Developmental Disabilities Council of Oklahoma

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Janie Fugitt, Okla. City
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Heather Hancock, Okla. City
Laura Haney, Tulsa
Gina Richardson, Okla. City
Susan Rutledge, Broken Arrow
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Kodey Toney, Panama
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Lori Wieder, Stillwater
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Valerie Williams, Okla. City
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DDCO Staff
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Vacant

Planning & Grants Director
Jennifer Robinson

Advocacy Training Director
Dr. Bradley Mays

Self-Advocacy Training Director
Morgan Davis

Executive Director
Jenifer Randle

State Plan Committee Meeting Agenda

Friday, November 13, 2026 – 10:00 a.m.
OK Center for Nonprofits, 701 N. Lindsay Ave, Oklahoma City, OK, 73104

Join Meeting:
https://us02web.zoom.us/j/82360733596?pwd=NJf0sSynMe8jE9DTJgGMTa1XXbqN77.1
Meeting ID: 823 6073 3596 Passcode: 8675309

Members attending online:
Bryce Wooten, 16905 Bedford Circle Edmond, OK 73012
Kodey Toney, 1507 S. McKenna, Poteau, OK 74953

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

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

1) Review of FY28 Funding Proposals:
   For your reference, approved 2027-2031 Goals, p. 2
   And Project Evaluation Rubric, p. 6
   a) 10:15 - Har-Ber Village, p. 10
   b) 10:30 - OK APSE, p. 35
   c) 10:45 - OK State Fair, p. 61
   d) 11:00 – OU Zarrow Center, p. 81
   e) 11:15 – OU Autism Center, p. 109
   f) 11:30 – OU Sooner SUCCESS, p. 135
2) Any questions for follow up from presentations on 11/6.

III.__ **Other Business and Possible Voting**

IV.__ **Announcements**
State Plan Committee Meeting - Fri., December 11, 2026, 10:00 a.m.
Council Meeting – Fri., January 29 ,12:00 pm

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

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

State Plan Goals

2027-2031

2027-2031 State Plan Goals

Goal 1

Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

- Objective 1 – By 2031, there will be a user-friendly network of information for Oklahomans with intellectual and/or developmental disabilities and their families across Oklahoma
- Objective 2 - Annually through 2031, support creative community solutions that provide in-person help for Oklahomans with intellectual and/or developmental disabilities through the lifespan.
- Objective 3 - By 2031, there will be improved transportation assistance to Oklahomans with intellectual and/or developmental disabilities and families.
- Objective 4 – Annually through 2031, offer at least 20 specialized training workshops for caregivers on topics such as person-centered planning, behavioral support strategies, and navigating service systems.

Goal 2

Support the creation of community activities that value Oklahomans with intellectual and/or developmental disabilities and support them in speaking up and making their own decisions.

- Objective 1 – Annually through 2031, launch and evaluate a public education campaign that showcases the contributions of Oklahomans with intellectual and/or developmental disabilities in the workforce, arts, and community.
- Objective 2 – Annually through 2031, provide formalized training for 150 emerging self-advocates and their family members.
- Objective 3 – By 2029, an alumni network will be established for graduates of our leadership programs.
- Objective 4 – Annually through 2031, Self-Advocate Trainers will create and provide training to 150 self-advocates, local businesses, schools, and organizations.
- Objective 5 – By 2031, a cross-disability coalition will be established to help state-level policy discussions, with at least 50% of its members being people with developmental disabilities.
- Objective 6 - By 2030, a toolkit will be developed to assist businesses and organizations in creating more inclusive environments for employees and customers.

Goal 3

Provide caregivers and families with the support needed to ensure their long-term well-being.

- Objective 1 – Annually through 2031, support creative community solutions that provide respite and training for family caregivers.

- Objective 2 - In the event of natural and/or manmade disasters, the Council may engage in additional activities to support Oklahomans with intellectual and/or developmental disabilities and their families.

Project Evaluation Rubric

DEVELOPMENTAL DISABILITIES COUNCIL OF OKLAHOMA
PROJECT REQUEST EVALUATION RUBRIC

Pre-Screening of Project Application: Proposals must meet the following baseline requirements before moving to a detailed scoring review. All questions must be answered yes to move forward automatically, though committee discretion may apply for borderline cases.	**YES**	**NO**
Does the proposal address at least one Council State Plan Goal?	☐	☐
Does the proposal support people with developmental disabilities and/or their families?	☐	☐
Is there a line-item budget included with a documented 25% non-federal match from local, state, or other non-federal resources?	☐	☐
Does the proposal have a viable plan to continue the work without Council funding?	☐	☐

Screening results: Were all answers above yes?	**All were yes, move forward**	**Do not move forward**	**Mixed answers above. Move forward**
	☐	☐	☐

Proposals passing the pre-screening are evaluated across 7 core categories. Each category will be scored on a scale from 1 to 10 points, resulting in a maxium possible score of 70 points.

	1-2 	3-5 	6-8 	9-10 	TOTAL RATING
	WEAK	FAIR	GOOD	STRONG	
STATE PLAN GOALS	Relevance to Council goals is not stated.	Mentions a theme, but connection to the Council's 5 Year Plan Goals is unclear.	Addresses at least one specific state plan objective.	Aligns with a Council State Plan Goal and objective with a high-impact strategy.	
NEED & TARGET POPULATION	The problem is not known, target population is unclear, no needs assessment stated.	Describes a general problem but does not give supporting data or specific population details.	Problem is understood, targeted population well-defined.	Uses needs assessment to target specific group, identifies a unique problem, and proposes a solution.	
BUDGET	Does not follow Council funding rules.	Budget is not clear; match sources are not known.	Provides a budget and a 25% non-federal match.	Provides detailed itemized costs; detailed 25% non-federal match	
SUSTAINABILITY OF PROJECT	No sustainability plan is provided.	Sustainability plan has no timeline.	Provides a general timeline for sustainability of project and may have some general funding ideas.	Provides detailed funding sources and detailed timeline for sustainability of the project.	
INNOVATION	Duplicates existing work in Oklahoma, 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.	Unique and innovative; 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.	Statement of work is 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. Potential for lasting change is unclear.	Gives clear outcomes and realistic numbers for required federal performance measures.	Has a way to track baseline and monitoring impact, Targets state level changes.	
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) (80 maxium points possible)	

Financial sustainability *is defined as maintaining services provided to the community* ***without Council funding*** *and can be documented through partnerships, donors, fundraising, grants (private, foundation, federal, state, and a reasonable fee for service.*

FY28 Funding Proposals

Har-Ber Village

Accessibility

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Phase 2 of Sensory Inclusion

Organization: Har-Ber Village

Proposal Description: Har-Ber Village proposes to expand its accessibility and inclusion efforts in partnership with Square Holes, building on the sensory-friendly calming room and the findings of a year-one needs assessment. The project will promote and distribute an accessibility guidebook through professional conferences and educational gatherings, develop a field trip accessibility protocol for rural museums, and provide training and technical assistance to help other cultural institutions implement inclusive practices. Additional activities include hosting an annual Accessibility Day with hands-on demonstrations and educational resources, developing inclusive field trip experiences for students with and without disabilities, and improving campus accessibility through enhancements to seating, pathways, and outdoor spaces. The project will also provide self-advocacy and presentation coaching to individuals with developmental disabilities so they can share their experiences and participate in professional presentations.

The project aims to increase awareness and understanding of developmental disabilities, reduce barriers to participation, and promote meaningful inclusion in educational, recreational, and community settings. Har-Ber Village anticipates serving at least 200 students through inclusive field trips, presenting its accessibility guidebook at a minimum of four professional events annually, and increasing participation by individuals with developmental disabilities in campus programs by at least 25%. The improvements will benefit visitors with a wide range of accessibility needs, while the guidebook, field trip protocol, and training resources will provide practical tools for other museums and cultural institutions, particularly those in rural Oklahoma. Through continued collaboration, community engagement, and statewide dissemination, the project seeks to create lasting changes in accessibility practices and foster communities where individuals with developmental disabilities are welcomed, respected, and empowered to participate fully.

Targeted Audience: people with I/DD and families

Council Goal: Goal 1 – Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

Council Objective: 1.2 - Annually through 2031, support creative community solutions that provide in-person help for Oklahomans with intellectual and/or developmental disabilities through the lifespan.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2028	**$10,720**	**$9,380**	**$20,100**
2027	**$25,000**	**$3,000**	**$28,000**

6. **General Information and Timelines:**

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

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

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

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

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

Har-Ber Village agrees and would really like to continue to this work. We are open to answering any questions and revising per the councils suggestions.

Part 1 - Contact Information

7. **Organization Name** *

Har-Ber Village Musum Inc.

8. **Organization Address** *

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

4404 W 20th Street Grove, Oklahoma 74344

9. **Contact Info** *

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

Linda Foster Admin@har-bervillage.com. 918-791-0655

10. **Website**

Organization's Website

Har-Ber Village.com

Our State Plan Goals

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

11. **State Plan Goal** *

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

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

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

Building on the success of the initial funding period, our organization will expand opportunities for accessibility, inclusion, education, and community engagement for individuals with developmental disabilities and their families. Through enhanced programming, community outreach, and infrastructure improvements, we will create more inclusive environments that promote meaningful participation, increase awareness of accessibility needs, and strengthen connections between individuals with disabilities and the broader community.
• Expand distribution and presentation of our accessibility guidebook through conferences and professional gatherings serving educators, librarians, occupational therapists, disability advocates, and community organizations.
• Host a community-wide Accessibility Day event that provides hands-on learning experiences, demonstrations, and resources that promote understanding and awareness of developmental disabilities and inclusive practices.
• Develop inclusive field trip programming that brings together both special education and general education students, fostering social interaction, learning opportunities, and greater understanding of diverse abilities.
• Improve accessibility throughout the campus and grounds, including upgrades to seating areas, pathways, and restroom facilities if this year next year, physical accommodations that enhance safety, comfort, and independence for all visitors.

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.

Our organization has received initial funding to enhance opportunities for accessibility and inclusion from the DDCO Council which started in July of 2026. We report to and consult with Jennifer Robinson; 405-521-2894; Jennifer.Robinson@okdhs.org

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

Har-Ber Village is developing a sensory-friendly calming room in partnership with
Square Holes whose resources (visual schedules, noise-reduction tools, and wayfinding aids)
directly advance Community Awareness and Inclusion priorities in the Council's plan. The
design is grounded in past pilot experiences where Square Holes operated sensory-friendly
spaces and gathered structured feedback which is being integrated at Har-Ber Village museum.
Our goal is to reduce anxiety before and after arrival with pre-visit toolkits and sensory backpacks that can be checked out for the day.

This year we want to:
• Expand distribution and presentation of our accessibility guidebook through conferences and professional gatherings serving educators, librarians, occupational therapists, disability advocates, and community organizations.
• Host a community-wide Accessibility Day event that provides hands-on learning experiences, demonstrations, and resources that promote understanding and awareness of developmental disabilities and inclusive practices.
• Develop inclusive field trip programming that brings together both special education and general education students, fostering social interaction, learning opportunities, and greater understanding of diverse abilities.
• Improve accessibility throughout the campus and grounds, including upgrades to restroom facilities, seating areas, pathways, and other physical accommodations that enhance safety, comfort, and independence for all visitors.
Har-Ber Village's lakeside setting and living-history mission make it a natural place for calm,
reflection, and learning. With Developmentally Disabled Council of Oklahoma support, our facility will provide memories to last a life time.

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.

A needs assessment is being completed in year one of the current DDCO funding by Square Holes. We are waiting for the final report, however we can respond with the following.
As part of this project, Square Holes conducted a needs assessment of Har-Ber Village, including site observation, staff and volunteer interviews, and direct observation during active school field trips. Findings pointed to several areas for improvement related to executive functioning and cognitive accessibility, many of which are relatively minor and cost-effective, including wayfinding and the placement and availability of seating and rest areas. These same changes would benefit a far broader range of visitors beyond the developmentally disabled population. Observations during field trips additionally identified opportunities to improve accessibility for school groups specifically. Stakeholder interviews further revealed a significant shortage of field trip destinations in Oklahoma equipped to serve students with disabilities. Building on this finding, we propose developing a field trip accessibility protocol as part of our handbook for rural Oklahoma museums. A copy of the full findings will be provided when the report is finalized.

