa State Fair, located in Tulsa County in Tulsa, Oklahoma. While the physical implementation of the project will occur at the Tulsa State Fairgrounds, the initiative will serve a broad, statewide audience due to the regional draw of the event.

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.

Momentum Refresh Accessible Restroom Vehicle

Funding will support the rental of a fully accessible restroom vehicle designed for individuals with disabilities who require adult-sized changing tables, hoist transfer systems, and caregiver assistance space. The rental cost for the Tulsa State Fair is \$28,420 for the 11-day event, which includes delivery, setup, a driver-operator, and operational supplies.

Square Holes Accessibility Consulting and Sensory Spaces

Square Holes will provide accessibility consulting and on-site management of two sensory-friendly quiet spaces for the duration of the Tulsa State Fair. Services include planning, setup, daily staffing, and breakdown of quiet spaces designed for individuals who benefit from sensory regulation environments. Consulting services are \$1,100 per day for 11 days (\$12,100 total).

Sensory-Friendly Quiet Space Supplies

Supplies for each quiet space may include acoustic panels, seating, yoga mats, lighting, weighted lap pads, and sensory tools. Supplies are estimated at \$400 per room, with two rooms planned for the project.

Accessibility Outreach and Awareness Materials

Educational signage and materials will help fair attendees understand accessibility resources available at the Tulsa State Fair and promote awareness of developmental disabilities and inclusive practices.

Project Coordination and Evaluation

Expo Square staff will coordinate project implementation, partner collaboration, accessibility planning, and required reporting. Evaluation activities will include tracking participation, collecting feedback, and reporting performance measures required by the Developmental Disabilities Council.

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>.

This project will improve accessibility and inclusion for individuals with developmental disabilities and their families at the Tulsa State Fair by implementing two complementary initiatives: the Momentum Refresh accessible restroom vehicle and the Square Holes sensory-friendly quiet spaces and disability inclusion consulting services. The project will increase access to essential facilities, provide sensory regulation environments, and promote public awareness of developmental disabilities through education and outreach. These initiatives will help ensure individuals with developmental disabilities can participate in a major community event with dignity, safety, and independence.

Scope of Work

1. Accessibility Infrastructure Implementation

Momentum Refresh will provide an accessible restroom vehicle designed to accommodate individuals with disabilities who require adult changing tables, transfer hoists, and caregiver assistance space. The vehicle will be delivered, set up, operated, and removed by Momentum Refresh staff.

The accessible restroom vehicle will be available throughout the duration of the Tulsa State Fair to ensure individuals with developmental disabilities and their caregivers have access to appropriate restroom facilities.

Services include:

- Delivery and setup of the accessible restroom vehicle
- Operation of the lift and accessibility equipment
- Restocking supplies and maintaining sanitation
- Providing accessibility assistance for users as needed
- Removal of the vehicle following the event

2. Sensory-Friendly Quiet Spaces

Square Holes will design, install, and manage two sensory-friendly quiet spaces within the Tulsa State Fairgrounds. These spaces will provide individuals who experience sensory overload or require calming environments with a supportive and accessible place to rest and regulate.

Services include:

- Accessibility consulting for fair operations and planning
- Design and setup of two sensory-friendly quiet spaces
- Procurement or guidance on the procurement of sensory materials
- Daily staffing and management of the quiet spaces
- Daily monitoring and maintenance of the spaces
- Removal of materials and strike of spaces following the fair

3. Disability Awareness and Outreach

Educational messaging and outreach will be implemented to increase awareness of developmental disabilities and promote inclusive practices among fair attendees, staff, and community members.

Activities include:

- Development of accessibility signage and informational materials
- Public awareness messaging related to disability inclusion
- Promotion of accessibility resources available at the fair
- Engagement with families and individuals seeking accessibility support

Project Milestones

- Finalize accessibility planning and site locations May–June 2026
- Coordinate implementation logistics June–July 2026
- Develop outreach materials and accessibility communications July–August 2026
- Procure sensory space materials and finalize operations plan August–September 2026
- Install sensory-friendly quiet spaces September 30, 2026
- Deploy Momentum Refresh accessible restroom vehicle October 1, 2026

Tulsa State Fair operational period October 1–11, 2026
 Removal of equipment and strike of quiet spaces October 11–12, 2026
 Collect evaluation data and participant feedback October–November 2026
 Submit final project report to the Council December 2026

This project will increase accessibility and participation for individuals with developmental disabilities at the Tulsa State Fair by:

- Improving access to appropriate restroom facilities
- Providing sensory-friendly environments for individuals with sensory sensitivities
- Increasing public awareness of developmental disabilities and accessibility needs
- Demonstrating inclusive practices that can be replicated by other public events across Oklahoma

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.* For example, consider 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").

The Accessible Community Participation Initiative at the Tulsa State Fair is designed to establish a sustainable model for accessibility and inclusion at large public events in Oklahoma. Funding from the Developmental Disabilities Council of Oklahoma will serve as the catalyst to launch and demonstrate the value of accessible infrastructure, sensory-friendly spaces, and disability inclusion initiatives within a large statewide event.

Once implemented, the project will transition toward a diversified funding model that includes event operating budgets, corporate sponsorships, community partnerships, grants, and philanthropic support. The visibility and impact of the Tulsa State Fair will allow accessibility initiatives to attract partners who are interested in supporting inclusive community experiences.

Over time, accessibility services such as the Momentum Refresh accessible restroom and Square Holes sensory-friendly spaces will become integrated into the Tulsa State Fair's standard event operations and supported through multiple funding sources.

Annual Funding Goals

Year	Total Project Budget	Council Funding	Other Funding Sources
Year 1	\$45,000	\$33,750 (75%)	\$11,250 (25%)
Year 2	\$45,000	\$27,000 (60%)	\$18,000 (40%)
Year 3	\$45,000	\$18,000 (40%)	\$27,000 (60%)
Year 4	\$45,000	\$9,000 (20%)	\$36,000 (80%)
Year 5	\$45,000	\$0	\$45,000 (100%)

By the end of the sustainability period, accessibility and inclusion initiatives will become a permanent component of the Tulsa State Fair's programming and operations. The project will demonstrate how large public events can integrate accessible infrastructure and inclusive programming while maintaining financial sustainability through diversified funding sources.

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.

Target Audience

The outreach and awareness efforts for this project will focus on individuals with intellectual and developmental disabilities (IDD), their families and caregivers, and the organizations that support them across Oklahoma. Key target audiences include:

Individuals with developmental disabilities of all ages, including children, youth, and adults who may benefit from accessible facilities and sensory-friendly spaces while attending large community events.

Families and caregivers who support individuals with developmental disabilities and are seeking accessible community activities where their family members can participate safely and comfortably.

Disability advocacy organizations and service providers that support individuals with intellectual and developmental disabilities across Oklahoma.

Educators and support professionals who work with individuals with disabilities and may share information about accessible opportunities with families.

General community members and fair attendees, who will be reached through public awareness efforts designed to improve understanding and acceptance of developmental disabilities.

Because the Tulsa State Fair draws visitors from across Oklahoma, outreach efforts will reach both urban and rural communities throughout the state.

Marketing Channels

A variety of marketing channels will be used to ensure information about accessibility resources and inclusion initiatives reaches individuals with developmental disabilities, their families, and the broader community.

Social Media

The Tulsa State Fair and Expo Square social media platforms will be used to promote accessible features available at the fair, including Momentum Refresh facilities and Square Holes sensory-friendly spaces. Posts will highlight accessibility resources, explain how they support individuals with disabilities, and provide clear information on where and how to access them during the event.

Website and Digital Communication

Information about accessibility services will be featured prominently on the Tulsa State Fair website. Dedicated accessibility information pages will provide details about accessible restroom facilities, sensory-friendly spaces, and other accommodations available at the event.

Email Newsletters and Digital Outreach

Information will be shared through Expo Square and Tulsa State Fair email newsletters, which reach thousands of subscribers across Oklahoma. These communications will highlight accessibility initiatives and provide direct information to families and community organizations.

On-Site Signage and Printed Materials

Clear signage and informational materials will be placed throughout the fairgrounds to help visitors locate accessibility resources. Printed materials will also provide educational messaging about developmental disabilities and inclusive community practices.

Community Outreach

Information about accessibility initiatives will be shared with disability organizations, community groups, and service providers so they can inform individuals and families about available resources.

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>

Inputs (Resources)

Funding from the Developmental Disabilities Council of Oklahoma will support the implementation of accessibility initiatives at the Tulsa State Fair. Additional inputs include Expo Square and Tulsa State Fair staff coordination and operational support, Momentum Refresh accessible restroom infrastructure and driver-operator services, Square Holes accessibility consulting and staffing, community partnerships with disability advocacy organizations, and evaluation tools used to collect participation and feedback data.

Activities

The project will implement several accessibility and inclusion activities during the Tulsa State Fair. Momentum Refresh will deploy an accessible restroom vehicle designed for individuals who require adult-sized changing tables, transfer assistance, and caregiver support space. Square Holes will design, set up, and manage two sensory-friendly quiet spaces that provide a calming environment for individuals with sensory sensitivities. The project will also include accessibility consulting, disability inclusion planning, and outreach activities designed to increase awareness of developmental disabilities and available accessibility resources. Information about accessibility services will be shared with disability organizations, community partners, and fair attendees.