17. **Who will do the work?** *

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

Jordan Collingsworth – Volunteer Coordinator/Programs with a degree in Anthropology
Linda Foster – Administration, Social Work Degree with minor in family relations and child development, 30 years Child Welfare experience.
Nicole Reynolds - Executive Director of Har-Ber Village Museum
HBV Maintenance Staff
Contractors
Beth & Dave – Square Holes – consulting
Square Holes is a consulting organization led by David Turnbull, PhD, OTR/L, and Beth Varner, M.Ed., NCSP. Together, they bring expertise in occupational therapy, neurodiversity research, education, and non-profit leadership to help cultural institutions and community spaces become more accessible and welcoming for neurodivergent individuals and those with sensory or cognitive differences. David is an occupational therapist, autism researcher, and neurodivergent individual with lived experience of sensory processing challenges, which informs his practical and empathetic approach to accessibility and inclusion. Beth is a school psychologist, educator, and advocate with a background in non-profit management and extensive experience supporting inclusive practices within arts and cultural organizations. Through environmental audits, staff training, and collaborative planning, Square Holes helps organizations move beyond compliance toward meaningful inclusion. Their work has supported accessibility initiatives in museums, art centers, and public events across Oklahoma and beyond, emphasizing practical, evidence-based strategies that can be scaled and shared among community institutions.

18. **Targeted population:**
*

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

Delaware County, OK — Developmental Disabilities Snapshot
Community profile
• Population: ~41,017 (ACS 2019–2023). Median age 47—older than OK and U.S., which typically correlates with higher disability prevalence. Poverty: 21% (vs. ~15.3% OK; ~12.4% U.S.).
Disability prevalence
• Oklahoma (statewide): ~17.5% of residents report a disability (all ages). County rates vary and trend higher in rural counties.
• County-level ACS (S1810): The U.S. Census publishes disability detail for Delaware County (hearing, vision, cognitive, ambulatory, self-care, independent living) in table S1810; using the latest ACS 5-year for official percentages in grant tables. Delaware County reported a 2023 population of 40,606. Of those, total civilian noninstitutionalized populations for disabilities:
Hearing 2987, 73 under 18 years old
Vision 1916, 149 under 18 years old
Cognitive 3245, 469 under 18 years old
Ambulatory 4047, 7 under 18 years old
Self-care 1136, 37 under 18 years old
Independent Living 2964, under 18 years old is not reported
21.8% of population have a disability
Early intervention & schools
• SoonerStart (Birth–3): Oklahoma's Part C early-intervention program provides home- and community-based therapy/coaching for infants and toddlers with developmental delays. Families in Delaware County access SoonerStart through the state program.
• PK–12 Special Education (Part B): OSDE reports annual Child Count by district (IEP enrollment by disability category). In the two reports covering Grove, OK there were 464 total IEPs in the FY 2024 Public Reporting of Child by District.
Adult services & waivers
• OKDHS Developmental Disabilities Services (DDS): Since 2022, Oklahoma has cut the waiver wait from ~13 years to about 1 year and is working toward a no-wait system. Applicants move by cohorts; once approved, transition to services typically takes 6–9 months (can be faster with complete documentation).
• DDS maintains a contact-update portal for those already on the list; direct families there while applications are processed.
Local & regional providers
• GRAND Mental Health (regional community mental health center) operates across NE Oklahoma and, as of April 16, 2025, converted its Jay site to a 24/7 Crisis Assessment Center—useful for co-occurring behavioral health needs in DD.
• Cherokee Nation Health Services provides PT/OT/Speech and Vocational Rehabilitation to eligible citizens residing within the reservation (which includes much of Delaware County). Har-Ber Village can coordinate referrals and data sharing where families are eligible.
• Oklahoma Department of Rehabilitation Services maintains a statewide Disability Resource Guide Har-Ber Village can link in family packets.

19. **Impact:**
*

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

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

Our organization will Present the accessibility guidebook at a minimum of four (4) conferences or professional events annually.
• Host one annual Accessibility Day with participation from community organizations, families, educators, and disability service providers, statewide.
• Serve 200 special education and general education students through inclusive field trip experiences the first year and more in the following years.
• Complete accessibility improvements to restrooms, seating areas, and outdoor spaces, increasing access for 100% of visitors with mobility and accessibility needs.
• Increase overall participation of individuals with developmental disabilities in campus programs by a minimum of 25% during the funding period.

20. **Duplication or expansion:**
*

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

Before beginning this project, Har-Ber Village searched for existing resources to guide accessibility and inclusion efforts for developmentally disabled and neurodivergent visitors. That search turned up little that addressed the specific realities faced by smaller or rural museums and cultural institutions, most existing resources assume a scale of budget and staffing that isn't realistic for organizations like ours. This project fills that gap directly, and year two builds on it by expanding our resource library beyond the initial guidebook to include a field trip accessibility protocol and an Accessibility Day event at Har-Ber Village, where we'll collaborate with other Oklahoma organizations doing similar work and invite them to help spread this approach to other museums and cultural institutions considering their own accessibility efforts.

21. **Best Practices:**

*

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

Year two builds directly on the evidence-based, disability-informed practices already operationalized in the calming Room, while adding practices specific to knowledge dissemination and stakeholder empowerment.
1. Sensory-friendly environmental modification 2. Visual supports and social narratives
3. Trauma-informed, dignity-first operations 4. Participatory co-design with disabled youth, families, and tribal partners. 5.Accessibility compliance for events and facilities
6. Staff training, evaluation and Universal Design + UDL
7. Knowledge translation and train-the-trainer dissemination
Practice. Effective dissemination of accessibility innovations relies on peer-to-peer knowledge transfer within professional communities, presentations, workshops, and published guides that let practitioners adapt proven approaches to their own context rather than starting from scratch.
Use in project. Presentation of the accessibility guidebook and field trip protocol at the Mountain Plains Museums Association conference (with the Midwest Museums Association in 2027) and other regional professional gatherings serving museum staff, educators, and disability advocates. Materials will be adapted for a train-the-trainer format so attendees leave with concrete, implementable next steps rather than general awareness alone.Sources. American Alliance of Museums practitioner literature on peer learning and replication in accessibility program rollouts; Smithsonian accessibility toolkits designed explicitly for adaptation by other institutions.
8. Self-advocacy and presentation skill development
Practice. Drawing on the team's professional backgrounds in occupational therapy and school psychology, both fields grounded in education, skill-building, and public-facing communication, Square Holes provides direct coaching to stakeholders with lived experience of developmental disability on presentation and self-advocacy skills, preparing them to represent their own experiences in professional settings rather than having their experiences represented by others on their behalf. Use in project. One-on-one and small group consultation and coaching support for stakeholders who will co-present alongside Square Holes and Har-Ber Village staff at conference sessions, with support covering both presentation delivery and self-advocacy in professional settings. Sources. Based on applied experience, not a formal published framework.
9. Field trip accessibility protocol development
Practice. Building on year one's needs assessment findings and extending more than a decade of combined work across Oklahoma and the wider region, this phase develops an original field trip accessibility protocol addressing a gap identified directly through fieldwork rather than through existing published models. Use in project. Square Holes first identified this gap while working with a small museum in Shawnee, which was the only field trip site within an hour of local schools willing to host a special education department's field trip. That pattern has continued to surface across our broader work, frontline museum staff routinely report feeling unprepared to accommodate students with disabilities, and special education teachers and staff consistently describe anxiety about whether their students will be welcomed and safely accommodated at cultural institutions. The field trip accessibility protocol responds directly to this documented, recurring gap, giving rural and small museums concrete tools to become viable, confident field trip destinations for students with disabilities. Sources. Original work based on Har-Ber Village's year one needs assessment and Square Holes' applied experience across the region. Year two extends the calming Room's foundation of evidence-based, dignity-first practice into dissemination and field trip-specific work, ensuring that what's been learned and built at Har-Ber Village creates lasting value for for other Ok museums.

22. **Systems change impact:** *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.
How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

Long-Term Community Impact
Through seminars, inclusive field trips, sensory-friendly events, educational presentations, and accessibility improvements, we aim to foster a meaningful and lasting shift in how developmental disabilities and neurodivergence are understood throughout our community, region, and ultimately across the state.
Our desired outcome extends beyond individual programs and events. We seek to create a systemic change in awareness, attitudes, and practices by increasing knowledge, reducing misconceptions, and promoting meaningful inclusion. As community members, educators, employers, and decision-makers gain a deeper understanding of the strengths, challenges, and experiences of individuals with developmental disabilities, we anticipate increased empathy, greater acceptance, and stronger support for inclusive policies and practices. These efforts have the potential to influence not only educational environments but also workplaces, public spaces, and community organizations. By promoting accessibility and understanding, we hope to help create opportunities where individuals with developmental disabilities and neurodivergent individuals are valued, respected, and empowered to participate fully in all aspects of community life. Ultimately, this project seeks to advance a culture that recognizes the dignity, contributions, and potential of every individual. Through continued education, advocacy, and community engagement, we envision a future where families and individuals affected by developmental disabilities are met with understanding, respect, equitable opportunities, and the support they deserve to thrive.

23. **Where implemented:** *

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

On going work at Har-Ber Village museum in Delaware county will continue which will directly impact surrounding counties of Ottawa, Craig, Mayes, and Cherokee Counties—where need, partnerships, and feasibility are strongest—while our tools, training, and technical assistance are offered statewide to catalyze broader systems change across Oklahoma.

Proposed presentations will be shared at the Oklahoma Museum Association Annual Conference in Lawton in 2027, the "Mountain Plains Museums Association." Conference in Kansas City in 2027-which would provide information regional decimation of tools and information, conference/s for The Oklahoma Centers for Nonprofits, in OKC/and or Tulsa.

The annual Accessibility Day while opened statewide will allow Northeastern Oklahoma and surrounding rural communities' residents and organizations not only the ability to see real time change, but the education modules to enact at their facilities.

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.
For **explanations of these Performance Measures** please refer to this document:
https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf

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

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

24. **IA1.1**

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

0

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.

0

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.

50

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.

10

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.

20

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.

100

The value must be a number

30. **IA 2.2.2**

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

100

The value must be a number

21

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.

10

The value must be a number

32. **IA 3.1**

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

500

The value must be a number

33. **IA 3.2**

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

500

The value must be a number

34. **SC 1.1.1**

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

5

The value must be a number

35. **SC 1.2.1**

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

0

The value must be a number

36. **SC 1.3.1**

The **number of promising practices created.**

10

The value must be a number

37. **SC 1.3.2**

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

10

The value must be a number

38. **SC 1.3.3**

The **number** of best practices created.

10

The value must be a number

39. **SC 1.4.1**

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

5000

The value must be a number

40. **SC 1.5.1**

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

10

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.

10

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.

10

The value must be a number

43. **SC 2.1.2**

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

5

The value must be a number

44. **SC 2.1.3**

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

1000

The value must be a number

23

45. **SC 2.1.4**

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

20

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.

10

The value must be a number

Additional Requirements for funding

47. **FINANCIAL INFORMATION** *

Proposal Budget:

- **Include a detailed revenue and expenditure budget, detailing the total costs and revenues of the proposal.**
- **Identify the amount requested from the Council within the context of the budget.**
- **Projected budgets for multi-year project planning should show a decrease on Council funding.**

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

Project Name: Year two - Phase 2 of Sensory Inclusion HBV

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.

Statement of Work (SoW)
Inclusive Accessibility and Community Engagement Initiative

Project Purpose
The purpose of this project is to advance accessibility, inclusion, and community participation for individuals with developmental disabilities through educational outreach, accessibility improvements, inclusive programming, and community engagement activities.

Scope of Work
1. Accessibility Guidebook Promotion and Educational Outreach: Share and present the accessibility guidebook at regional and professional conferences to promote best practices and encourage broader adoption of inclusive strategies.
2. Accessibility Day Community Event: Host an Accessibility Day event that provides opportunities for individuals of all abilities to learn, participate, and connect in an inclusive environment.
Inclusive Field Trip Program: Coordinate inclusive field trips that bring students with and without disabilities together to foster understanding, acceptance, and meaningful social engagement.
3. Accessibility Improvements: Implement accessibility enhancements across the campus to remove barriers and ensure full participation in programs, services, and facilities.

Project Objectives
*Promote education and awareness of accessibility best practices.
*Increase community inclusion and participation opportunities.
*Encourage meaningful social engagement among individuals of all abilities.
*Reduce barriers to participation through facility and program accessibility improvements.
*Support and empower individuals with developmental disabilities.

Deliverables
*Conference presentations and guidebook distribution.
*Accessibility Day event implementation and reporting.
*Inclusive field trip programs and participation records.
*Documentation of completed accessibility improvements.
*Final summary report of outcomes and impact.

Expected Outcomes
Together, these efforts will create a more inclusive community where individuals with developmental disabilities are valued, supported, and empowered to actively participate in educational, recreational, and social opportunities.

49. **Sustainability Plan:** *

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

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

Year 2 (expansion) $34,760.00
• Council: 24,880.00
• School/district program fees (field trips + in-school): $2500.00
• Corporate/community sponsors (naming of kits/stations): $750.
• Family foundations/mini-grants (education, inclusion): $500
• Individual gifts/memberships: $1000.
• in-Kind consultation services: $4000.

Year 3 (Grow Earned %) $5000.
• Council $10,000
• Program fees: $1,000
• Sponsors: $500
• Foundations/mini-grants: $500
• Individual gifts/memberships: $500
• Earned add-ons: $500

Year 4 (Sustain/Replace Grant Dollars): $8,000
• Council $5,000
• Program fees: $1,000
• Sponsors: $500
• Foundations/mini-grants: $500
• Individual gifts/memberships: $500
• Earned add-ons: $500

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.

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Target Audience
Primary (direct users & decision-makers)
• Youth/young adults with IDD (approx. ages 10–24) who may experience sensory overload or anxiety during outings.
• Parents/caregivers (including foster/kinship), grandparents, and family advocates.
• Educators & school staff (special education directors, paras, transition coordinators), homeschool networks, and youth program leaders.
• Rural families in NE Oklahoma (Delaware, Ottawa, Craig, Mayes, Cherokee Counties) and tribal communities who visit the Village.
• Clinicians/therapists (OT/PT/SLP, behavioral health) and DDS case managers who advise families.
• Resulting services: These activities are designed to connect across age, gender, culture, and other differences, benefitting the whole community.
Secondary (capacity-building/statewide diffusion)
• Museums, libraries, parks, tribal cultural centers, tourism partners statewide; disability orgs; higher-ed programs training future practitioners.
Marketing Channels (with how we'll use them)

1) Community & Partner Networks (high-trust channels)
• Schools & districts: Backpack flyers/e-notes (Peachjar), teacher packets for field trips, special-ed listservs; presentations at IEP/transition nights.
• DDS/VR & SoonerSuccess county coalitions: One-page brief + social story PDF; ask case managers to share in their family updates.
• Therapy/medical clinics & county health departments: Waiting-room posters with QR codes; provider emails.
• Tribal partners (e.g., Cherokee Nation programs): Tribal newsletters, youth centers, community health; co-host info sessions.
2) Social & Digital
• Facebook/Instagram: Plain-language posts, short-captioned reels, event listings.
• Web: Accessible landing page (WCAG 2.1 AA) with: what to expect (social story), hours, map, FAQs, contact, and downloadable tools.
3) Print & On-Site
• High-contrast rack cards at libraries, clinics, social services, and the Har-Ber front desk.
4) Media & Events
• Resource fairs (Back-to-School, disability/transition fairs), Oklahoma Museums Association & library conferences (for statewide replication).
• Disability orgs: The Arc of Oklahoma, Autism Oklahoma, Oklahoma Family Network, SoonerSuccess, Oklahoma Autism Center, Special Olympics OK (family channels).
• State systems: DDS (OKDHS), Vocational Rehabilitation, SoonerStart (referral awareness).
• Education & libraries: District special-services directors, CareerTech, public library systems.
• Tribal partners: Coordination with tribal education/youth/behavioral health programs; invite advisors to co-review materials.

KPIs (tracked monthly; summarized quarterly)
• Reach/awareness:
o partner orgs actively sharing (goal: 10 in Year 1).
o Impressions (social/ads), email opens/clicks, web visits to landing page.
o Press/PSA pickups and community-calendar listings.
• Engagement & access:
o Downloads of the social story/toolkit.
o Inquiries (calls/emails) from families/providers.
• Conversion & equity:
o How to manuals
o "How did you hear about us?" (QR survey or front-desk tally) mapped to partner UTM/QR codes.
• Outcomes (program-adjacent):
o reduction in early departures/incident logs during peak events.
o Family/caregiver satisfaction (short 5-item survey).

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

This isn't copy and pasting correctly here is the info, but will email to Jennifer Robinson.
Har-Ber Village Logic Model for
Expanding Accessibility and Inclusion in Oklahoma Museums and Educational Field Trip Experiences

Goal
Increase accessibility, inclusion, and meaningful participation for individuals with developmental disabilities and neurodivergent individuals by equipping rural and small museums with practical accessibility tools, expanding accessible field trip opportunities, and elevating the voices of self-advocates within the museum and cultural heritage sector.

Need/Problem
Rural and small Oklahoma museums generally lack accessible practices and resources for serving developmentally disabled and neurodivergent visitors, and this gap is especially acute for school field trips, with staff often unprepared and existing resources geared toward institutions with far more budget and staffing than they have. As a result, students with developmental disabilities have meaningfully fewer field trip options than their peers, and families and self-advocates have limited platforms to help shape how accessibility work gets done in the museum field.

Inputs

Square Holes staff time and expertise (OT and school psychology backgrounds)
Har-Ber Village staff, volunteers, and facilities
Year one materials: completed needs assessment, initial accessibility guidebook, Retreat Room
Stakeholder relationships built during year one, including self-advocates and school partners
Conference venues and professional networks (MPMA, regional museum associations)
Activities

Expand the accessibility guidebook to include field trip accessibility processes and best practices
Develop and deliver presentations at Oklahoma Museums Association, Oklahoma Occupational Therapy Association, and other statewide and regional conferences
Provide coaching to stakeholders with lived experience on presentation and self-advocacy skills
Host an Accessibility Day event at Har-Ber Village, including collaboration with other Oklahoma organizations
Continue consultation on accessible events and ongoing accessibility improvements at Har-Ber Village
Outputs

Expanded guidebook including the field trip best practices
Presentations at local and regional conferences
Stakeholders coached and co-presenting at conferences
Accessibility Day event hosted at HBV
Short-term outcomes

Conference attendees report increased knowledge of practical, low-cost accessibility strategies
Self-advocate presenters report increased confidence and comfort presenting in professional settings
Har-Ber Village staff and volunteers demonstrate improved ability to accommodate school groups with disabilities
Other Oklahoma museums and cultural organizations express interest in replicating the model
Medium-term outcomes

Other museums or cultural institutions adopt some or all of the field trip accessibility best practices
An increase in the number of Oklahoma museums willing and prepared to host field trips from special education programs
Growth of a peer network of organizations working on accessibility, seeded in part by Accessibility Day connections
Self-advocates who trained through this project take on further speaking or advisory roles beyond this project
Long-term outcomes

A measurable reduction in the “field trip desert” problem for Oklahoma students with disabilities, more viable destination options statewide
Shift in sector norms, accessibility planning treated as standard practice at small and rural museums, not an afterthought
Sustained inclusion of people with lived experience as presenters and knowledge-holders in professional museum spaces, not just as subjects of accessibility work

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** *

Har-Ber Village Foundation

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

Is the proposed vendor a tribal nation:

- ( ) Yes
- (●) No

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60. **Registered corporation?** *

Is the proposed vendor a registered corporation?

- (●) Yes
- ( ) No

61. **ID Number** *

Social Security Number, FEI Number, or OMES Supplier ID

71-0541295

Contact information

62. **Signing authority** *

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

Nicole Reynolds, Executive Director; 918-786-3488, events@har-bervillage.com

63. **Primary Contact:** *

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

Linda Foster, HR Director/Executive Administration, 918-791-0655; admin@har-bervillage.com

64. **Finance Contact:** *

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

Nicole Reynolds, Executive Director; 918-786-3488, events@har-bervillage.com
Ashley Temple, Accountant, 918-253-2233; ashleytemplge.reliable@gmail.com

65. **Legal Notices:** *

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

Har-Ber Village Foundation, 918-786-6446; info@har-bervillage.com

Developmental Disabilities Council of Oklahoma

Estimated Project Budget

Oranization Name: Har-Ber Village Foundation
Project Name: Year/Two Phase Two Sensory Inclusion HBV

	DDCO Funds	HBVM Funds	In-Kind Funds	TOTALS
Budget Category				
Personnel - Salaries	$720	$2,880		**$3,600**
Personnel - Travel		$1,000		**$1,000**
Lodging		$1,000		**$1,000**
Printing	$1,500	$500		**$2,000**
Outreach - Signage	$500			**$500**
Outreach - Posts	$500			**$500**
Consultation	$7,500	$1,000	$4,000	**$12,500**
Totals	**$10,720**	**$6,380**	**$ 4,000.00**	**$21,100**
Budget Total				

Har-Ber Village Logic Model for Expanding Accessibility and Inclusion in Oklahoma Museums and Educational Field Trip Experiences

Goal

Increase accessibility, inclusion, and meaningful participation for individuals with developmental disabilities and neurodivergent individuals by equipping rural and small museums with practical accessibility tools, expanding accessible field trip opportunities, and elevating the voices of self-advocates within the museum and cultural heritage sector.

Need: Rural and small Oklahoma museums often lack resources and training to effectively serve visitors with developmental disabilities and neurodivergent individuals, creating limited field trip opportunities and reduced self-advocate involvement

Inputs	Activities	Outputs	Short-Term Outcomes	Medium-Term Outcomes	Long-Term Outcomes
Square Holes expertise; Har-Ber Village staff, volunteers, facilities; needs assessment; guidebook; Retreat Room; stakeholder relationships; conference networks.	Expand guidebook; present at conferences; coach self-advocates; host Accessibility Day; continue accessibility consultation and improvements.	Expanded guidebook; conference presentations; self-advocates trained and co-presenting; Accessibility Day event; accessibility consultations.	Increased accessibility knowledge; increased presenter confidence; improved staff capacity; interest from other museums.	Museums adopt practices; more special education field trips; stronger accessibility network; additional leadership roles for self-advocates.	Reduction in field-trip barriers statewide; accessibility becomes standard practice; sustained inclusion of lived-experience voices; greater participation opportunities.

Success Indicators

- Number of guidebooks distributed and presentations delivered
- Number of conference attendees reached
- Number of self-advocates trained and supported
- Accessibility Day participation levels
- Number of museums adopting accessibility practices
- Increase in accessible field-trip opportunities statewide

Impact Statement

This initiative will strengthen the capacity of Oklahoma museums to serve visitors of all abilities, increase educational opportunities for students with disabilities, build sustainable accessibility networks, and position individuals with lived experience as leaders in shaping museum accessibility practices.

OK APSE

OK APSE Conference

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Statewide OK-APSE Conference

Organization: Oklahoma Association of Persons Supporting Employment First (OK-APSE)

Proposal Description: This request would support a statewide learning and networking opportunity in the form of a conference that advances Employment First principles and increases access to competitive integrated employment for Oklahomans with intellectual and developmental disabilities (I/DD).

This conference will provide practical information, evidence-based practices, and networking opportunities to help attendees (self-advocates, families, educators, employers, state agencies, and service providers) understand employment services, workplace supports, benefits planning, transition services, employer engagement strategies, and other approaches to workforce inclusion. Attendees will gain access to resources and connections that support successful employment outcomes and greater independence for people with disabilities. The conference strengthens collaboration across Oklahoma and promotes a shared commitment to ensure people with disabilities have meaningful opportunities to work, earn competitive wages, and participate in their communities. The conference elevates the voices of people with lived experience, encouraging self-determination, informed choice, leadership development, and community participation.

Council funding will support conference facility costs and/or keynote speaker costs.

Targeted Audience: others, including professionals
(persons with disabilities, family members, professionals)

Council Goal: Goal 1 – Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

Council Objective: 1.2 - Annually through 2031, support creative community solutions that provide in-person help for Oklahomans with intellectual and/or developmental disabilities through the lifespan.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2025	$5,000	$33,316	$38,316
2026	$5,000	$25,511	$30,511
2028	**$5,000**	**$46,000**	**$51,000**

6. **General Timelines:**

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

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

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

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

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

Part 1 - Contact Information

7. **Organization Name** *

Oklahoma Association of People Supporting Employment First

8. **Organization Address** *

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

1710 N. Old North Place, Sand Springs, Oklahoma 74063-8992

9. **Contact Info** *

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

Lisa Toth, lisa@risestaffing.net; 1-918-691-1856

10. **Website**

Organization's Website

www.ok-apse.org

Our State Plan Goals

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

11. **State Plan Goals** *

Goal 1

- Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

Goal 2

- Support the creation of community activities that value Oklahomans with intellectual and/or developmental disabilities and support them in speaking up and making their own decisions.

Goal 3

- Provide caregivers and families with the support needed to ensure their long-term well-being.

The Oklahoma APSE Employment First Conference supports the Oklahoma Developmental Disabilities Council (DDPC) 5-Year State Plan through education, networking, and advocacy that promotes competitive integrated employment for people with intellectual and developmental disabilities (I/DD).

Goal 1: The conference makes it easier for individuals with I/DD, families, providers, educators, employers, and advocates to find and understand information about employment services, supports, community resources, benefits planning, and best practices related to Employment First. Attendees gain access to current information and statewide resource networks that can improve employment outcomes.

Goal 2: The conference promotes community inclusion and self-determination by highlighting the talents and contributions of individuals with I/DD in the workforce. Presentations and discussions encourage self-advocacy, informed choice, leadership development, and opportunities for individuals with disabilities to speak up, make their own decisions, and actively participate in their communities through meaningful employment.

Goal 3: The conference provides families and caregivers with information, resources, and support to help them better understand employment pathways, available services, and long-term planning. By increasing knowledge and connections to resources, families are better equipped to support the long-term well-being, independence, and economic self-sufficiency of their loved ones with disabilities.

This language is professional and directly ties the Oklahoma APSE Employment First Conference to all three DDPC goals.

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.