Outputs (Immediate Results)

Accessible restroom facilities will be available throughout the 11-day Tulsa State Fair. Two sensory-friendly quiet spaces will be available for fair attendees who require a supportive sensory environment. Accessibility information and outreach materials will be distributed through digital communications, signage, and community partners. Individuals with developmental disabilities and their families will have increased access to resources that support their participation in the fair.

Short-Term Outcomes

Individuals with developmental disabilities and their families will experience improved access to essential facilities and supportive environments while attending the Tulsa State Fair. Participants will report increased awareness of accessibility resources and improved comfort navigating the event. Public awareness of developmental disabilities and inclusive practices will increase among fair attendees and community members.

Intermediate Outcomes

The project will increase confidence among individuals with developmental disabilities and caregivers to advocate for accessibility in community settings. Event staff and community partners will gain greater knowledge of inclusive practices that support participation for individuals with developmental disabilities. Accessibility planning and inclusive practices will become more integrated into Tulsa State Fair operations.

Long-Term Outcomes

The project will establish a model for accessibility and inclusion that can be replicated by other fairs, festivals, and public events across Oklahoma. Accessibility infrastructure and sensory-friendly programming will help promote long-term inclusion of individuals with developmental disabilities in community activities. The project will contribute to broader systems change by demonstrating how large public events can incorporate accessibility and disability inclusion into standard operations.

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

53. **Government entity? ***

Is the proposed vendor a Government entity:

Yes

No

54. **Provide form of government and name of entity ***

Tulsa County Public Facilities Authority (Expo Square / Tulsa State Fair)

55. **Are you a Tribal Organization? ***

Is the proposed vendor a tribal nation:

Yes

No

56. 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

57. Sole proprietor? *

Is the proposed vendor the sole proprietor?

- Yes
- No

58. Registered partnership? *

Is the proposed vendor a registered partnership?

- 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

73-1171300

Contact information

61. Signing authority *

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

Lonnie Sims, Commissioner, 918-596-5016, lsims@tulsacounty.org

62. Primary Contact: *

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

Jessica Dvorak, Sponsorship & Marketing, 505-363-7657, jessica.dvorak@exposquare.com

63. Finance Contact: *

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

Kyla Evans, Accounting Manager, 918.744.1113, ext. 2028, kevans@exposquare.com

64. Legal Notices: *

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

N/A



Developmental Disabilities
Council of Oklahoma

State Plan Project Quarterly Progress FY26 July 1, 2025-June 30, 2026

Project Summaries & Final Reports for One Time Events

Oklahoma Family Network Joining Forces
OK APSE Conference



Oklahoma Family Network, Joining Forces

Type of Attendee (these are the attendees that answered the survey)	Attended
# of Professionals who participated in council activity	172
# of Family Member/Caregiver who participated in council activity	67
# individuals with DD who participated in council activity	16
Total Attendees from Registration/Sign In	
# of total attendees (Enid -25, Lawton-26, Muskogee-31, OKC-130, Poteau-21, Tulsa-120, Weatherford-18, Ardmore-32)	403

The 2026 Joining Forces Conference, themed **“The Power of WE,”** was held on March 27, 2026, at the Springlake Metro Tech Campus in Oklahoma City through a partnership with the Oklahoma State Department of Education. The conference expanded its reach by livestreaming morning sessions to seven locations across Oklahoma, including new sites in Ardmore and Weatherford. Opening remarks from state leaders highlighted the history and importance of collaboration, while keynote speaker Shade Dill explored the challenges and opportunities of cross-agency partnerships. The event concluded its morning session with an inspiring call to action from AJ Griffin, who emphasized that Oklahoma’s future depends on the strength of partnerships built to address shared challenges.

The conference brought together 403 attendees from rural, suburban, and metropolitan communities, including families, advocates, professionals, and community leaders. Participants benefited from statewide access to presentations and locally hosted breakout sessions focused on partnerships and community opportunities. Accessibility supports, including Spanish-language accommodations and ASL interpretation, helped ensure meaningful participation. The event provided attendees with practical tools, new perspectives, and networking opportunities to strengthen family-professional partnerships and improve outcomes for individuals with disabilities and special health care needs.

Now in its 19th year, the Joining Forces Conference continues to promote family leadership, collaborative service development, and stronger partnerships between families and professionals. The conference’s sustainability is supported through grants, contracts, in-kind contributions, and the ongoing commitment of state agencies, nonprofit organizations, and community partners. Participant feedback was overwhelmingly positive, with attendees praising the quality of the presentations, the keynote speaker, and the valuable connections made. The conference remains a key statewide effort to foster collaboration and improve services and supports that help Oklahomans achieve a good life.



Family & Professional Partnerships



The 2026 Joining Forces Conference was held on March 27th, 2026. This year's conference was hosted at the Springlake Metro Tech Campus in Oklahoma City thanks to the partnership with the Oklahoma State Department of Education. The morning sessions were live-streamed to remote sites in Enid, Poteau, Tulsa, Okmulgee, Lawton, Ardmore, and Weatherford, with Ardmore and Weatherford added as new locations. The theme this year was The Power of WE. Melissa Miller, State Medicaid Director and Deputy Chief of Staff at the Oklahoma Health Care Authority, and Wanda Felty, Assistant Director & Community Leadership and Advocacy Coordinator, provided the opening session. They welcomed everyone and shared some history of partnerships and Joining Forces. Keynote speaker Shade Dill, leadership trainer and founder of Higher Thought Leadership, spoke about the Partnership Paradox and explored the paradoxes that shape cross-agency work. Partnerships are essential and difficult. Partnerships don't fail because people don't care. They fail because people are navigating competing truths simultaneously. The morning session ended with a powerful message from AJ Griffin, Ed D, President and CEO of the Potts Family Foundation. AJ challenged everyone with a call to continue the work and reminded attendees that Oklahoma's future is not determined by the challenges we face, but by the partnerships we build to overcome them.

All attendees at each site were able to listen and learn from each of the speakers, and each site planned and hosted site-specific breakout sessions addressing partnerships and opportunities in their communities. This year's conference hosted 403 attendees representing metro, suburban, and rural communities. Accommodations were provided for Spanish-speaking attendees in OKC and Tulsa, and ASL was provided in OKC by our DRS partners. We are grateful to the Developmental Disabilities Council for their support in allowing OFN and our many partners to provide this opportunity to families, advocates, and professionals across the state. [LINK to JF VIDEO](#)

The 19th Annual Joining Forces: Supporting Family Professional Partnerships Conference brings together local, state, and national leaders to discuss best practices and promising practices in the area of family-professional partnerships. Participants gain knowledge and practical tools to use as they work together in support of a good life for the person with special health care needs, intellectual disabilities, and other Oklahomans. The conference also offers opportunities for making connections with professionals, families, and others for future partnership activities.

GOALS OF THE CONFERENCE:

- 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
- Support professional and family members as they partner to improve services for a "good life."

This year was the 3rd year to host at multiple sites across the state to provide easier access and convenience for attendees.

Below are charts showing demographics and evaluation data. 240 evaluations were completed.

JOINING FORCES – MARCH 27, 2026



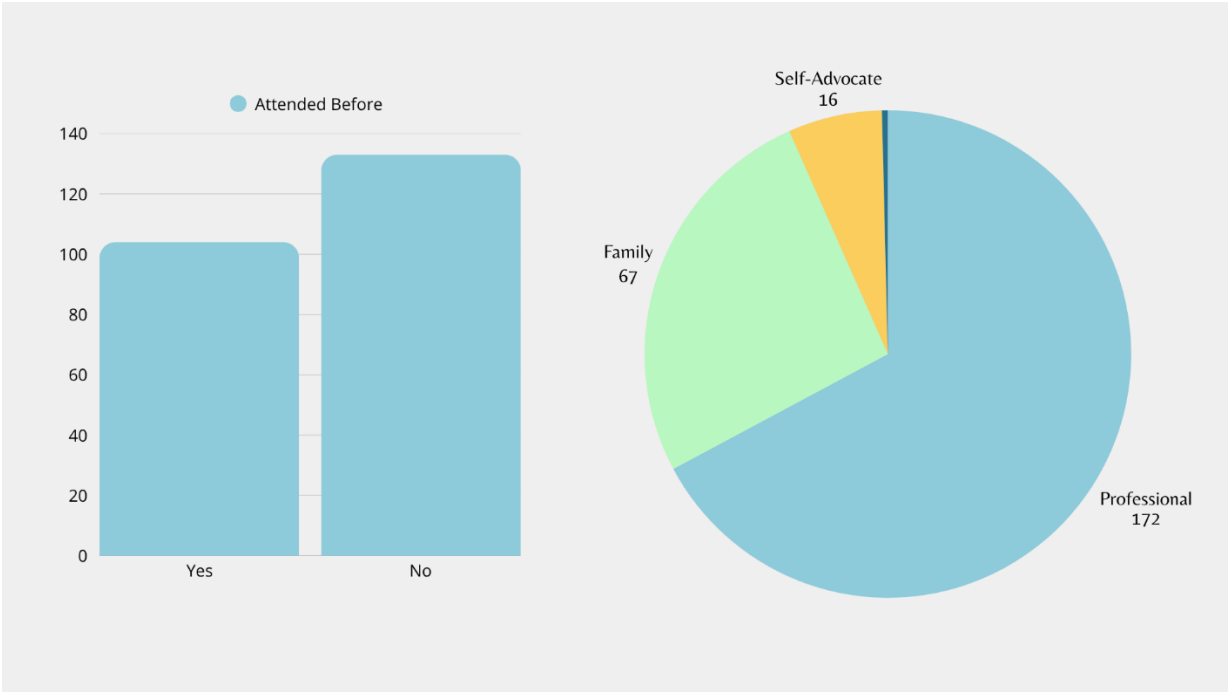
Family & Professional Partnerships

Keynote Speakers:

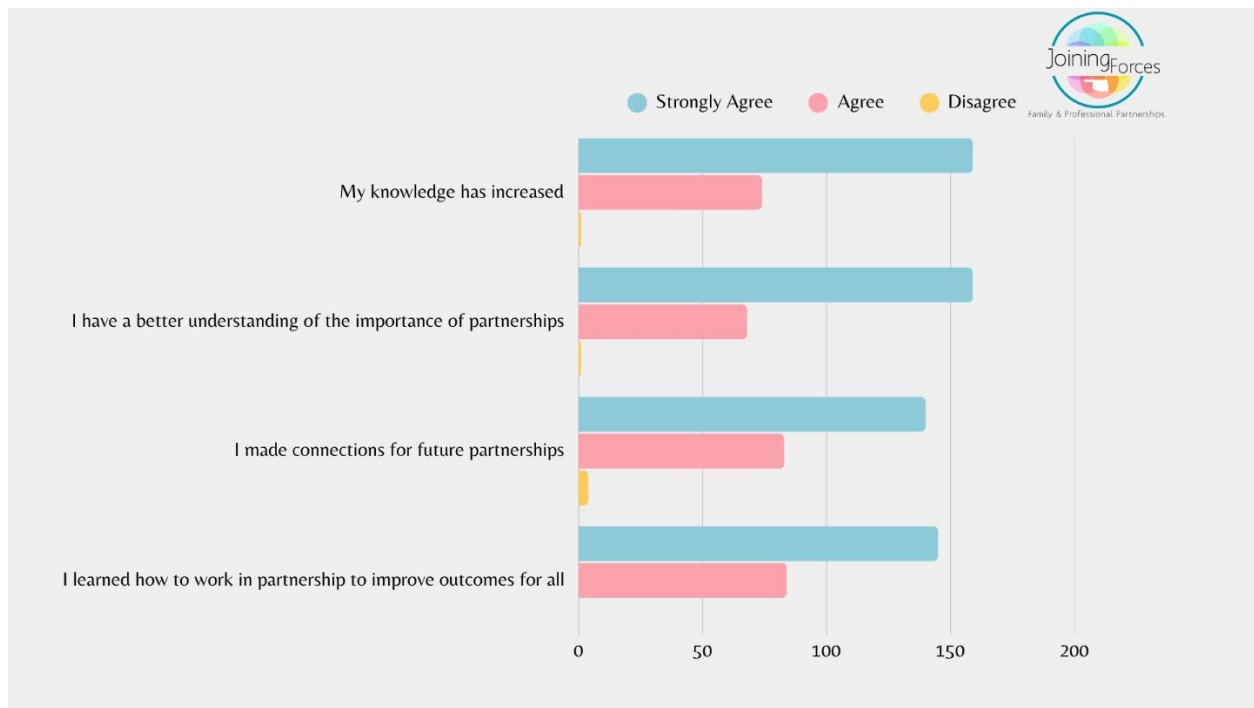
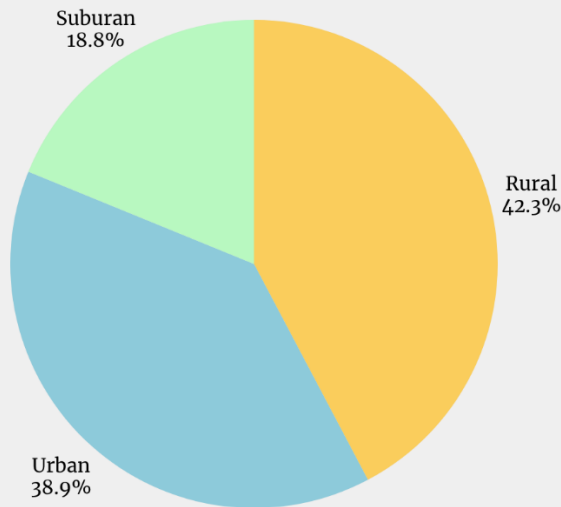
Shade Dill
&
AJ Griffin

Enid - 25
Lawton - 26
Muscogee - 31
OKC - 130
Poteau - 21
Tulsa - 120
Weatherford - 18
Ardmore - 32

Total Attendees - 403



Which of the following describes your community ?



Comments:

- ❖ “Absolutely loved it. I look forward to working with future partnership connections.”
- ❖ “Was a great conference! I learned a lot and felt like it hit all the right notes. Very well put together and delivered.”
- ❖ “Great information. It was my first time attending and it was super great! Loved it!
- ❖ “This is always a great conference and the keynote was amazing!”

Congratulations to the winners of the 2026 Partnership Awards

OKC - DSACO

Tulsa - St. Francis Children's Hospital

Poteau - LeFlore County Community Coalition

Ardmore - Ardmore Behavioral Health Collaborative

Enid - Katie Crawford Tri-County Family Resource Center

Weatherford - Marissa Murley

Lawton - Stephanie Red Elk Sooner Success

Okmulgee - Dr. Monte Randall, Ed. D ****Not pictured****



<https://oklahomafamilynetwork.org>

The Oklahoma Family Network will continue planning and hosting the Annual Joining Forces Conference in partnership with many state agencies, and non-profit and community organizations. The sustainability plan has always been to utilize resources and partnerships written into grants, contracts, and generous in-kind contributions. This conference is all about partnering together to improve services and supports throughout Oklahoma and it all starts with the planning committee members and the contribution of time and resources to make it happen.



Developmental Disabilities Council of Oklahoma

OK APSE Conference

Type of Attendee	Attended
# of Professionals who participated in council activity	140
# of Family Member/Caregiver who participated in council activity	12
# of Educators who participated in council activity	19
# of Employers who participated in council activity	3
# individuals with DD who participated in council activity	7

The OK-APSE conference successfully delivered 8.5 hours of educational training over a 1.5-day event, including a pre-conference Ethics session that provided three training credits. The conference increased participants' knowledge, skills, and awareness related to supporting individuals with disabilities in community settings while promoting networking and resource sharing. Through collaboration with Council volunteers, state agencies, presenters, and funding partners, the event reinforced Oklahoma's commitment to Employment First principles and expanding competitive integrated employment opportunities for individuals with disabilities.

The conference achieved its goals of providing professional development, increasing access to resources, expanding awareness of employment supports, and strengthening cross-sector collaboration. Highlights included expanded breakout session offerings, increased family participation, the addition of a new employer presenter, and a highly interactive keynote presentation. Attendees represented a broad range of stakeholders, including educators, employers, family members, self-advocates, service providers, and agency representatives, creating meaningful opportunities to share experiences, build partnerships, and advance disability-inclusive practices.

Several areas for growth were identified, including increasing service provider participation, expanding OK-APSE membership, strengthening employer engagement, and offering more training on rural service delivery, job coaching certification, visual impairment supports, and assistive technology. Lessons learned emphasized the value of strong partnerships, self-advocate leadership, and expanded pre-conference training opportunities. Looking ahead, OK-APSE plans to continue promoting Employment First, pursue additional funding opportunities, offer virtual training throughout the year, and engage new Conference Ambassadors to help shape future conferences and expand the organization's impact.

To: Developmental Disabilities Council of Oklahoma
From: OK-APSE
Re: 2026 Oklahoma APSE Employment Conference – Summary

Theme: Open Ears, Open Opportunities, Creating Partnerships

The 2026 Oklahoma APSE Employment Conference convened a broad coalition of stakeholders, including disability employment professionals, educators, workforce partners, employers, policymakers, families, and self-advocates. The conference supported Oklahoma’s ongoing commitment to expanding competitive integrated employment for individuals with disabilities through the principles of Employment First and cross-system collaboration.

Purpose and Alignment

The conference aligned with the mission of APSE and OK-APSE to promote competitive integrated employment as the preferred outcome for all individuals with disabilities. Sessions emphasized systems change, workforce inclusion, and strategies to improve access to employment, retention, and career advancement. Conference activities expanded access to resources and strengthened opportunities for networking and collaboration. Additionally, offering an opportunity for self-advocates to share personal stories, strategies for overcoming barriers, individual goals, and recommendations for services and support.

Conference Objectives

The 2026 conference was designed to:

- Strengthen partnerships among education, workforce, and disability service systems
- Improve employment outcomes through evidence-based and person-centered practices
- Increase employer engagement in inclusive hiring and retention
- Expand knowledge of transition-to-employment pathways for youth with disabilities
- Promote innovation in employment supports, including technology and AI tools
- Strengthen the role of self-advocates and families in driving employment systems
-

Keynote Highlights

The opening keynote, “*Touching the Heart of Our Work*,” presented by Peter Leidy, emphasized the importance of empathy, communication, and person-centered approaches in supporting employment outcomes. The closing keynote, “*Wellbeing: What Makes Life Worthwhile*,” reinforced the connection between holistic wellbeing and sustained employment success, highlighting five interconnected domains: career, social, physical, financial, and community wellbeing.

Key Training Areas and Outcomes

Conference breakout sessions addressed critical areas of practice and systems development, including:

1. Inclusive Communication and Workforce Engagement

Participants explored strategies for strengthening employer relationships, improving communication practices, and understanding the impact of language, intent, and perception in employment settings.