A member of the Developmental Disabilities Council of Oklahoma is employed by Rise Staffing, an organization affiliated with the application contact. However, Rise Staffing is not the applicant organization and has no financial interest in this funding request. Oklahoma APSE is the applicant organization.

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

The Oklahoma APSE Employment First Conference seeks funding to provide a statewide learning and networking opportunity that advances Employment First principles and increases access to competitive integrated employment for Oklahomans with intellectual and developmental disabilities (I/DD). The conference brings together a diverse audience committed to improving employment outcomes and community inclusion for individuals with disabilities.
Oklahoma APSE serves and engages self-advocates who are employed or seeking independent, community-integrated employment; parents, family members, and caregivers; community businesses and employers; state agency staff; special education teachers and school personnel; students and their families; employment service providers; and other community partners who support the Employment First mission.
The conference provides practical information, evidence-based practices, and networking opportunities that help attendees better understand employment services, workplace supports, benefits planning, transition services, employer engagement strategies, and innovative approaches to workforce inclusion. Participants gain access to valuable resources and connections that support successful employment outcomes and greater independence for individuals with disabilities.
By bringing together self-advocates, families, educators, employers, state agencies, and service providers, the conference strengthens collaboration across Oklahoma and promotes a shared commitment to ensuring that people with disabilities have meaningful opportunities to work, earn competitive wages, and fully participate in their communities. The conference also elevates the voices of individuals with lived experience, encouraging self-determination, informed choice, leadership development, and community participation.
Funding will support conference activities that increase awareness, build capacity, and expand access to information and resources for stakeholders across the state. Through education, collaboration, and advocacy, the Oklahoma APSE Employment First Conference advances the goal that all Oklahomans with disabilities have the opportunity to achieve meaningful employment and economic self-sufficiency in their communities.

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.

The FY27 Executive Board is developing a three-year strategic plan. To support this process, the Board has held one member input session and will host an additional session at the end of August. A survey has also been distributed to all OKAPSE members to gather feedback on top priorities. The Executive Board will continue its strategic planning work throughout September, culminating in an in-person session on September 30 to finalize the plan. To date, responses reflect membership participation from the northeast region (13%), southeast region (13%), southwest region (13%), and central Oklahoma (63%). No responses have been received from the northwest region of Oklahoma. Among respondents, two key areas of need have emerged: training opportunities on specific topics and focused, facilitated conversations that benefit the industry. Based on this feedback, OKAPSE has an opportunity to expand its reach, strengthen engagement across the state, and offer or support additional training and collaboration among all sectors that support employment.

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.

The need for the Oklahoma APSE Employment First Conference was identified through participant evaluations from previous conferences, feedback collected from self-advocates, family members, service providers, educators, employers, state agency personnel, and APSE members throughout Oklahoma. The Executive Board will lead the project in a collaboration with Open Ears Open Opportunities. The Executive Board represents state agencies, vocational, non-profits, public schools, and advocates.

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.

The assessment reflects input from a broad range of stakeholders, including self-advocates seeking or maintaining competitive integrated employment, parents and caregivers, students and families in transition planning, special education teachers, employment service providers, community rehabilitation providers, state agency staff, employers, business leaders, and community partners committed to advancing Employment First initiatives across Oklahoma.

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?

1. Goals for the Targeted Population
The Oklahoma APSE Employment First Conference will increase knowledge, skills, and access to resources for self-advocates with intellectual and developmental disabilities (I/DD), family members, caregivers, educators, employers, service providers, and state agency staff. The primary goal is to strengthen Oklahoma's Employment First efforts by providing attendees with practical information, strategies, and connections that support competitive integrated employment and community inclusion.
Specific goals include:
• Increasing understanding of Employment First principles and best practices.
• Expanding knowledge of employment services, workplace supports, benefits planning, and transition resources.
• Increasing self-advocacy and informed decision-making skills for individuals with I/DD.
• Strengthening partnerships among employers, educators, service providers, families, and state agencies.
• Encouraging employers to develop and expand inclusive hiring practices.
2. Broader Implications for People with Developmental Disabilities
The conference creates impact beyond those who attend by strengthening Oklahoma's statewide network of Employment First advocates and partners. Participants return to their communities with knowledge, resources, and strategies that can be shared with colleagues, employers, students, families, and individuals with disabilities. Increased awareness of competitive integrated employment, inclusive hiring practices, self-determination, and community participation helps build more inclusive communities throughout Oklahoma.
By bringing together stakeholders from across multiple systems, including education, workforce development, disability services, and business, the conference supports long-term systems change that benefits people with developmental disabilities statewide. These efforts promote greater employment opportunities, increased economic self-sufficiency, and improved quality of life for individuals with I/DD.
3. Measurable Outcomes
The success of the project will be measured using the following quantifiable metrics:
• Attendance of at least 150 conference participants representing self-advocates, families, employers, educators, service providers, state agencies, and community partners.
• At least 85% of participants reporting increased knowledge of Employment First principles, employment supports, and available resources through post-conference evaluations.
• At least 85% of participants reporting satisfaction with conference content and speakers.
• Representation from at least five stakeholder groups, including self-advocates, family members, employers, educators, service providers, and agency staff.
• Collection of participant evaluation data documenting knowledge gained, intended actions, and resource utilization.
• Increased networking and collaboration opportunities measured through attendee feedback and post-event surveys.
These outcomes will demonstrate the conference's effectiveness in expanding knowledge, strengthening partnerships, and advancing competitive integrated employment opportunities for Oklahomans with intellectual and developmental disabilities.

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.

The state-wide conference is an expansion of ongoing Employment First efforts, not a duplication of services:
The Oklahoma APSE Employment First Conference builds upon existing Employment First initiatives and workforce development efforts occurring throughout Oklahoma; however, it does not duplicate existing services or funding. Rather, the conference expands and strengthens these efforts by providing a statewide forum that brings together self-advocates, family members, caregivers, employers, educators, service providers, state agency staff, students, and community partners in a single collaborative learning environment.
While various organizations provide employment services, training, and supports throughout the year, the Oklahoma APSE Employment First Conference is unique in its ability to convene multiple stakeholder groups to focus specifically on competitive integrated employment and Employment First principles. The conference promotes cross-system collaboration, sharing of best practices, networking opportunities, and the dissemination of current information and innovative strategies that may not otherwise be available to participants in a single setting.
Funding for this proposal would not replace or continue existing funding sources. Instead, it would enhance Oklahoma's Employment First efforts by expanding access to education, resources, and professional development opportunities for individuals and organizations working to improve employment outcomes for people with intellectual and developmental disabilities.
The anticipated outcomes extend beyond the conference itself by increasing knowledge, strengthening partnerships, improving coordination among stakeholders, and promoting sustainable systems change that supports greater employment opportunities, community inclusion, and economic self-sufficiency for Oklahomans with intellectual and developmental disabilities.

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.

Yes. The Oklahoma APSE Employment First Conference will incorporate evidence-based and nationally recognized best practices that promote competitive integrated employment (CIE) for individuals with intellectual and developmental disabilities (I/DD). Conference sessions, speakers, and educational content will focus on practices that have been supported by research, federal policy, and leading organizations in the disability employment field.

Specific Practices

Employment First Employment First is a nationally recognized framework that promotes competitive integrated employment as the preferred outcome for individuals with disabilities. APSE is the leading national organization dedicated to advancing Employment First and recognizes employment in the general workforce at competitive wages as a key component of full community inclusion. [apse.org], [apse.org]

Supported Employment Supported employment is a well-researched, evidence-based practice that assists individuals with disabilities in obtaining and maintaining competitive integrated employment through individualized supports, job coaching, and workplace accommodations. APSE identifies supported employment as a proven evidence-based employment practice. [apse.org]

Customized Employment Customized Employment is an evidence-based strategy recognized by the U.S. Department of Labor and incorporated into the Workforce Innovation and Opportunity Act (WIOA). This approach matches a job seeker's strengths, interests, and support needs with an employer's business needs, resulting in successful employment outcomes for individuals who face significant barriers to employment. [dol.gov], [nationaldi...titute.org]

Discovery Process Discovery is the foundation of Customized Employment and is an evidence-based practice used to identify an individual's strengths, interests, skills, and ideal employment conditions. The process helps individuals achieve meaningful and sustainable employment outcomes based on person-centered planning principles. [dol.gov], [nationaldi...titute.org]

How These Practices Will Be Incorporated

The Oklahoma APSE Employment First Conference will incorporate these best practices through keynote presentations, breakout sessions, panel discussions, and networking opportunities. Conference content will focus on:

- Competitive integrated employment and Employment First implementation.
- Self-advocacy and informed choice.
- Person-centered planning and employment strategies.
- Customized Employment and Discovery practices.
- Transition services for students with disabilities.
- Employer engagement and inclusive hiring practices.
- Workplace accommodations and retention strategies.
- Collaboration among self-advocates, families, employers, educators, service providers, and state agencies.

Presenters will include professionals, self-advocates, employers, educators, and disability employment experts who have experience implementing these evidence-based approaches in real-world settings.

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.

The Oklahoma APSE Employment First Conference will create lasting systems change by bringing together the key stakeholders who influence employment outcomes for people with developmental disabilities, including self-advocates, families, employers, educators, service providers, and state agency staff. Rather than focusing solely on individual outcomes, the conference is designed to improve the knowledge, practices, and collaboration of the systems that support individuals with disabilities throughout Oklahoma.
The conference will promote a continued shift in thinking from viewing individuals with developmental disabilities as recipients of services to recognizing them as valued members of the workforce who can successfully participate in competitive integrated employment. Through presentations, training, and shared success stories, attendees will learn evidence-based Employment First practices that increase expectations for employment and community inclusion. This helps influence how schools, service providers, employers, and public agencies support individuals with disabilities in achieving meaningful careers and greater independence.
The project will improve practices by providing current information and training on supported employment, customized employment, person-centered planning, transition services, self-determination, and employer engagement. Participants will return to their organizations and communities with practical strategies they can implement within their own programs, schools, businesses, and agencies. As these practices are adopted across multiple systems, they contribute to long-term improvements in employment supports and service delivery statewide.
The conference will also empower self-advocates and families by increasing their knowledge of available resources, employment opportunities, rights, and support systems. Individuals with disabilities will gain information that helps them make informed decisions about their employment goals and future plans. Families and caregivers will gain tools and resources to better support their loved ones in pursuing community-integrated employment and greater independence.
A key component of lasting systems change is collaboration. The conference creates opportunities for stakeholders who may not otherwise interact regularly to build relationships, share best practices, and develop partnerships. These connections often continue beyond the conference and lead to improved coordination between education systems, employment providers, employers, state agencies, and disability organizations.
By strengthening the statewide Employment First network, increasing stakeholder knowledge, promoting evidence-based practices, and empowering individuals and families, the Oklahoma APSE Employment First Conference will contribute to sustainable changes in attitudes, policies, and practices that improve employment opportunities and community inclusion for Oklahomans with developmental disabilities long after the conference has concluded.

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.

Yes, the project will be offered on a statewide basis.
The Oklahoma APSE Employment First Conference will be held in Oklahoma City, which serves as a central and accessible location for participants traveling from all regions of Oklahoma. The conference is designed to serve stakeholders from across the state, including self-advocates with intellectual and developmental disabilities, family members and caregivers, employers, educators, students, service providers, community partners, and state agency personnel.
Although the conference is conducted at a single location, its impact is statewide. Participants are actively recruited from communities throughout Oklahoma and are encouraged to share information, resources, and best practices within their local communities following the conference. This helps extend the benefits of the conference beyond those who attend in person.
Recognizing that financial barriers can limit participation, stipends, scholarships, and other supports are often provided through Oklahoma APSE and partnering organizations to assist self-advocates, family members, and other stakeholders with conference attendance. These supports help ensure individuals from rural, underserved, and economically disadvantaged areas of the state have opportunities to participate and benefit from the conference.
By bringing together stakeholders from across Oklahoma in a centrally located venue, the conference promotes statewide collaboration, strengthens Employment First initiatives, and supports improved employment outcomes and community inclusion for Oklahomans with developmental disabilities.

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** = **I**ndividual and family **A**dvocacy
- **SC** = **S**ystem **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.

40

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.

35

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.

200

The value must be a number

27. **IA 2.1**

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

70

The value must be a number

28. **IA 2.2**

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

50

The value must be a number

29. **IA 2.2.1**

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

90

The value must be a number

30. **IA 2.2.2**

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

10

The value must be a number

31. **IA 2.2.3**

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

75

The value must be a number

32. **IA 3.1**

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

75

The value must be a number

33. **IA 3.2**

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

75

The value must be a number

34. **SC 1.1.1**

The number of policy and or procedures created or changed.

0

The value must be a number

35. **SC 1.2.1**

The number of statutes and or regulations created or changed.

0

The value must be a number

36. **SC 1.3.1**

The number of promising practices created.

5

The value must be a number

37. **SC 1.3.2**

The number of promising practices supported through Council activities.