2. Person-Centered and Customized Employment Practices

Sessions focused on individualized employment pathways, natural supports, transferable skill development, and approaches that align job development with individual strengths and interests.

3. Transition and Youth Employment Systems

Presentations highlighted Pre-Employment Transition Services (Pre-ETS), Area Transition Teams,

and coordinated strategies to improve post-secondary employment outcomes for students with disabilities.

4. Workplace Success and Employment Retention

Topics included self-advocacy, managing workplace conflict, disclosure decision-making, and strategies to support long-term job retention and success.

5. Employer Partnerships and Systems Collaboration

Sessions emphasized strengthening partnerships between vocational rehabilitation, education systems, community providers, and employers to expand inclusive hiring practices.

6. Innovation and Technology in Employment Services

Presenters explored the role of artificial intelligence, digital tools, and emerging technologies in improving service delivery, job development, and administrative efficiency.

7. Mental Health and Inclusive Employment Supports

Content highlighted trauma-informed practices, recovery-oriented approaches, and strategies to support individuals with diverse mental health needs in the workforce.

Stakeholder Engagement

The conference featured participation from state agencies, service providers, educational institutions, and employer partners, as well as self-advocates and family members. Attendees included Professionals in the field of employment support and services, along with 19 Educators, 3 Employers, 12 Family Members, and 7 Self-Advocates. A Lunch & Learn session provided attendees with information on APSE training, membership, and conference opportunities. The event reinforced national Employment First priorities and highlighted APSE's role as a leading national organization advancing integrated employment systems.

The conference's success is made possible through collaboration with Council volunteers whose agencies actively support and align with the mission and vision of OK-APSE. It also benefits from the contributions of speakers, presenters, and state agency representatives who generously share their time to provide education and advance knowledge in the field of disability services and support. In addition, financial support from organizations such as the Oklahoma Developmental Disabilities Council, Bios Corporation, Rise Staffing, and Viability plays a critical role in making the event possible.

Outcomes and Impact

The 2026 Oklahoma APSE Employment Conference strengthened statewide collaboration and reinforced a shared commitment to Employment First principles. Participants gained practical strategies to improve employment outcomes, strengthen system coordination, and expand inclusive workforce opportunities. The conference created a positive and engaging atmosphere with strong participation, meaningful networking, and increased community support.

Attendees especially enjoyed the social event, which encouraged connection and engagement. The Dragon Brew Crew SPED Students brought great energy to the conference, while new vendors, including Hearts for Hearing and Oklahoma Family Network, expanded available resources and support options. Two Oklahoma gubernatorial candidates from both political parties attended the conference and publicly expressed support for disability employment initiatives and funding efforts.

Survey feedback showed attendees left feeling more informed, connected, and supported. Networking opportunities encouraged collaboration and idea sharing, including discussions on building stronger business partnerships to increase employment opportunities.

The Pre-Conference session was well-received and added value to the event. Future considerations include moving the session to the end of the conference to create a stronger opening experience, increasing sponsorships and employer participation, and continuing efforts to identify venues that are both accessible and affordable.



Developmental Disabilities
Council of Oklahoma

State Plan Project Quarterly Progress FY26
July 1, 2025-June 30, 2026
Quarter Three Summaries



Developmental Disabilities Council of Oklahoma

AutismOklahoma, LookOut Art Programming

	Q1	Q2	Q3	Q4
# individuals with DD who participated in council activity	60	50	75	
# of family members who participated in council activity	20	20	30	
# of others who participated in council activity	200	300	200	

During the seventh quarter of the LookOut program (Year 2, Quarter 3), Autism Oklahoma continued to identify, engage, and support individuals with autism through arts programming, community outreach, and skill-building opportunities. A major focus of the quarter was preparation for the Duets art show, which opened in early April and featured collaborative artwork created by artists and their partners. Several featured artists, including Anna, CJ, and Spencer, were first connected to Autism Oklahoma through LookOut outreach efforts, highlighting the program’s success in discovering and developing new talent.

The program also expanded community engagement through a variety of activities, including a Valentine’s Day card-making event with Francis Tuttle nursing students and an Autism Oklahoma Open House at the organization’s new facility, which welcomed approximately 80 visitors. Outreach efforts continued through the distribution of LookOut promotional materials at community events, resulting in increased awareness and participation, including the recruitment of a new student into the Invisible Layers Productions (ILP) program. During the quarter, approximately 140 hours of training were provided to 30 artists and aspiring artists, while outreach and education efforts reached more than 300 community members.

The project met all planned timelines and benefited from collaborations with numerous community partners, including 7725 Connect, Vantage Point, LifeChurch, Delta Dental, the Oklahoma Center for Nonprofits, the Paseo Arts and Creativity Center, Case of Champions, the Kirschner Trusts, and the Oklahoma Arts Council. While challenges included weather impacts during the art show and the ongoing search for contract art instructors, strong attendance and continued program growth demonstrated community commitment and interest. To support long-term sustainability, Autism Oklahoma continues to utilize donations and volunteers, has launched SpectrumMarket.org to support the art program, and is developing additional fundraising opportunities to strengthen future program funding.



Best Buddies, Expansion

	Q1	Q2	Q3	Q4
# individuals with DD who participated in council activity	1	0	0	
# of family members who participated in council activity	0	0	0	
# of others who participated in council activity	25	0	256	

During this quarter, Best Buddies in Oklahoma focused on expanding its presence beyond the Tulsa area by building relationships with school districts and exploring opportunities for new chapters. Following a successful meeting in Bartlesville, district leaders expressed support for launching high school chapters in fall 2026 and began identifying potential advisors. The organization also met with several schools in the Oklahoma City area to discuss future chapter development and expand access to Best Buddies programming.

Collaboration and outreach efforts continued to strengthen connections across K–12 schools, adult services, transition programs, and higher education institutions. Meetings with Oklahoma Connections Academy, Terra Verde Discovery School, and Oklahoma City Community College explored opportunities to create new chapter sites and support school-to-college transitions for students with intellectual and developmental disabilities (IDD). Additional visibility efforts, including participation in an Oklahoma State Department of Education event and outreach at the State Capitol, increased awareness of Best Buddies and generated interest from potential partners and participants.

The quarter demonstrated steady progress toward expansion goals, highlighted by Bartlesville’s verbal commitment to launch chapters and growing engagement from schools across the state. While some challenges arose from misconceptions that Best Buddies duplicates services offered by organizations such as Special Olympics, ongoing education efforts emphasized the complementary nature of these programs and the value of providing multiple opportunities for students with IDD. Best Buddies remains well-positioned for long-term sustainability through private donor support, special event revenue, and a recent \$15,000 grant from the Grace and Franklin Bernsen Foundation.



Developmental Disabilities Council of Oklahoma

DDS – Smart Home in Tulsa Area

	Q1	Q2	Q3
# individuals with DD who participated in council activity	0	0	3
# of family members who participated in council activity	0	0	6
# of others who participated in council activity	0	0	32

Soaring on Hope spent January and early February completing the setup of its smart home demonstration site, culminating in a grand opening on February 11, 2026. The launch received strong public attention, including coverage on the DHS website and social media. With the site officially open, Soaring on Hope now offers multiple ways for the public to explore the space, including in-person tours, virtual tours, and a Matterport 3D walkthrough.

Interest in the demonstration site has been high, with 41 visitors to date and expanded tour availability on Tuesdays and Fridays. Visitors include DDS case management staff, Soaring on Hope employees, parents, and individuals with disabilities. All guests complete pre- and post-visit surveys, with data collected by OK ABLE Tech and shared with DDS as needed.

The success of the project has been driven by strong collaboration among Soaring on Hope, DDS, OK ABLE Tech, and Bethany Children’s Health Center. Outreach efforts by DHS, Soaring on Hope, CAP, and DDS staff helped generate excitement and awareness around the new site. The opening has renewed enthusiasm for enabling technology across DDS and CAP teams, and the site will continue to operate under Soaring on Hope’s management.



Oklahoma Autism Center, Early Access Screenings & ADOS2 Qualified Examiner

	Q1	Q2	Q3	Q4
# individuals with DD who participated in council activity	0	0	0	
# of families who received screening referrals/screening appts.		19	82	
# of families who received direct screenings	13	16		
# of families who received resources and referrals	95	37		
# of others who received resources and referrals	9	7	5	
# of people trained in Autism/Early Identification	14	80	176	
# of people trained in more in-depth training	8		26	
# of CASAs trained	10			
# of people trained in Pilot Training	34			

This quarter, the team engaged in a wide range of activities centered on early identification of autism spectrum disorder and developmental delays. Training was delivered across multiple settings, including Tinker Air Force Base and Oklahoma City, reaching a total of 202 participants. Additional efforts included in-depth autism screening training and practicum experiences for IPSI participants, weekly developmental and autism screenings, and extensive phone-based support for families and providers. In total, the team assisted 59 families with resource navigation, supported five providers with early identification guidance, and conducted outreach events at Metropolitan Library System locations.

Collaboration played a significant role in advancing project goals. The team partnered with early care and after-school providers at Tinker Air Force Base, began developing relationships with daycare providers at Acts 2 United Methodist Church, and worked closely with the IPSI project to deliver hands-on screening training. Outreach efforts expanded through social media, community events such as Groovin’ for Autism, and networking with training participants. Internal partnerships within OAC also strengthened, including discussions about a potential ongoing paid partnership with Tinker Air Force Base following successful initial training.

While progress has been strong, the team encountered challenges with communication from some potential partners, such as the Otoe-Missouria Tribe, which limited planned training opportunities. In response, the team is prioritizing diversification of partnerships to reduce reliance on any single group. Sustainability efforts also included broad distribution of developmental monitoring materials—available in English and Spanish—through trainings and community events. Overall, the project continues to advance as planned, with strong engagement, positive feedback, and growing momentum in both training and screening activities.



Sooner SUCCESS, Family Respite Retreats & Sibling Retreat

	Q1	Q2	Q3	Q4
# individuals with DD who participated in council activity	0	0	20	
# of family members who participated in council activity	0	0	25	
# of others who participated in council activity	0	0	0	
# of retreats held	0	0	0	

Region 1- Roman Nose State Lodge Watonga, April 17-19, 2026

Region 2- Stoney Creek Hotel Broken Arrow, April 26-27, 2026

Region 3- Embassy Suites NW Exp OKC, May 1-2, 2026

Q3 - Region 4- Chickasaw Retreat and Conference Center Sulphur, March 1-3, 2026

Sooner SUCCESS continues to make significant progress in providing respite, support, and connection opportunities for caregivers and siblings of individuals with intellectual and developmental disabilities (IDD) across Oklahoma. Region 4 successfully hosted its Caregiver Retreat in March 2026, serving 25 caregivers with activities designed to promote relaxation, self-care, and social connection. Regions 1, 2, and 3 have secured venues and are finalizing plans for their spring retreats, with strong registration numbers already reported. Across all regions, teams are collaborating with vendors, speakers, local businesses, and community partners to enhance retreat experiences through activities, door prizes, and caregiver appreciation efforts.

Sibling Camp and Sibling Day Camp programming continues to expand statewide. The overnight Sibling Camp scheduled for April 2026 has reached full capacity, and five Sibling Day Camps are planned across Oklahoma throughout May and June. These programs provide siblings of individuals with disabilities opportunities to connect with peers, build friendships, and strengthen family relationships through supportive and engaging activities. Volunteer participation has grown substantially, with 35 volunteers registered and all required training and background checks completed.

Demand for both caregiver retreats and sibling programs remains exceptionally strong, demonstrating the critical need for respite and family support services. Since the caregiver retreat interest form launched, more than 800 individuals statewide have expressed interest in participating. However, increasing costs, limited program capacity, transportation barriers in rural areas, volunteer recruitment needs, and access to reliable respite care continue to present challenges. Participant feedback continues to highlight the meaningful impact of these programs, including one Region 4 family who shared that the retreat provided their first break from caregiving since their child was born, allowing them time to reconnect and recharge.

Unsolicited Application for Funding For July 1, 2027 - June 30, 2028.

Jun 29, 2026

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals for contracts to fund activities that will advance the independence, productivity and inclusion of individuals with disabilities. If you have any questions, please email the Council's Planning & Grants Director, Jennifer.Robinson@okdhs.org.



* Required

Information for applying for funding

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals and 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.
- 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 6 weeks before the next 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 60 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 60 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 60 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 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 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 fall within one of our themes we have identified.

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

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.

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?** *

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.

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.

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?

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.

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.

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.

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.

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.

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 art 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.
- 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.

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](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>.

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.** For example, consider 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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BYLAWS

Article I. NAME

~~The name of this body shall be the Developmental Disabilities Council of Oklahoma, hereinafter referred to as the Council.~~

The Governor will recognize this body as the **Developmental Disabilities Planning Council**. In public settings, it will be known as the **Developmental Disabilities Council of Oklahoma**. In these bylaws, it may simply be called **“the Council.”**

Article II. COUNCIL AUTHORIZATION

Section 1. ~~The formation of the Council is authorized under the Developmental Disabilities Assistance and Bill of Rights Act, P.L. 106-402 and as subsequently amended and numbered.~~

The Council is created under the Developmental Disabilities Assistance and Bill of Rights Act (P.L. 106-402), also called the DD Act in these bylaws, including any later updates or amendments.

Section 2. ~~State authorization of the Council is by Executive Order of the Governor, which names the Designated State Agency (DSA) to which the Council is assigned for assistance with administrative activities of the Council.~~

The Council is authorized by an Executive Order from the Governor. The Order also names the Designated State Agency (DSA) that will provide the Council with Administrative Support.

Section 3. ~~As provided in the Developmental Disabilities Assistance and Bill of Rights Act (Developmental Disabilities Act), the Council and its DSA may enter in an agreement that documents the rights and responsibilities of both the Council and the DSA.~~

As allowed under the DD Act, the Council and the DSA may enter into an agreement that outlines the rights and responsibilities of each.

Article III. COUNCIL PURPOSE

~~Individuals with intellectual and developmental disabilities and their families have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged. Any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual. The purpose of the Council is to promote activities that are consistent with these principles.~~

People with intellectual and developmental disabilities (I/DD) and their families have strengths, abilities, and personal goals that should be recognized, supported, and encouraged. Any help they receive should be tailored to their unique strengths, needs, priorities, and culture. The



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Council's purpose is to support activities that follow these principles.

~~The goal is to achieve independence, productivity, and integration and inclusion into the community for individuals with intellectual and developmental disabilities. This is done through activities promoting systemic change, capacity building, and advocacy. Activities developed are intended to be person and family centered, comprehensive, coordinated and culturally competent in design and delivery of supports, services, and other assistance.~~

The goal is for people with I/DD to have independence, productivity, and full inclusion in their communities. The Council works towards this by supporting activities that promote systemic change, build capacity, and strengthen advocacy.

All activities are designed to be person and family-centered, comprehensive, coordinated, and culturally competent in how supports, services, and other assistance are planned and delivered.

Article IV. COUNCIL RESPONSIBILITIES

~~The Council, through Council members, staff, consultants, contractors, or sub grantees, shall have the following responsibilities:~~

The Council, through members, Council Staff, consultants, or contractors, shall have the following responsibilities:

1. Systemic Change, Capacity Building, and Advocacy Activities:

~~The Council shall serve as an advocate for individuals with developmental disabilities, as defined in the Developmental Disabilities Assistance and Bill of Rights Act, and conduct programs, projects and activities that carry out the purpose of the Council.~~

The Council serves as an advocate for people with developmental disabilities, as defined in the DD Act. It carries out programs, projects, and activities that support the Council's purpose.

2. State Plan Development, Implementation, and Monitoring:

~~The Council, in consultation with its DSA, shall prepare the Developmental Disabilities Council Five Year State Plan as described and required by federal law within the Developmental Disabilities Assistance and Bill of Rights Act. This plan will define programs, activities, and resources by which the Council will implement its systemic change, capacity building, and advocacy activities in selected areas of emphasis and will include information related to the Council's establishment and maintenance, identify its DSA, and provide a comprehensive review and analysis of programs and services available to Oklahomans with developmental disabilities and their family members. The~~



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~~state plan will also include assurances of compliance with the Developmental Disabilities Assistance and Bill of Rights Act, as described within the Act.~~

The Council, working with its DSA, will prepare the Developmental Disabilities Council Five-Year State Plan as required by the DD Act. This plan will outline the programs, activities, and resources the Council will use to carry out its systemic change, capacity building, and advocacy work in selected areas of emphasis.

~~The Council will solicit public review and comment on the five year plan before submission to the Governor or their designee for approval and submission to the Administration on Intellectual and Developmental Disabilities (AIDD).~~

The Council will ask the public to review and comment on the five-year plan before it is sent to the Governor or their designee for approval and then submitted to the Office of Intellectual and Developmental Disabilities (OIDD).

~~The Council will monitor, review, and evaluate the implementation of the State Plan not less than annually. When necessary, the Council will amend the plan using the same review and approval processes described above.~~

The Council will monitor, review, and evaluate the State Plan at least once each year. If changes are needed, the Council will amend the plan using the same review and approval process described above.

~~In addition to the Executive Order, federal law provides the Council must annually submit its original or amended State Plan, as defined in the Developmental Disabilities Assistance and Bill of Rights Act, to the Governor or their designee for approval.~~

In addition to the Executive Order, federal law requires the Council to submit its original or amended State Plan each year to the Governor or their designee for approval, as defined in the DD Act.

3. Reviewing and Reporting:

~~The Council shall submit to the AIDD or successor entity, the Governor, and/or the DSA such periodic reports on its activities as AIDD may reasonably request and will keep such records and afford access thereto.~~

The Council will submit any reports on its activities that the Office of Intellectual and Developmental Disabilities (OIDD), or its successor, reasonably requests. These reports will also be provided to the Governor and/or the DSA. The Council will keep the necessary records and make them available as required.



4. Administrative Activities:

~~The Council shall prepare and approve a budget of all monies, federal and state, allocated to and received by the Council prior to February 28 of the upcoming federal fiscal year.~~

The Council will prepare and approve a budget for all monies, federal and state, it receives before June 30, the start of the upcoming state and federal fiscal year.

~~The Council shall, consistent with federal and state laws, hire, supervise, and evaluate a Director of the Council. The Director will, consistent with federal and state laws, hire, supervise, and evaluate the staff of the Council.~~

The Council will hire, supervise, and evaluate the Executive Director in accordance with federal and state laws. The Director, following the same laws, will hire, supervise, and evaluate the Council's staff.