10

The value must be a number

38. **SC 1.3.3**

The number of best practices created.

0

The value must be a number

39. **SC 1.4.1**

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

250

The value must be a number

40. **SC 1.5.1**

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

20

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.

1

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.

0

The value must be a number

43. **SC 2.1.2**

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

0

The value must be a number

44. **SC 2.1.3**

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

0

The value must be a number

45. **SC 2.1.4**

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

0

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.

0

The value must be a number

Additional Requirements for funding

47. **FINANCIAL INFORMATION** *

Proposal Budget:

- Include a detailed revenue and expenditure budget, detailing the total costs and revenues of the proposal.
- Identify the amount requested from the Council within the context of the budget.
- **Projected budgets for multi-year project planning should show a decrease on Council funding.**

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

OKAPSE
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ESTIMATED EXPENSES

Facility Metro Technology Center - Springlake Campus $8,500.00
Facility Evening event $1,000.00
Catering Lunch - first day $30 per person + drinks X 50 ppl $4,500.00
Catering Lunch - second day $30 per person + drinks X 150 ppl $2,000.00
Catering AM & PM Snacks $12 per X 200 ppl $2,400.00
Catering Evening event $3,500.00
Keynote Speaker $6,000.00
Closing Keynote $5,000.00
Decorations $1,500.00
Intreperters/Closed Captioning At opening/closing keynote (did not utlize) $2,400.00
Door Prizes Participation Awards $1,000.00
Out of State Speakers Out of Town $5,000.00
Scholarships $1,500.00
Training Credits $500.00
Attendee Supplies $1,500.00
Printing $1,000.00

Re-Conference Speaker $1,000.00
Registration Website Development $200.00

ESTIMATED REVENUE
Registration $125 $125 X 175 ppl $26,250.00

Pre-Conference $100 X 50 ppl $5,000.00
Exhibitor Booth $125 X 15 booths $2,250.00

SPONSORS

Bronze Sponsor X3 -@1,000 each $3,000.00
DRS Intreperters; Closed Captioning $2,400.00 $0.00
DDCO Keynote and/or Facility $5,000.00
TOTALS $43,900.00 $48,500.00

48. **STATEMENT OF WORK (SoW):** *

Provide a proposed statement of work for the contractual requirements. This should include a detailed description of the work to be done, project milestones, deliverables to the Council, and other details important to the work that you will provide in exchange for Council funding. ProjectManager.com has some good information for you to develop your statement of work: https://www.projectmanager.com/blog/statement-work-definition-examples.

The Oklahoma APSE Board of Directors will plan, coordinate, and implement all conference activities over a seven-month planning period. Activities will include conference development, speaker recruitment, participant outreach, marketing, registration management, logistical coordination, conference delivery, and evaluation.
The conference will be held in Oklahoma City, providing a centralized location that is accessible to participants from across the state. Efforts will be made to encourage participation from rural and underserved communities through outreach and collaboration with organizations that provide attendance supports, scholarships, and stipends when available.

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").

The Oklahoma APSE Employment First Conference is designed to become increasingly self-sustaining through a diversified funding model that includes conference registrations, sponsorships, exhibitor fees, donations, membership growth, and partnerships with organizations committed to Employment First. DD Council funding will serve as a catalyst to strengthen and expand the conference while Oklahoma APSE develops additional revenue sources that reduce reliance on Council funding over time.
Year 1
Annual Funding Goal
Establish a sustainable funding foundation while implementing a high-quality statewide conference.
Projected Funding Sources
• DD Council Funding: 75%
• Conference Registration Fees: 10%
• Sponsorships and Donations: 10%
• Exhibitor Fees and Membership Revenue: 5%
Sustainability Activities
• Develop sponsorship packages.
• Recruit conference exhibitors.
• Increase Oklahoma APSE membership.
• Build relationships with employers, providers, and community partners for future sponsorship opportunities.
Partners
• Oklahoma Department of Rehabilitation Services
• Oklahoma Human Services
• Community Rehabilitation Providers
• Local businesses and employers
• Disability advocacy organizations
• University and educational partners
Year 2
Annual Funding Goal
Increase non-Council revenue to support conference operations.
Projected Funding Sources
• DD Council Funding: 60%
• Conference Registration Fees: 15%
• Sponsorships and Donations: 20%
• Exhibitor Fees and Membership Revenue: 5%
Sustainability Activities
• Secure at least three new conference sponsors.
• Expand employer sponsorship opportunities.
• Increase exhibitor participation.
• Implement targeted membership recruitment efforts.
Timeline
• Identify sponsors six months prior to conference.
• Conduct quarterly sponsor outreach.
• Expand conference marketing statewide.
Year 3
Annual Funding Goal
Generate significant conference support from external partners.
Projected Funding Sources
• DD Council Funding: 40%

• Conference Registration Fees: 20%
• Sponsorships and Donations: 30%
• Exhibitor Fees and Membership Revenue: 10%
Sustainability Activities
• Develop multi-year sponsorship agreements.
• Increase paid exhibitor participation.
• Expand fundraising activities associated with the conference.
• Strengthen relationships with corporate and community partners.
Timeline
• Secure commitments from returning sponsors.
• Explore foundation grant opportunities that align with Employment First initiatives.
Year 4
Annual Funding Goal
Operate primarily through diversified revenue sources.
Projected Funding Sources
• DD Council Funding: 20%
• Conference Registration Fees: 25%
• Sponsorships and Donations: 40%
• Exhibitor Fees and Membership Revenue: 15%
Sustainability Activities
• Establish recurring sponsorship commitments.
• Increase conference attendance and registration revenue.
• Expand partnerships with statewide organizations and employers.
• Utilize conference success data to support fundraising efforts.
Timeline
• Conduct annual sponsor renewal campaign.
• Develop employer recognition opportunities to encourage sponsorship investment.
Year 5
Annual Funding Goal
Achieve financial sustainability with minimal reliance on Council funding.
Projected Funding Sources
• DD Council Funding: 0–10%
• Conference Registration Fees: 30%
• Sponsorships and Donations: 45%
• Exhibitor Fees and Membership Revenue: 25%
Sustainability Activities
• Maintain established sponsorship relationships.
• Continue growing membership and exhibitor participation.
• Develop a conference reserve fund for future events.
• Pursue additional private and foundation funding opportunities as needed.
Timeline
• Finalize long-term partnership agreements.
• Implement an annual sustainability review process.
Identified Partners and Contributions
Oklahoma APSE Members and Board of Directors
State Agencies
Community partners
Employers
Educational Institutions

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.

1. Target Audience
The Oklahoma APSE Employment First Conference will conduct statewide outreach to individuals and organizations that support competitive integrated employment for people with intellectual and developmental disabilities (I/DD). Target audiences include:
• Self-advocates with I/DD who are employed or seeking community-integrated employment.
• Transition-age youth and students with disabilities.
• Parents, family members, and caregivers.
• Individuals living in both rural and urban communities throughout Oklahoma.
• Special education teachers, transition coordinators, and school administrators.
• Employment service providers and community rehabilitation providers.
• Vocational Rehabilitation and other state agency staff.
• Community businesses, employers, chambers of commerce, and workforce development partners.
• Disability advocacy organizations and community partners committed to Employment First.
Special emphasis will be placed on reaching individuals and families in underserved and rural areas who may have limited access to employment-related training and resources.
2. Marketing Channels
Oklahoma APSE will utilize multiple communication channels to maximize statewide participation and awareness.
Digital Outreach
• Oklahoma APSE website and conference registration platform.
• Oklahoma APSE social media channels (Facebook, LinkedIn, Instagram, and other platforms as appropriate).
• Email marketing campaigns distributed through Oklahoma APSE membership lists and partner organizations.
• Electronic newsletters and stakeholder mailing lists.
Community and Professional Outreach
• Distribution of conference flyers and promotional materials to schools, career technology centers, disability organizations, service providers, independent living centers, and state agencies.
• Presentations at community meetings, networking events, and disability-related conferences.
• Direct outreach to employers and business organizations interested in inclusive hiring practices.
Partner Communications
• Promotion through partner websites, newsletters, social media platforms, and email distribution lists.
• Sharing conference information through state agencies, provider networks, educational institutions, and advocacy organizations.
3. Partnerships
Oklahoma APSE will collaborate with a wide range of organizations to expand conference awareness and participation, including:
• Oklahoma Department of Rehabilitation Services.
• Oklahoma Human Services and related divisions.
• State and local disability advocacy organizations.
• Community Rehabilitation Providers.
• Self-advocacy organizations.
• School districts, higher education institutions, and transition programs.
• Workforce development organizations.
• Community employers and business leaders.
• Other organizations that support Employment First initiatives.
These partners will assist with distributing information, recruiting attendees, sharing resources, identifying presenters, and encouraging participation from their respective networks.
4. Accessibility and Language
Oklahoma APSE is committed to ensuring all outreach and conference materials are accessible and inclusive.
Accessibility strategies include:
• Providing materials in accessible electronic formats.
• Using plain language whenever possible.
• Ensuring conference facilities meet ADA accessibility requirements.
• Providing reasonable accommodations upon request.
• Including accessibility information in all promotional materials.

Language access strategies include:
• Prioritizing English and Spanish communications, recognizing the significant Spanish-speaking population within Oklahoma.
• Utilizing translation services when needed for conference materials and key outreach documents.
• Working with community partners to ensure messaging is culturally appropriate and meaningful for diverse communities.
• Ensuring individuals with disabilities and their families can access information regardless of language, disability, or geo

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** *

National APSE is a 501(c)3, Oklahoma APSE is a 501(c)6

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

Is the proposed vendor a tribal nation:

- ( ) 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

OKAPSE EIN 75-0085014

Contact information

62. **Signing authority** *

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

Lisa Toth, Treasurer
1 (918) 691-1856
lisa@risestaffing.net

63. **Primary Contact:** *

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

Angela Duckett, President
1 (405) 706-5637
aduckett@drtc.org

64. **Finance Contact:** *

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

Lisa Toth, Treasurer
1 (918) 691-1856
lisa@risestaffing.net

65. **Legal Notices:** *

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

Angela Duckett, President
1 (405) 706-5637
aduckett@drtc.org

OKAPSE
2027 Conference Financials

ESTIMATED EXPENSES

Type	Description:	Revenue	Estimate
Facility	Metro Technology Center - Springlake Campus		$8,500.00
Facility	Evening event		$1,000.00
Catering Lunch - first day	$30 per person + drinks X 150 ppl		$4,500.00
Catering Lunch - second day	$30 per person + drinks X 150 ppl		$4,500.00
Catering AM & PM Snacks	$12 per X 200 ppl		$2,400.00
Catering	Evening event		$3,500.00
Keynote Speaker			$6,000.00
Closing Keynote			$5,000.00
Decorations			$1,500.00
Intreperters/Closed Captioning	At opening/closing keynote (did not utlize)		$2,400.00
Door Prizes	Participation Awards		$1,000.00
Out of State Speakers	Out of Town		$5,000.00
Scholarships			$1,500.00
Training Credits			$500.00
Attendee Supplies			$1,500.00
Printing			$1,000.00
Re-Conference Speaker			$1,000.00
Registration Website Development			$200.00

ESTIMATED REVENUE

Registration $125	$125 X 175 ppl	$26,250.00	
Pre-Conference	$100 X 50 ppl	$5,000.00	
Exhibitor Booth $125	X 15 booths	$2,250.00	

SPONSORS

Bronze Sponsor	X3 -@1,000 each	$3,000.00	
DRS	Intrepreters; Closed Captioning	$2,400.00	$0.00
DDCO	Keynote and/or Facility	$5,000.00	
TOTALS		**$43,900.00**	**$51,000.00**

Outlook

[EXTERNAL] RE: DDCO Application for FY27 Funding

From Angela Duckett <ADuckett@drtc.org>
Date Wed 9/30/2026 4:56 PM
To Jennifer Robinson <Jennifer.Robinson@okdhs.org>; Lisa Toth <lisa@risestaffing.net>
Cc Jenifer Randle <Jenifer.Randle@okdhs.org>

Hi Jennifer and Jenifer! 😊

We had our strategic planning session today so I wanted to give you a report.

We have a one year, three year and five year plan:
One year (FY27) Goals:

To increase awareness of OKAPSE through social media platforms.

- Increase the use social media (facebook and Instagram) to show progress and partnership opportunities.
- Update our website to include training opportunities available from APSE through a calendar feature.
- Increase partnerships with agencies, community businesses and advocates by 100% (30 new members)

Increase collaborative partnerships with entities that are already offering conferences surrounding supporting individuals with disabilities.

- Introduce the idea of collaborating together for one statewide conference.

Three year (FY 2029) Goals:

Create consistency to all partnerships.

- Create a standard message to use across the platform
- Develop a newsletter for all members and partnerships recognizing the work across the state and opportunities for partnering with the organization.