~~The Council shall inform the Governor or his designee of all Council member terms which will expire at least three months prior to the Council term expiration date, and support the Governor's office to identify and screen applicants for Council membership.~~

Council staff will notify the Governor or their designee at least three months before any Council member's term expires. The Council and Council staff will support the Governor and their staff in identifying and screening applicants for Council membership.

5. Other Activities

~~The Council will review and act on other matters as may be deemed by the Council that fall within the intent of the federal law, guidelines, and directives.~~

The Council will review and take action on any additional issues that the Council determines fall within the purpose and requirements of federal and state laws, guidelines, or directives.

Article V. MEMBERSHIP

Section 1. ~~The Council will comply with the requirements of the Developmental Disabilities Assistance and Bill of Rights Act.~~

The Council will follow all requirements of the DD Act.

Section 2. ~~All appointments to the Council shall be made by the Governor of the State of Oklahoma in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, and upon the recommendation of the Council and/or other organizations, groups, and individuals.~~

All Council members are appointed by the Governor of Oklahoma, as required by



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the DD Act. Appointments may be based on recommendations from the Council, as well as from organizations, groups, or other people.

Section 3. ~~The maximum term of appointment, except for mandated representatives, shall be four years, and the appointments shall be staggered so that no more than one-third of the membership is appointed in any one year. Members may serve a maximum of eight consecutive years. After serving the maximum term, a member must have at least a one year lapse in membership on the Council before he/she can be reappointed to the Council.~~

Council members (except those serving as mandated representatives) may be appointed for terms of up to four years. It should be attempted to stagger the member terms so that no more than one-third of the Council is appointed in any single year. Members may serve up to eight consecutive years. After reaching this limit, a member must take at least a one-year break before being eligible for reappointment.

~~Should a Council member's appointment lapse, the member will continue to serve until such time as the Governor renews the term or makes a new appointment to that position.~~

If a member's term expires and the Governor has not yet renewed the appointment or named a replacement, the member will continue to serve until the Governor takes action.

~~Council members who wish to resign during a current term must notify the Governor's office in writing and send copies of this correspondence to the Council office.~~

Council members who choose to resign before their term ends must submit a written resignation to the Governor's office and send a copy to the Council office.

Section 4. ~~Mandated representatives shall be appointed by the Governor. Agency representatives shall appoint a single designee to represent the agency/entity, should the appointee be unable to attend a meeting. Each agency/entity representative will inform the Council in writing of their designee. This designee will receive duplicate materials prior to Council meetings to assure their knowledge of timely Council issues and will be allowed to vote at Council meetings at which they represent their agency.~~

Mandated representatives are appointed by the Governor. If a mandated representative cannot attend a meeting, their agency or entity may select one designee to attend in their place. Each agency or entity must notify the Council in writing about who their designee is. The designee will receive the same meeting materials as the representative so they can stay informed about Council business. When attending in place of the representative, the designee may vote at Council meetings.



~~Should the persons filling these mandated positions, or their designees discontinue their affiliation with the agency/entity, immediate notice will be forwarded to the Governor's office for the naming of a replacement. The agency/entity representative's designee will continue to serve as a voting member of the Council until such time as the agency's/entity's representative is replaced.~~

If a mandated representative or their designee leaves the agency or entity they represent, the Council must immediately notify the Governor's office so a replacement can be appointed. Until the Governor names a new representative, the designee may continue serving as the voting member for that agency or entity. **To make sure the entity is represented, the designee may appoint a designee for them should they be unable to attend.**

Section 5. ~~The Council staff will notify the Governor's Office immediately should a vacancy arise due to death or disqualification.~~

If a vacancy occurs because a member dies or is disqualified, Council staff will notify the Governor's office immediately.

~~Members are expected to attend in person or virtually. For a member to be a voting member, their attendance must be in person or abide by the Oklahoma Open Meetings Act. The Act requires virtual voting members to list their identity and specific location and telephone number from which the member shall be physically present and participating shall be listed on the Council agenda.~~

Members are expected to attend meetings in person. To vote, a member must attend in person or virtually and meet all requirements of the Oklahoma Open Meetings Act for virtual participation.

~~Members choosing to be a voting member virtually should notify the Council Chair and Executive Director five working days before said meeting via email. This email should include the public location and telephone number from which they will be present and participating to be listed on the Council Agenda.~~

~~Please remember no less than a quorum of the Council shall be present in person at the meeting site as posted on the meeting notice and agenda.~~

A quorum of the Council must always be present in person at the posted meeting site.

~~Disqualification shall be determined by Council vote as a result of a member's failure to attend three consecutive meetings.~~

A member may be disqualified by a vote of the Council if they fail to attend three consecutive meetings.



Article VI. COUNCIL OFFICERS, THEIR DUTIES, AND COUNCIL COMMITTEES

Section 1. ~~The Council shall have four officers: a Chair, Vice Chair, Secretary, and Parliamentarian. These four officers form the core of the Council's Executive Committee. Every member of the Council is eligible to serve as a Council officer.~~
The Council will have four officers: a Chair, Vice Chair, Secretary, and Parliamentarian. These four officers make up the Executive Committee. Any Council member is eligible to serve in one of these officer roles.

Section 2. ~~For the appointment of Chair and for the subsequent slating of the positions of Vice Chair and Secretary, a Nominating Committee shall be selected by consensus of the membership to serve a one-year term. The Nominating Committee will be composed of three members of the Council, at least one of whom shall be a person with a developmental disability.~~
A Nominating Committee will be chosen by consensus of the Council to serve for one year. This committee is responsible for recommending candidates for the position of Vice Chair, Secretary, and Parliamentarian.

The Nominating Committee will consist of at least three Council members, and at least one member of the committee should be a person with a developmental disability.

Section 3. ~~At the direction of the Governor's Office, or as a vacancy occurs in the office of Council Chair, the Nominating Committee may select three members who are qualified and willing to serve as Chair. These names shall be submitted to the Governor by the Council Chair and staff. The Governor will appoint the Chair. The Chair shall serve a two-year term and will be eligible for two consecutive two-year terms, consistent with the Chair's term limits as provided above.~~
As the Governor's Office requests it, the Nominating Committee may select three qualified Council members who are willing to serve as Chair. Council staff will submit these three names to the Governor, who will appoint the Chair. The Chair will serve a two-year term and may serve up to two consecutive two-year terms, if this does not go over the overall member term limits.

Section 4. Following appointment of the Chair, the Nominating Committee will nominate one person each for the offices of Vice Chair and Secretary. This slate will be presented to the Council Chair provided that the nominee's consent has been given. If the Chair accepts the slate, no voting of the Council is necessary. If the Chair rejects the slate, nominations from the floor for the offices of Vice Chair and



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~~Secretary will be taken at the subsequent Council meeting, and voting will take place consistent with the Open Meetings Act.~~

As needed, the Nominating Committee will recommend Members to serve as Council Vice Chair, **Secretary, Parliamentarian**. These nominations will be given to the Council Chair, but only if each nominee has agreed to serve.

If the Chair accepts the Nominating Committee's recommendations, no Council vote is required. If the Chair does not accept the slate, the Council will take nominations from the floor for Council Vice Chair, **Secretary, and Parliamentarian** at the next Council meeting, and the Council will vote in accordance with the Open Meetings Act.

~~Section 5. Following the appointment or election of the Vice Chair and Secretary, the Parliamentarian will be appointed by the Council Chair.~~

~~Section 6. The offices of Vice Chair, Secretary, and Parliamentarian are for one year. These officers may serve in the same office three consecutive years.~~
The Vice Chair, Secretary, and Parliamentarian each serve one-year terms. These officers may serve in the same role for up to three consecutive years.

~~Section 7. The duties of the Chair shall include the following: to call and preside over Council meetings and Executive Committee meetings; to be an *ex officio*, voting member of all Council committees except the Nominating Committee; to appoint the Chair, Vice Chair, and members of all standing and *ad hoc* Council committees except the Nominating Committee; to submit such reports as are necessary to appropriate federal and state agencies; to serve as the official spokesperson of the Council; to work in concert with the Executive Director to ensure that the functions of the Council according to the Developmental Disabilities Act and its regulations are carried out; to supervise the Executive Director; to sign all official reports submitted by the Council; and to perform other duties as the Council may select.~~

The Chair's duties include:

- Calling and leading all Council meetings and Executive Committee meetings.
- Serving as an *ex officio*, voting member of all Council committees except the Nominating Committee.
- Appointing the Chair, Vice Chair, and members of all standing and *ad hoc* Council committees, except for the Nominating Committee.
- Submitting required reports to federal and state agencies.
- Serving as the official spokesperson for the Council.
- Working with the Executive Director to ensure the Council carries out its



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responsibilities under the Developmental Disabilities Act and its regulations.

- Supervising the Executive Director.
- Sign all official reports submitted by the Council.
- Carrying out any additional duties assigned by the Council.

Section 8. ~~The duties of the Vice Chair shall include the following: to carry out the duties of the Chair in their absence or through the remainder of their term if the office of Chair is vacated, and to carry out such other duties as the Chair may direct.~~ The Vice Chair's duties include stepping in to perform the Chair's responsibilities whenever the Chair is absent and completing the remainder of the Chair's term if the Chair's position becomes vacant. The Vice Chair will also carry out any additional duties assigned by the Chair.

Section 9. ~~The duty of the Secretary is to ensure minutes of each Council meeting and Council Committee meeting are written and approved by the Council or appropriate Council Committee. Minutes shall include a record of member attendance, documentation of all motions, seconds, and votes, and a narrative of all business conducted at the meeting. The Secretary shall write a letter to any Council member who has missed two consecutive meetings to remind the member of the potential for disqualification if a third consecutive meeting is missed.~~

The Secretary will work with Council staff to ensure minutes are written for every Council meeting and every Council Committee meeting, and that these minutes are approved by the Council or the appropriate committee.

Meeting minutes must include:

- A record of which members attended
- All motions made, who seconded them, and the results of each vote
- A clear summary of all business discussed and actions taken during the meeting

The Secretary will work with Council staff to ensure a letter to any Council member who has missed two consecutive meetings is sent, reminding them that missing a third consecutive meeting may result in disqualification from the Council.

Section 10. The Parliamentarian shall be responsible for ~~assuring~~ ensuring that all Council meetings are conducted in ~~accordance~~ compliance with the Oklahoma Open Meetings Act.

Section 11. ~~If neither the Chair nor Vice Chair of the Council is present to preside at a Council~~



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~~meeting, then the Council Director shall chair the meeting. Conduction of the meeting does not convey the right or privilege of making or seconding motions, or the right to vote to the Director.~~

If neither the Chair nor the Vice Chair is present to lead a Council meeting, the Executive Director will preside over the meeting. Serving in this role does not give the Director the right to make or second any motions or to vote.

Section 12. ~~The Council shall have five standing committees: the Executive Committee, the Finance Committee, the Nominating Committee, the State Plan Committee, and the Advocacy, Training and Outreach Committee. In addition to these committees, the Council chair may appoint *ad hoc* committees that shall be disbanded upon completion of the task to which the committee is assigned.~~

All Council members are encouraged to serve on at least one of the committees per year. At the Council's last meeting of the calendar year, all Council members will select the committee(s) he/she wishes to serve for the following year.

The Council will have five standing committees:

- Executive Committee
- Finance Committee
- Nominating Committee
- State Plan Committee
- Advocacy, Training, and Outreach Committee

The Council Chair may create ad hoc committees as needed. These temporary committees will be dissolved once they complete the task they were assigned.

All Council members are encouraged to serve on at least one committee each year. At the Council's last meeting of the calendar year, each member will choose the committee or committees they wish to serve on for the following year.

Section 13. ~~The Executive Committee shall consist of the four Council officers; and the chairs of the State Plan Committee; the Advocacy, Training and Outreach Committee; and the Finance Committee. Non-Council members are ineligible to serve on this committee.~~

The Executive Committee will be made up of four Council officers; and the chairs of the State Plan Committee; the Advocacy, Training and Outreach Committee; and the Finance Committee. Non-Council members are ineligible to serve on this committee.

~~The duties of the Executive Committee shall be as follows: approve requests for~~



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~~Consumer Involvement Fund, Professional Development Fund, and Conference Co-sponsorship funding; review and make recommendations to the Council for professional service contracts; provide day-to-day assistance to the Director and staff as requested; review and approve the Administrative Directions and Instructions to Staff; make decisions on behalf of the Council when deadlines prevent a meeting of the full Council; review the performance of the Executive Director; and other duties as assigned or delegated to the Executive Committee by the Council.~~

The Executive Committee will:

- Approve requests for the Consumer Involvement Fund, the Professional Development Fund, and/or Conference Co-Sponsorship funding.
- Review professional service contracts and make suggestions to the full Council.
- Provide day-to-day support to the Director and Council Staff when asked.
- Review and approve the Council's Administrative Directions and Instructions to Council Staff.
- Make decisions for the Council when deadlines do not allow time for a full Council meeting.
- Review the performance of the Director.
- Carry out any other duties the Council assigns or delegates to the Executive Committee.

~~Although information may be exchanged, no action shall be taken at any Executive Committee meeting unless a quorum is present; a quorum being defined as a simple majority of the committee's membership.~~

No decisions can be made at an Executive Committee meeting unless a quorum is present. A quorum means more than half of the committee members.

Section 14. ~~The Committee Chair, Vice Chair, and Committee members of all standing and ad hoc committees, with the exception of the Nominating Committee, shall be appointed by the Council Chair. Should the State Plan Committee or the Advocacy, Training and Outreach Committee wish to include non-Council members on these committees, committee members may forward such recommendations to the Council Chair. Non-Council member committee appointments shall be made by the Council Chair.~~

- The Council Chair appoints the Chair, Vice Chair, Secretary, Parliamentarian, and members of all standing and ad hoc committees, except for the Nominating Committee.
- If the State Plan Committee or the Advocacy, Training, and Outreach Committee want to include people who are not Council members, they may recommend those people to the Council Chair.
- The Council Chair makes all appointments of non-Council members to



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~~Non-Council members serving on Council committees will not be permitted to vote within the committee, nor at any full Council meetings they may attend, nor may they serve as the Chair or Vice Chair of any Council committee.~~

~~Non-Council members who serve on Council committees:~~

- ~~• May participate in committee discussions and activities.~~
- ~~• May not vote in committee meetings.~~
- ~~• May not vote at any full Council meetings they attend.~~
- ~~• May not serve as a Committee Chair or Vice Chair.~~

Section 15. ~~The Finance Committee shall consist of current members of the Executive Committee, and one or two additional Council members to serve “at large,” appointed by the Council Chair. The Council Chair shall appoint the Committee Chair from among the members of the Executive Committee or from the “at large” membership of the Finance Committee. If the appointed Chair is not already seated as a member of Executive Committee, the Finance Committee Chair will also be a member of the Executive Committee. Non-Council members are ineligible to serve on this committee.~~

- ~~• The Finance Committee includes all current members of the Executive Committee, plus one or two additional Council members who serve “at large.” These at-large members are appointed by the Council Chair.~~
- ~~• The Council Chair appoints the Finance Committee Chair. The Chair may be chosen from the Executive Committee or from the at-large members of the Finance Committee.~~
- ~~• If the appointed Finance Committee Chair is not already a member of the Executive Committee, they will become a member of the Executive Committee as part of their role.~~
- ~~• Only Council members may serve on the Finance Committee. Non-Council members are not eligible.~~

~~The duties of the Finance Committee shall be as follows: work with the Executive Director and Staff to coordinate the development of the annual budget prior to the start of the state fiscal year; recommend the annual budget for approval by the Executive Committee and Council; review and preliminarily approve periodic changes to the annual budget for subsequent approval of the full Council; review and preliminarily approve periodic financial reports for subsequent approval of the full Council; serve as board representative to internal and external auditors; review and temporarily approve fiscal policies and guidelines for subsequent approval of the full Council; present and make recommendation to the Council for the approval of preliminarily approved actions; and other duties as assigned or delegated to the Finance Committee by the Council.~~



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The Finance Committee will:

- Work with the Executive Director and Council Staff to help develop the annual budget before the start of the state fiscal year.
- Recommend the annual budget to the Executive Committee and the full Council for approval.
- Review and give preliminary approval to periodic changes to the annual budget, before those changes go to the full Council for final approval.
- Review and give preliminary approval to periodic financial reports, before they go to the full Council for final approval.
- Serve as the Council's representative to internal and external auditors.
- Review and temporarily approve fiscal policies and guidelines, before they go to the full Council for final approval.
- Present and make recommendations to the Council on all items the Finance Committee has preliminarily approved.
- Carry out any other duties the Council assigns or delegates to the Finance Committee.

~~Although information may be exchanged, no action shall be taken at any Finance Committee meeting unless a quorum is present; a quorum being defined as a simple majority of the committee's membership.~~

No decisions can be made at a Finance Committee meeting unless a quorum is present. A quorum means more than half of the committee members.

Section 16. ~~The duties of the Nominating Committee are to slate the Vice Chair and Secretary on an annual basis, with the slate being presented to the Council at the fourth quarterly meeting each year. In addition, the Nominating Committee will meet as necessary to appoint Council representatives to outside committees, such as the Group Homes Advisory Committee and the Advisory Committee on Services to Persons with Developmental Disabilities. Non-Council members are not permitted to serve on the Nominating Committee.~~

The Nominating Committee will:

- Prepare a slate of candidates for the positions of Vice Chair, Secretary, and Parliamentarian each year.
- Present this slate to the Council at the fourth quarterly meeting.
- Meet as needed to appoint Council representatives to outside committees, such as:
 - the DDS Advisory Committee on Services to Persons with Developmental Disabilities
 - any similar external committees that require Council representation.

Only Council members may serve on the Nominating Committee. Non-Council members are not eligible.