Become a standard resource for agencies and families

- Develop and offer quarterly training focusing on a variety of needs to support individuals living with a disability.
- Track new partnerships
- Recognize new partnerships in a newsletter and at the statewide conference.
- Continue the conversation about having a unified statewide conference. Gain buy in from at least three organizations.

Increase membership and stakeholders.

- Increase membership by 90 new members
- Create board committees to increase participation

Five year (FY 2031) Goals:

Co-host an annual Collaborative Conference

- Develop buy in from at least five organizations
- Develop partnership with corporate sponsorships

Increase membership

- Move memberships to 150+
- Offer quarterly training free to members for them to see the value of membership

Be the primary resource for agencies, employers and stakeholders

- Have representation where ever individuals with disabilities are working.
- Reach 1,000 individuals through training opportunities.
- Website will be a primary source of information and guidance as seen by tracking the usage increase year over year.

Through this plan, increased memberships and collaboration with other organizations to pool our efforts and resources together to offer one big event will help us strengthen our partnerships and be sustainable.

If there is other information you need, please let me know. Do I need to go in and add this to the application?

Angela Duckett, M.Ed.
Programs Director
Dale Rogers Training Center, dba DRTC
2501 N. Utah Ave.
Oklahoma City, Oklahoma 73107

Office: 405-946-4489 Ext. 1409
Fax: 405-267-6929
DRTC.org

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From: Jennifer Robinson <Jennifer.Robinson@okdhs.org>
Sent: Thursday, August 27, 2026 11:50 AM
To: Angela Duckett <ADuckett@drtc.org>; Lisa Toth <lisa@risestaffing.net>
Cc: Jenifer Randle <Jenifer.Randle@okdhs.org>
Subject: Re: DDCO Application for FY27 Funding

Angela,
Thanks for that information on the budget.

Do you have any questions about the sustainability plan?
Would you like to modify what was submitted? Or would you like to leave it as is?

Thanks!

Jennifer Robinson
Planning and Grants Director

OK STATE FAIR

Accessibility/Momentum Refresh

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Accessibility Expo and Momentum Refresh

Organization: Oklahoma State Fair

Proposal Description: Oklahoma State Fair, Inc. (OSF) proposes to expand accessibility services and inclusive programming for individuals with developmental disabilities and their families attending the 2027 Oklahoma State Fair. Building on three years of successful Calming Spaces, the project will continue providing sensory-friendly spaces throughout the Fair and establish a new calming space inside the OG&E Coliseum during separately ticketed events, including concerts, rodeo performances, and Disney On Ice. OSF will also provide a fully accessible, staffed mobile restroom equipped with an adjustable changing table, ceiling hoist, adjustable sink, and specialized restroom features. Additional activities include maintaining sensory-support equipment for guest use, hosting the Accessibility EXPO and Sensory Friendly Time, developing social narratives and accessibility guides, and providing training and resource materials for staff, vendors, and volunteers. These efforts address identified accessibility gaps and expand opportunities for guests to participate in Fair activities with greater comfort, dignity, and independence.

The project aims to make attending large public events possible for individuals with disabilities who might otherwise be unable to participate, while helping families feel more confident and comfortable attending the Fair and staying longer. Expanded accommodations will support sensory regulation, personal care needs, and equitable access to entertainment, educational, and competitive activities. OSF will gather guest and family feedback, monitor service utilization, and assess satisfaction to guide continued improvements. Public tours, educational resources, and staff and vendor training will also increase awareness of accessibility needs and promote inclusive practices. By demonstrating how accessible services can become an expected part of large public events, OSF seeks to influence broader event-planning practices and foster lasting systems change that advances meaningful participation, community connection, and belonging for Oklahomans with developmental disabilities.

Targeted Audience: people with I/DD and families

Council Goal: Goal 1 – Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

Council Objective: 1.2 - Annually through 2031, support creative community solutions that provide in-person help for Oklahomans with intellectual and/or developmental disabilities through the lifespan.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2028	**$25,000**	**$30,039.57**	**$55,039.57**
2027	**$25,000**	**$15,910.05**	**$40,910.05**
2026	**$25,000**	**$15,141.5**	**$40,141.50**
2025	**$25,000**	**$15,689.5**	**$40,689.50**

6. **General Information and Timelines:**

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

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

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

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

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

Part 1 - Contact Information

7. **Organization Name** *

Oklahoma State Fair, Inc.

8. **Organization Address** *

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

3001 General Pershing Blvd., OKC, OK 73107

9. **Contact Info** *

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

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

10. **Website**

Organization's Website

www.okstatefair.com

Our State Plan Goals

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

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11. **State Plan Goal** *

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

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

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

Goal 1, Objective 2 (support creative community solutions that provide in-person help for Oklahomans with I/DD through the lifespan) and Goal 3, Objective 1 (support creative community solutions that provide respite and training for family caregivers) are both close to a direct description of what the Momentum Refresh, Calming Spaces and the State Fair's broader accessibility effort do. Additionally, continued expansion of and offerings within the Accessibility EXPO will support Goal1, Objective 2 as well.

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.

Gina Burchfiel, Executive VP, Oklahoma State Fair, Inc. is acquainted with Jenifer Randle, Executive Director of the Developmental Disabilities Council of Oklahoma through a social and community service organization of which they are both members: Junior League of Oklahoma City.

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

INTRODUCTION
Oklahoma State Fair, Inc. (OSF) is committed to creating an inclusive environment where Oklahomans with disabilities can fully experience the entertainment, education, and community engagement opportunities of the Oklahoma State Fair. OSF seeks to reduce barriers that may prevent individuals from attending, staying longer, or participating fully by expanding accessibility services, personal care amenities, sensory supports, and inclusive programming.
PROBLEM STATEMENT
Accessibility extends beyond physical entry to include personal hygiene, sensory regulation, and meaningful participation. Although OKC Fair Park added four restroom spaces with adult changing tables in 2026, these meet, but do not exceed, minimum standards. OSF seeks to provide enhanced accommodations that promote dignity, comfort, and independence.
While three calming spaces currently operate during the Fair, a gap remains in the OG&E Coliseum during high-attendance, separately ticketed events such as Disney On Ice, concerts, and rodeo performances. Guests who experience sensory overload may need a quieter space or sensory-support equipment to continue enjoying these events. OSF also seeks to expand equitable opportunities for individuals with disabilities to participate in the Fair's entertainment, educational, and competitive activities.
PROPOSED SOLUTIONS
Mobile, Fully Accessible Restroom: OSF will partner with Momentum Refresh to provide a staffed, multipurpose accessible restroom during the Fair. Specialized features, including adjustable-height sinks, will support guests with personal care needs. An attendant will maintain cleanliness and help guests use the facility. Public tours will also educate visitors about accessibility barriers and practical solutions.
Calming Spaces: OSF will continue providing calming spaces, including space adjacent to Momentum Refresh that can serve as both a calming and lactation area. Funding is needed to rent a portable building to maintain the second location and purchase or replace equipment lost, damaged, or in need of improvement. OSF also proposes a calming space in the OG&E Coliseum during major events, requiring additional personnel and equipment. This addition responds to patron feedback and will provide guests a place to manage sensory stimulation and return to event activities when ready.
Sensory-Support Equipment: OSF will maintain an inventory of noise-reducing headphones, fidget tools, and similar resources for families to borrow or receive when needed, helping guests manage sensory sensitivities and participate more comfortably.
Accessibility EXPO: Beyond this funding request, OSF will continue developing its Accessibility EXPO to increase awareness, connect individuals and families with resources, and expand engagement and inclusion opportunities for Oklahomans with disabilities.
EXPECTED OUTCOMES
These initiatives are expected to:
• Improve dignity, comfort, and independence through enhanced personal care accommodations.
• Provide spaces and equipment to help guests manage sensory stimulation.
• Increase access to entertainment, educational, and competitive activities, including separately ticketed events.
• Improve guest and family satisfaction and confidence in attending the Fair.
• Increase public awareness of accessibility needs and solutions.
• Promote participation, community connection, and belonging, supporting the “good life impact” of inclusion in community life.
EVALUATION
OSF will continue collecting informal survey responses and anecdotal feedback at Momentum Refresh and calming spaces to assess guest engagement, satisfaction, and needs. Where feasible, OSF will also document service utilization and recurring feedback to guide improvements and future accessibility planning.
RELEVANCE
Each initiative directly addresses barriers experienced by individuals with disabilities and their families at large public events.

15. **Have you completed a needs assessment?** *

- ( ) Yes
- (•) No

16. **Who will do the work?** *

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

Oklahoma State Fair, Inc., as the host organization for the activities to which this proposal refers, will engage the entire team to be involved in additional training to increase our awareness of better practices for welcoming, accommodating, and addressing needs of the general public. Gina Burchfiel, Executive VP and a 30+ year veteran of large public events, will lead the team regarding this project.

Square Holes is an Oklahoma City based small business, owned and operated by Beth Varner and David Turnbull. Beth Varner has been working with developmentally disabled students as a Nationally Certified School Psychologist for almost 20 years. She 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 neurodivergent community members.

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. 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. **Targeted population:** *

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

Oklahomans with developmental disabilities and their families attending the Oklahoma State Fair, including the OG&E Coliseum's ticketed programming, spanning all ages given the broad, multigenerational nature of fair attendance.

18. **Impact:** *

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

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

The goal is to make attending a large public event possible for individuals with disabilities who might otherwise be unable to attend and to enable guests to stay longer with greater confidence, comfort, and self-sufficiency. Given the nature of the services provided, a significant proportion of participants are expected to be individuals with developmental disabilities.

OSF will continue gathering direct feedback from service users and their families to evaluate the effectiveness of these accommodations. Success will be reflected in positive guest experiences, increased utilization of services, and longer stays at the Fair.

These initiatives also create opportunities to educate the general public through facility tours, conversations, and information sharing. Although increased awareness and understanding may be difficult to measure directly, OSF believes these interactions help reduce misconceptions, build empathy, and strengthen community support for accessibility and inclusion.

19. **Duplication or expansion:**
*

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

This proposal expands existing, successful work rather than continuing it unchanged. For three years, Calming Spaces have served fairgoers across the main fairgrounds. This year's proposal extends that same model into the OG&E Coliseum, an area of the fair that currently has no developmental disability accommodations beyond standard ADA seating, despite hosting some of the fair's most popular programming. This expansion is a direct response to feedback received in 2026: three to four families raised the gap directly with our team at the Calming Spaces, and one additional family contacted the Fair separately to request accommodations for Disney On Ice. Rather than duplicating prior work, this proposal addresses a specific identified gap within an existing, proven partnership.

20. **Best Practices:**
*

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

Not formally. OSF is open to any best practices for projects such as this that exist. We are open to information provided by experts.

21. **Systems change impact:** *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.
How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

These efforts will help advance lasting systems change by demonstrating how accessible services can become an expected part of large public events. By implementing and expanding these accommodations, OSF aims to raise expectations for accessibility across the event industry while demonstrating that meaningful improvements are achievable. Public tours and interactions will also help normalize accessibility services, encouraging individuals without disabilities to recognize these accommodations as standard components of inclusive event planning rather than exceptional or supplemental offerings. Over time, these efforts can foster broader awareness, influence future practices, and promote a culture in which accessibility and inclusion are integral to community events.

22. **Where implemented:**
*

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

Oklahoma City, Oklahoma County, Oklahoma - for all who attend

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.
For **explanations of these Performance Measures** please refer to this document:
https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf

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

- **IA** = **I**ndividual 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.

1731

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.

1644

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.

3354

The value must be a number

26. **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

27. **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

69

28. **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

29. **IA 2.2.2**

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

The value must be a number

30. **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

31. **IA 3.1**

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

The value must be a number

32. **IA 3.2**

The ***number 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 minimum required 25% funding match for your **project's total budget**. You need to explain where this matching funding will come from. **Sources for match funding** can include non-federal funding, monies from fundraisers or donations/sponsorships, salary/fringe, donated services or items, discounted services or items, and volunteer time. (*paid employees of a non-profit organization cannot volunteer to provide the same type of services to their non-profit organization that they are employed to provide) For help calculating match contact us. Match funding helps the Council understand all partners working with the project.
- Identify projected funding sources not currently in place. Provide a narrative explaining each category of expenditure and source or revenue associated with the project. **Revenue sources** include but are not limited to conference registration fees, third party grants, booth rentals, in-kind contributions, etc.
- Please **email your budget** to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

a detailed document will be provided under separate cover

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.

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 2027 is to continue to expand on prior years successes and mindfully continue to broaden the opportunities 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 including:
• 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.

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. These spaces will be free of charge to guests who need to escape the stimulus of the Fair's activities. Additionally, Contractor will add another location inside the OG&E Coliseum for use during separately ticketed events. 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
• TV – in the Coliseum location for closed-circuit viewing of the event that is happening in that facility.
• Personnel dedicated to maintaining the spaces and assisting guests as needed

As part of the special event offerings at the Fair, Contractor holds an Accessibility EXPO in a dedicated indoor space which includes vendor booths, public gathering opportunities, educational activities, and special entertainment. This continues to be successful and will be expounded upon during the 2027 Oklahoma State Fair.