Section 17. ~~The duties of the State Plan and Advocacy, Training and Outreach (ATO) Committees are to: meet at least quarterly to review progress of current and planned Council activities in each committee's workplan; approve any project scope of work to be done, work with staff to develop new agreements or invitations to bid as necessary; and develop and refine the Goals, Objectives and Activities in the State Plan and in the committee's workplan.~~

~~Although information may be exchanged, no action shall be taken at any State Plan or ATO Committee meeting unless a quorum is present; a quorum being defined as a simple majority of the committee's membership.~~

~~The State Plan Committee and the Advocacy, Training, and Outreach (ATO) Committee will:~~

- ~~• Meet at least once each quarter to review progress on current and planned Council activities in their workplans.~~
- ~~• Approve the scope of work for any projects and work with Council Staff to develop new agreements or invitations to bid as needed.~~
- ~~• Develop and refine the Goals, Objectives, and Activities in the State Plan and in each committee's workplan.~~

~~No decisions can be made at a State Plan Committee or ATO Committee meeting unless a quorum is present. A quorum means more than half of the committee members.~~

Section 18. ~~Properly appointed Agency designees are authorized to participate and vote on the Council or Council committees on which their respective Agency representative is appointed, should that representative not be in attendance. Agency designees may not serve as the Chair or Vice Chair of a Council committee.~~

~~A properly appointed Agency designee may participate and vote in place of their Agency's representative at Council meetings or on Council committees where that representative is appointed. Agency designees may serve as the Chair or Vice Chair of any Council committee.~~

~~Should an Agency designee wish to serve on a Council committee that is not the committee to which their Agency representative is appointed, an appointment to a committee may be made by the Council Chair, consistent with these Bylaws. If such appointment is made, these Agency designees serve as non-Council members of a Council committee and thus may not vote within the committee, nor may they serve as a Committee Chair or Vice Chair.~~

- ~~• If an Agency designee wants to serve on a Council committee other than the one their Agency representative is appointed to, the Council Chair may~~



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appoint them, following these Bylaws.

- When serving in place of their agency representative, an Agency designee is considered a Council member for that committee.
- When appointed to a different committee, the Agency designee serves as a Non-Council member of that committee.
 - As non-Council members, they may not vote in that committee.
 - They may not serve as the Committee Chair or Vice Chair.

Article VII. COUNCIL STAFF

~~In accordance with federal law, the Council may hire staff sufficient to properly support the implementation of the State Plan. Staff shall serve in the unclassified service and shall be consistent employees of the State of Oklahoma, at the pleasure of the Council.~~

~~At a minimum, the Council staff shall include an Executive Director, hired by the Council. The Executive Director, working with the Council, shall determine other staff positions necessary for the implementation of the State Plan and shall hire and supervise staff.~~

In line with federal law, the Council may hire staff as needed to support the implementation of the State Plan.

- The Council will hire an Executive Director.
- Working with the Council, the Executive Director will determine what additional Council Staff positions are needed to carry out the State Plan.
- The Executive Director is responsible for hiring, supervising, and managing all Council staff.
- All Council staff serve in the unclassified service and are employees of the State of Oklahoma. Staff serve at the pleasure of the Council.

ARTICLE VIII. COUNCIL MEETINGS

Section 1. ~~Regular and special Council meetings are called by the Council Chair, or, in their absence, the Vice Chair. Any eight Council members acting together may call a special Council meeting. Notice must be given to Council members in writing at least 48 hours before the scheduled time of the meeting and in such manner as to comply with the Oklahoma Open Meetings Act.~~

- Regular and special Council meetings may be called by the Council Chair or, if the Chair is unavailable, by the Vice Chair.
- Any eight Council members acting together may call a special meeting.
- Written notice must be provided to all Council members at least 48 hours before the meeting.



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- All notices must comply with the Oklahoma Open Meetings Act.

Section 2. ~~The Council shall meet at least quarterly, and at such other times as the need arises in order to carry out its responsibilities. In addition to the quarterly meetings of the Council, the Council may meet over the course of a weekend annually for a planning retreat, at which time the State Plan will be written or amended. Council member attendance at all meetings is expected. Members are strongly encouraged to attend all regular and special meetings and the Council retreat. Members who fail to attend three consecutive meetings of the Council may be immediately disqualified by vote of the Council. Should a member be disqualified, the Governor's office will be notified and a replacement sought.~~

- The Council will meet at least once each quarter.
- Additional meetings may be held whenever needed to carry out the Council's responsibilities.
- The Council may also hold an annual weekend planning retreat, where the State Plan may be written or amended.
- Council members are expected to attend all meetings, including regular meetings, special meetings, and/or an annual retreat.
- Members who miss three consecutive Council meetings, **in-person or virtual**, may be disqualified by a vote of the Council.
- If a member is disqualified, Council staff will notify the Governor's office so a replacement can be appointed.

Section 3. ~~Although information may be exchanged, no business shall be transacted at a Council meeting unless a quorum is present; a quorum being defined as one half of the current membership of the Council. Unfilled positions will not be considered part of the current membership. Within this quorum there must be at least one member with a developmental disability or an immediate family member or guardian of a person with a developmental disability.~~

~~No business can be conducted at a Council meeting unless a quorum is present **in person**. A quorum means one-half of the current Council membership. Unfilled positions are not counted when determining this number.~~

~~Within that quorum, there must be at least one member who has a developmental disability or an immediate family member or guardian of a person with a developmental disability.~~

Council members attending virtually do not count towards the quorum requirement.

Section 4. ~~All regular quarterly and special meetings of the full Council shall be open to the public in accordance with Oklahoma law. The Council retreat and most Council~~



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~~committee meetings are planning functions of the Council and will be held in accordance with the Oklahoma Open Meetings Act.~~

All regular quarterly and special meetings of the full Council are open to the public, as required by Oklahoma law.

A Council retreat and most Council committee meetings are planning functions of the Council and will be held in accordance with the Oklahoma Open Meetings Act.

Section 5. A simple majority of Council Members will determine the results of any vote taken in a meeting of the Council or Council Committee.

Section 6. ~~In accordance with the Developmental Disabilities Act, a Council member who does not represent a required state agency may designate, in writing, an authorized representative to attend a Council meeting if unable to attend. Such representatives should meet the same membership qualifications of the Council member he/she will represent. The privilege of voting is not extended to these representatives. Authorized representatives do not count toward a quorum.~~

A Council member who does not represent a required state agency may, in accordance with the DD Act, designate an authorized representative in writing if they are unable to attend a Council meeting.

Authorized representatives must meet the same membership qualifications as the Council member they are representing.

These representatives may not vote and do not count toward a quorum.

Article IX. COUNCIL'S OPERATING YEAR

~~The operating year of the Council shall correspond to the Federal Fiscal Year, October 1 – September 30, or other fiscal year as established by the federal government.~~

The Council's operating year follows the federal fiscal year, which runs from October 1 through September 30, or any other fiscal year established by the federal government.

Article X. ROLE OF THE DESIGNATED STATE AGENCY (DSA)

The DSA provides administrative support to the Council as required by the DD Act and Oklahoma law.

Section 1. Council Contracts:

~~In implementing its State Plan, the Council, with the assistance of the DSA, may enter into contracts with public or private agencies or organizations according to~~



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~~purchasing and contracting laws and regulations of the State of Oklahoma. A majority vote of the Council or designated Council Committee is necessary to pursue such contracts.~~

To carry out its State Plan, the Council may, with help from **its** DSA, enter contracts with public or private agencies or organizations. All contracts must follow Oklahoma's purchasing and contracting laws and regulations.

A majority vote of the Council, or of a designated Council committee, is required before pursuing any such contract.

Section 2. Funding Controls:

~~All expenditure of funds under the Basic State Plan Grant shall be in compliance~~

~~with the State Plan, written with the support of the DSA, and in compliance with the Developmental Disabilities Act. The DSA will assure compliance with state law and regulations pertaining thereto.~~

All expenditures under the Basic State Plan Grant must comply with the State Plan, which is developed with support from the DSA and must follow the requirements of the DD Act.

Section 3. Agreement between the DSA and the Council:

~~As permitted by federal law, the Council may enter into agreement for specific delineation of roles and responsibilities of both the DSA and the Council. Such agreement shall be signed by the Council Chair and the Director of the DSA.~~

As permitted by federal law, the Council may enter into a written agreement with **its DSA** that outlines the specific roles and responsibilities of both parties. This agreement must be signed by the Council Chair and the Director, **or agency liaison**, of the DSA.

Section 4. The Director of the DSA will appoint an official agency liaison to the Council. Such liaison shall have the authority to authorize action on behalf of the agency as requested by the Council.

Article XI. COUNCIL ADMINISTRATIVE DIRECTIONS AND INSTRUCTIONS TO COUNCIL STAFF

~~In addition to the Bylaws of the Developmental Disabilities Council of Oklahoma, the Council has several Administrative Directions and Instructions to Staff, including, but not limited to, staff positions, non-solicited proposals, grants, the preclusion of conflict of interest, contracting and payments procedure, cost reimbursement for Council members, travel assistance for non-council members, and conference sponsorship. These Administrative Directions and Instructions to staff provide further guidance for staff and~~



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~~Council members relative to Council business.~~

In addition to these Bylaws, the Council maintains Administrative Directions and Instructions to Council Staff. These documents cover topics such as Council Staff positions, unsolicited proposals, grants, conflict-of-interest requirements, contracting and payment procedures, cost reimbursement for Council members, travel assistance for non-Council members, and conference sponsorship.

These Administrative Directions and Instructions provide additional guidance to Council members and Council Staff on how Council business is carried out.

Article XII. ~~AMENDMENTS~~ **CHANGES** TO THE BYLAWS

~~These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the Council at any regular or called Council meeting by a 2/3 majority vote of the Council members present, provided a quorum has been established. Proposed amendments to the Bylaws shall be sent to the members at least thirty business days prior to the meeting at which the proposed revisions will be considered.~~

These Bylaws may be changed or replaced at any regular or special Council meeting by a two-thirds vote of the Council members present, if a quorum has been established. Proposed **changes** must be sent to all Council members at least thirty business days before the meeting where the changes will be considered.

~~Approved July 28, 2023~~

Approved _____

AJ Griffin, Chair

Kodey Toney, Chair