Contractor will provide Sensory Friendly Time at the Fair on the same day as the Accessibility EXPO 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. 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.

Contractor will engage expert services to provide materials and training for staff, vendors and volunteers.
• A Vendor Resource Guide will be distributed in all 600 commercial exhibitor contract packets as well as at 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 and newly for events in the OG&E Coliseum. This document will be available on the OSF website.
• An Accessibility Guide will be created and distributed from the OSF website and also in limited print quantities.
• 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.

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

48. **Sustainability Plan:** *

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

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

Most of the items, processes, and materials that make up this proposal can be easily sustained into the future without additional funding requests including:
• 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
• Accessibility EXPO – the staffing and volunteers for this event have been secured and any additional costs for rental equipment etc. are accounted for now in the bottom line of the State Fair. Only additional activities or opportunities would need to be considered for future funding, and those are anticipated to be minor at this time.

The processes for training and providing information are embedded into OSF standard practices.

The service that continues to be difficult to plan for sustainability into the future, due to the cost, is the Mobile Restroom. OSF is working to engage financial support from other organizations to assist in covering this cost and have found some success this year as indicated on the budget page, in the amount of $1700 so far. We will continue to propose the opportunity to be a part of supporting this effort to our corporate and community partners over the coming years.

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. We understand that growing of services and activities comes with a cost; we will continue to endeavor to ensure we can meet the cost well into the future.

49. **Outreach and Awareness Plan of the Work:** *

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

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

The State Fair is committed to reaching audiences of all ages, cultures, and abilities by ensuring that information about accessibility services and inclusive activities is widely available throughout our communities. To support this commitment, we will collaborate with public and private agencies, community organizations, and subject-matter experts to develop a targeted outreach strategy that connects individuals with the resources and information they need to participate fully in the Fair.

For individuals with intellectual and developmental disabilities, we will work with our consulting partner, Square Holes LLC, to identify relevant community organizations, service providers, advocacy groups, and other trusted networks. Building on successful targeted communication strategies used to reach other audiences, we will develop and maintain a dedicated mailing list, in both physical and digital formats, to distribute information about accessibility services, accommodations, and inclusive activities. We will also continue to cultivate partnerships with organizations that can amplify our outreach through newsletters, social media, direct mail, and in-person engagement.

Recognizing the importance of culturally responsive and accessible communication, we will leverage our existing relationships with community organizations serving Latino and Asian populations to start. These partners offer valuable cultural knowledge, established community connections, and trusted communication channels that can help us share information about Fair offerings and accessibility resources with individuals and families who rely on these organizations for community information.

We will also continue to identify opportunities to strengthen outreach to deaf and hard-of-hearing individuals, people who are blind or have low vision, and others who may benefit from accessible communication formats. Through expanded partnerships and targeted messaging, we aim to increase awareness of available services, reduce informational barriers, and help ensure that all visitors can plan for a more accessible, empowered, and enjoyable Fair experience. Through these collaborative efforts, the State Fair seeks to build sustainable community partnerships, expand awareness of accessibility resources, and advance a more inclusive environment.

Measurement will continue to be in the form of formal, informal, and anecdotal survey and information gathering.

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

a document is being forwarded under separate cover

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** *

n/a

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

Is the proposed vendor a tribal nation:

- ( ) 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

73-6017980

Contact information

61. **Signing authority** *

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

Gina Burchfiel; Executive VP, 405-948-6722, gburchfiel@okstatefair.com

62. **Primary Contact:** *

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

Gina Burchfiel; Executive VP, 405-948-6722, gburchfiel@okstatefair.com

63. **Finance Contact:** *

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

Kevin Rogers, CFO, 405-948-6819, krogers@okstatefair.com

64. **Legal Notices:** *

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

Gina Burchfiel; Executive VP, 405-948-6722, gburchfiel@okstatefair.com

DEVELOPMENTAL DISABILITIES COUNCIL OF OK - PROPOSAL

filed: October 22, 2026

Budget for total of Projects - Oklahoma State Fair

ITEM	Unit Cost	Units	Total Estimate	Notes
Mobile, fully-accessible, staffed restroom trailer	$ 2,677.61	11	$ 29,453.67	power/water, provided by OSF, in addition to this cost is not requested for reimbursement
Rental cost for additional Calming Space Building	$ 1,500.00	1	$ 1,550.00	power, provided by OSF, for this building is not requested for reimbursement
Comprehensive Accessbility Event Support	$ 1,772.73	11	$ 19,500.00	see additional page for event services quote from Square Holes, now includes total amount (see below for in-kind contribution)
Physical Items to continue current and start NEW Calming Spaces	varies		$ 1,108.40	need to replace flooring & add portable A/C unit to existing space and NEW space needs all new items, including seating, flooring, activity boards, TV for event broadcast, etc.
Sensory bags / equipment for check out	varies		$ 427.50	Noise cancelling headphones, fidget activities, bags, etc.
Sign Language Interpreters for Accessibility EXPO Day[1]			$ 3,000.00	Cost based on interpreters provided for 2026 Accessibility EXPO.
GRAND TOTAL BUDGET			$ 55,039.57	
NOTE: the items for purchase or rent are subject to change depending on time of actual purchase				
Bean Bag Chairs	$ 50.00	2	$ 100.00	Big Joe Classic Bean Bag Chairs - Amazon
Busy Boards	$ 37.00	3	$ 111.00	Busy Board w/ 19 LED Light Switches - Amazon
Carpet Squares	$ 41.50	4	$ 166.00	16 Carpet Square puzzle mat 49"x49"
Timber Ridge Hammock Chair	$ 78.20	2	$ 156.40	Amazon
Portable A/C Unit	$ 325.00	1	$ 325.00	Amazon
Smart TV for broadcast of Arena events	$ 250.00	1	$ 250.00	Sams or Amazon
Headphones	$ 12.50	15	$ 187.50	
bags	$ 3.50	15	$ 52.50	
Fidget and other bag fillers	$ 12.50	15	$ 187.50	guestimate on items (could be any number of things at different costs - TBD)

Funding

FUNDING PROVIDED BY	Total	Notes
Square Holes LLC	$ 5,000.00	In-kind reduction of contracted services by Square Holes LLC (see quote for services)
Mattress Firm	$ 1,700.00	State Fair Sponsor desiring to be associated with Momentum Refresh
Oklahoma State Fair	$ 23,339.57	
Unfunded / Requested from DDCofOK	$ 25,000.00	
Percent unfunded	45.42%	
Percent funded	54.58%	

NOTES:

DDC of OK would fund $22,000 toward Momentum Refresh/Additional Calming Space and $3,000 toward cost of sign languague interpreters.

If cost of sign language interpreters is donated in part or total by service, an amount equivalent to the donated portion would be dedicated back to the original request.

The remaining funds for any of the above services and/or items/rentals will be covered 100% by the operating funds of the Oklahoma State Fair.

LOGIC MODEL – OKLAHOMA STATE FAIR, INC. PROPOSAL

INPUTS	OUTPUTS	OUTCOMES	IMPACT
Mobile, Fully-Accessible Restroom ✓ Rented run of Fair ✓ Fully equipped & staffed	Clean, safe, and dignified personal hygiene space for people of all abilities that is available in no other manner, fully staffed during run of Fair	Guests who feel more comfortable and secure in attending the Fair knowing that hygiene facilities of this caliber are available during the event.	A State Fair event that is more accessible and inclusive for Oklahoma families
Calming Space ✓ Three 11-day locations in 2026 ✓ One location during events in the OG&E Coliseum ✓ Activities and tools for families; monitored & staffed ✓ Contact point for guest feedback	Calm, climate-controlled spaces dedicated for use by guests who need to step away from the stimulus of the Fair's activities, staffed/monitored by professionals	Guests who feel more comfortable and secure in attending the Fair knowing that a space to reset is available to their family	General public who will be able to learn more about accessibility; general public with accessibility needs who will be able to interact with resources; and resource organizations that will be able to access and interact with State Fair event attendees in a dedicated space
Accessibility Events ✓ The EXPO will return in 2027 ✓ Dedicated activity for guests with sensitivities and other accessibility needs ✓ Sensory Friendly Time – with a social narrative ✓ Added opportunities for participation by attendees	Dedicated space for a public resource event, during the Fair Dedicated time for guests with sensory needs to enjoy the Fair Document to help guests know in advance what different stimuli they can expect as they navigate the Fair	Guests can find resources and learn more about accessibility in a professionally produced resource event at no additional cost to public. Additionally, there will be participatory and interactive opportunities for learning and fun.	A State Fair event that continues to grow in this area into the future
Training & Resource Guides ✓ Prominently displaying accessibility services on our main Visitor Guides/Maps ✓ Accessibility Guide - digital and printed guide highlighting all services and opportunities ✓ Vendor Training Guide for 600 vendors ✓ Training Guide for State Fair Staff & Volunteers ✓ Social Narratives available for attendees to the Fair and events in the Coliseum	Documents to help guests know in advance what different services and opportunities are available during the Fair Document to be distributed to each vendor packet and other customer service areas (i.e. carnival) Training sessions that will use resource documents for both staff and volunteers	Guests who feel more comfortable and secure in attending the Fair knowing what they can expect with regard to stimuli at the Fair event Trained staff, volunteers, and vendors who can better assist guests with questions or needs	General public who will be able to feel more comfortable, secure and welcomed to the State's Premier Family Attraction

OU Zarrow Institute

Outreach Coordinator

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Outreach Coordinator

Organization: OU Zarrow Institute

Proposal Description: The Zarrow Institute on Transition and Self-Determination at the University of Oklahoma proposes to expand disability awareness, advocacy, and inclusion across the Greater OU community through a shared Outreach Coordinator position supporting its Sooner Works and SPARK360° programs. Sooner Works provides inclusive postsecondary education opportunities for students with intellectual and developmental disabilities, while SPARK360° supports autistic, degree-seeking college students. The project will provide educational sessions and workshops for university faculty, staff, employers, students, and community organizations on disability awareness, inclusive teaching, workplace accommodations, and Universal Design for Learning. Additional activities will include student-led advocacy events, Inclusion Week activities, community presentations, and the development of an accessible inclusion toolkit. The first year aims to engage more than 560 participants, provide at least 12 educational sessions, support at least four student-led advocacy or awareness events, and establish or expand partnerships with employers and community organizations.

The project aims to move beyond individual student supports to create a more inclusive campus and surrounding community where individuals with developmental disabilities have greater opportunities to participate, advocate for themselves, pursue employment, and contribute to their communities. By elevating the voices and experiences of students with developmental disabilities and equipping organizations with practical inclusion strategies, the initiative seeks to improve understanding, reduce barriers, and encourage lasting changes in institutional and workplace practices. Outreach will extend throughout the Norman, Moore, Noble, and south Oklahoma City areas, with resources shared through university networks, social media, community partnerships, and professional organizations. Outcomes will be measured through participation data, pre- and post-training surveys, participant feedback, and documented changes in partnerships and organizational practices. Ultimately, the project seeks to establish sustainable infrastructure for disability awareness and advocacy that can serve as a model for expanding inclusive practices throughout Oklahoma.

Targeted Audience: people with I/DD and families

Council Goal: Goal 2 – Support the creation of community activities that value Oklahomans with intellectual and/or developmental disabilities and support them in speaking up and making their own decisions.

Council Objective: 2.1 – Annually through 2031, launch and evaluate a public education campaign that showcases the contributions of Oklahomans with intellectual and/or developmental disabilities in the workforce, arts, and community.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2028	**$102,096**	**$53,534**	**$155,630**

6. **General Information and Timelines:**

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

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

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

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

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

We acknowledge this requirement

Part 1 - Contact Information

7. **Organization Name** *

Zarrow Institute on Transition & Self-Determination (University of Oklahoma)

8. **Organization Address** *

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

338 Cate Center Dr. Norman, OK 73019

9. **Contact Info** *

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

Kendra Williams-Diehm, klwd@ou.edu, 405-325-8951

10. **Website**

Organization's Website

https://zarrowinstitute.ou.edu/

Our State Plan Goals

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

11. **State Plan Goal** *

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

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

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

PRIMARY Goal: Goal 2: Advocacy and Awareness.

This entire project is deeply rooted in advocacy for both individuals with Developmental Disabilities and awareness for the Greater OU community. We have designed multiple activities to directly promote these goals:

• deliver at least twelve educational sessions reaching more than 500 campus and community participants (including various formats – Online vs in-person);
• establish or expand partnerships with at least twelve employers and community organizations;
• support a minimum of three student-led advocacy or awareness events; and
• develop accessible training resources that remain available after the grant period ends. Over time, these efforts will deepen understanding of disability inclusion, expand opportunities for students and alumni, and contribute to sustainable systems of change across both higher education and employment sectors. (toolkit)

These activities are directly tied to the state plan:
• Objective 1 – Annually through 2031, launch and evaluate a public education campaign that showcases the contributions of Oklahomans with intellectual and/or developmental disabilities in the workforce, arts, and community.
• Objective 2 – Annually through 2031, provide formalized training for 150 emerging self-advocates and their family members. (Will train 50 emerging self-advocates)
• Objective 4 – Annually through 2031, Self-Advocate Trainers will create and provide training to 150 self-advocates, local businesses, schools, and organizations. (Will train local businesses & organizations)
• Objective 6 - By 2030, a toolkit will be developed to assist businesses and organizations in creating more inclusive environments for employees and customers. (results can assist with toolkit development)

Goal 1: Addresses Making Information Easy to Find.
The Zarrow Institute maintains an accessible website through the OU system, and it will post all materials clearly and share them with other organizations.

Goal 3: Supporting Families and Caregivers Over Time.
By investing in this targeted outreach, communities are better equipped to support IwDD with options and resources in the future.

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.

DDCO Executive Director, Jenifer Randle, is a doctoral student in the Special Education program at the University of Oklahoma. An Office of Special Education Program grant awarded to the Zarrow Institute supports her tuition. Ms. Randle's tuition support is 100% independent of this decision and will continue until the end of the grant (estimated May 2028).

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

Introduction: The Zarrow Institute on Transition & Self-Determination houses two inclusive, innovative programs that serve individuals with developmental disabilities (IwDD): Sooner Works, established in 2019, a federally recognized Comprehensive Transition and Postsecondary Program offering a four-year non-degree certificate; and SPARK360°, established in 2023, which provides individualized support to autistic, degree-seeking students. As enrollment has grown, so has the need to strengthen inclusion across the Greater OU community, including OU's Norman campus and surrounding communities.

Problem Statement: Faculty, staff, employers, and community members want to be inclusive but often lack the training and practical strategies to support IwDD. This uncertainty limits full participation in academics, campus life, and employment. Historically, IwDD have been inadequately supported or excluded from higher education, but Sooner Works and SPARK360° have expanded access to postsecondary education. However, the broader campus and community have not kept pace. Program staff provide occasional training, but competing student-support responsibilities limit their reach. Without coordinated outreach, opportunities for IwDD to participate fully, advocate for themselves, and shape inclusive practices remain limited.

Proposed Solution: We propose hiring a shared Outreach Coordinator to expand disability awareness, training, advocacy, and partnerships across the Greater OU community. The Outreach Coordinator will: 1) design and facilitate workshops for faculty, staff, employers, and community partners focused on inclusive teaching, workplace supports, inclusion, and Universal Design for Learning; 2) coordinate Inclusion Week events, student-led panels, and community presentations that elevate the voices of IwDD; 3) build partnerships with campus departments, employers, and community organizations to increase inclusive internships, hiring practices, and mentorship opportunities; and 4) engage local Chambers of Commerce in Norman, Moore, and Noble. The coordinator will also develop accessible resources to help university departments and community organizations adopt inclusive practices.

Expected Outcome: During Year 1, the project will deliver at least twelve educational sessions; engage 500+ participants across trainings, advocacy events, and other outreach activities; establish or expand at least 5 employer and community partnerships; coordinate at least 4 student-led advocacy or awareness events; and produce an accessible inclusion toolkit. These activities will increase disability awareness, strengthen student-led self-advocacy, and improve readiness to support IwDD in education, employment, and community life.

Evaluation: Project outcomes will be measured through (a) attendance tracking, (b) pre- and post-training surveys assessing changes in disability awareness, knowledge, and confidence in implementing inclusive practices, (c) participant satisfaction surveys and tracking of training participation, resource use, and advocacy activities, and (d) qualitative feedback from students, participants, and community partners. The team will also document tangible indicators of systems change, such as new partnerships, changes in organizational practices or policies, and increased requests for inclusive training, to assess progress toward lasting institutional and community inclusion.

Relevance: This project directly aligns with Goal 2: Advocacy and Awareness of DDCO's 2027–2031 State Plan, particularly Objective 1 (public education campaigns), Objective 4 (self-advocate-led training), and Objective 6 (resources for creating inclusive environments). By elevating the voices of individuals with developmental disabilities and equipping faculty, staff, employers, and community partners with practical strategies for inclusion, the project will increase public awareness, strengthen self-advocacy, and build greater organizational readiness.

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.

Both SPARK360° and Sooner Works have independently identified the need for coordinated outreach to the OU campus and surrounding community, based on ongoing feedback from students, families, faculty, employers, and campus and community partners. This feedback, gathered through annual surveys, regular interactions, and collaboration with these stakeholders, consistently points to a lack of structured education and outreach related to disability awareness, advocacy, and inclusive practices. While each program has developed strong internal supports, the infrastructure to educate the broader community and create opportunities for students with developmental disabilities to lead awareness and advocacy efforts remains limited. These identified needs directly informed the proposed shared Outreach Coordinator position, which will provide coordinated training, support student-led advocacy, develop accessible resources, and strengthen campus and community partnerships. This collaboration reflects the next logical step in advancing inclusive higher education under the Zarrow Institute's mission.

17. **Who will do the work?** *

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

The project will be housed within the Zarrow Institute on Transition and Self-Determination at the University of Oklahoma. Dr. Kendra Williams-Diehm, Director of the Zarrow Institute, will provide administrative oversight and ensure the project aligns with both the DDCO strategic plan and the Institute's strategic goals. Dr. Angela Barbour, Director of SPARK360°, and Dr. Anna Barritt, Director of Sooner Works, will serve as co-leads, providing direction and coordination for their respective programs. The Outreach Coordinator will manage day-to-day implementation, including developing and facilitating trainings, coordinating campus and community events, and fostering partnerships. Dr. Malarie Deardorff, Associate Director of the Zarrow Institute, will provide independent project evaluation, since she is not intricately involved in either program. Graduate assistants, peer mentors, and staff from both programs will assist with logistics, communications, and evaluation. This structure ensures institute-level accountability while promoting equal collaboration between the two programs.

18. **Targeted population:** *

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

The initiative will serve individuals with intellectual and developmental disabilities (IwDD), autistic students, and the campus and community members who interact with them. Sooner Works serves students with intellectual and developmental disabilities pursuing a non-degree certificate, while SPARK360° supports autistic, degree-seeking undergraduate students. For this proposal, we use the term individuals with developmental disabilities (IwDD) to refer collectively to students served by both programs, while recognizing their distinct educational pathways and support needs. The project will directly benefit approximately 50–60 students enrolled in Sooner Works and SPARK360°, while extending its reach to the Greater OU community. Primary outreach and training audiences include university faculty, staff, student organizations, employers, and community partners. By engaging these groups and creating opportunities for student-led advocacy, the project aims to strengthen inclusive practices across higher education, employment, and community life.

19. **Impact:**
*

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

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

This project will strengthen inclusion across the Greater OU community by increasing awareness, building practical skills, and creating more opportunities for individuals with developmental disabilities to participate, contribute, and advocate for themselves. For students at OU, the initiative will expand opportunities for meaningful participation in coursework, campus life, employment, and community activities while elevating their voices through student-led advocacy and awareness efforts (n=60). For faculty, staff, and employers, it will increase knowledge, confidence, and the ability to implement inclusive teaching, workplace, and organizational practices (n=200). For the broader community, it will promote more positive attitudes toward individuals with developmental disabilities and strengthen partnerships that support their inclusion (n=300). During the first year, the project will engage more than 560 participants through educational sessions, advocacy events, and outreach activities while establishing or expanding partnerships with at least ten employers and community organizations. Over time, the initiative aims to influence everyday practices and organizational policies so that inclusion becomes an ongoing responsibility across the university and surrounding community rather than something dependent on individual programs. Resources and partnerships developed through the project will also provide a foundation for expanding these efforts to other Oklahoma communities in future years. Dr. Deardorff, the project evaluator, will be specifically involved in collecting measurable data (surveys, interviews, knowledge) to track the project's success.

20. **Duplication or expansion:**
*

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

This proposal expands upon, but does not duplicate, the existing efforts of Sooner Works and SPARK360°. Both programs currently provide individualized student supports and engage in outreach, training, and advocacy activities as staff capacity allows. However, competing responsibilities and the lack of a dedicated position to coordinate outreach across both programs have limited these efforts. The proposed Outreach Coordinator will build on this existing work by establishing a coordinated approach to disability awareness, student-led advocacy, and community engagement. Rather than expanding direct student services, the project will strengthen the knowledge, practices, and partnerships of the broader Greater OU community. This shared approach will extend the reach of both programs while advancing the Zarrow Institute's mission: to promote successful transition outcomes by implementing innovative research, putting findings into practice, and disseminating knowledge.

21. **Best Practices:** *

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

The project will follow established standards and evidence-based practices in inclusive postsecondary education, disability awareness, and self-advocacy. These include the Think College Standards for inclusive postsecondary education, the College Autism Network's Autism-Inclusive Campus framework, and Universal Design for Learning (UDL) principles that promote accessibility and flexibility in teaching and learning environments. The initiative will also incorporate self-advocacy and peer-leadership approaches that emphasize self-determination, student voice, and meaningful participation in decisions affecting individuals with developmental disabilities. A recent Think College brief, The Role of Councils on Developmental Disabilities in Supporting Postsecondary Education for Students with Intellectual and Developmental Disabilities (Nagaraj & Jurisich, 2026), highlights DD Councils' role in supporting outreach, training, technical assistance, and coalition-building to expand inclusive postsecondary education. Notably, the report documents the Oklahoma Developmental Disabilities Council's investment in Oklahoma State University's inclusive postsecondary education program, including $100,000 in startup funding in 2022 and approximately $100,000 in additional support the following year. This investment establishes a precedent for DDCO support of inclusive higher education in Oklahoma. The proposed project builds on that precedent by extending the focus beyond access to postsecondary education toward strengthening disability awareness, student-led advocacy, and inclusive practices across the broader university and surrounding community. Together, these frameworks and practices will guide the development of accessible training materials, interactive workshops, and practical resources that faculty, staff, employers, and community organizations can adapt to their settings. By combining established best practices with the lived experiences and perspectives of students, the project will promote inclusive practices that can be sustained beyond the funding period.

22. **Systems change impact:** *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.
How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

This project seeks to create lasting systems change by embedding disability awareness, advocacy, and inclusive practices into the daily operations of the Greater OU community. The Outreach Coordinator will work with university departments, employers, and community organizations to integrate training and resources into existing structures, including departmental meetings, campus orientations, employer networks, and community activities. By providing practical strategies and accessible resources, the initiative will help organizations move beyond awareness toward meaningful changes in how they teach, employ, and engage individuals with developmental disabilities. Student-led advocacy will also ensure that individuals with developmental disabilities have opportunities to share their experiences, influence organizational practices, and participate in decisions that affect their lives. By coordinating the outreach efforts of Sooner Works and SPARK360°, the project will establish a shared infrastructure for education, advocacy, and community partnerships that can continue beyond the funding period. Ultimately, these efforts will help make inclusion an ongoing institutional and community responsibility rather than an isolated initiative, while creating a model other communities across Oklahoma can adapt and utilize.

23. **Where implemented:** *

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

The project will be implemented across the Greater OU community, including the University of Oklahoma's Norman campus and surrounding municipalities in Cleveland and Oklahoma counties, particularly Norman, Moore, Noble, and south Oklahoma City. We selected these locations because students enrolled in Sooner Works and SPARK360° live, study, work, and participate in community activities there. The OU campus will serve as the primary location for faculty and staff training, student-led advocacy, and awareness initiatives, while outreach to local employers and community organizations will expand inclusion opportunities. We will build on existing campus and community relationships while developing new partnerships in these areas. We will design training materials, resources, and outreach strategies for future adaptation and replication in other communities across Oklahoma.

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.
For **explanations of these Performance Measures** please refer to this document:
https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf

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

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

24. **IA1.1**

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

60

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.

100

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.

400

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.

60

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.

100

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.

60

The value must be a number

30. **IA 2.2.2**

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

60

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.

30

The value must be a number

32. **IA 3.1**

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

60

The value must be a number

33. **IA 3.2**

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

100

The value must be a number

34. **SC 1.1.1**

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

2

The value must be a number

35. **SC 1.2.1**

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

0

The value must be a number

92

36. **SC 1.3.1**

The **number of promising practices created.**

2

The value must be a number

37. **SC 1.3.2**

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

2

The value must be a number

38. **SC 1.3.3**

The **number** of best practices created.

2

The value must be a number

39. **SC 1.4.1**

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

560

The value must be a number

40. **SC 1.5.1**

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

3

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.

3

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.

2

The value must be a number

43. **SC 2.1.2**

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

0

The value must be a number

44. **SC 2.1.3**

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

3

The value must be a number

45. **SC 2.1.4**

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

3

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.

27

The value must be a number

Additional Requirements for funding

47. **FINANCIAL INFORMATION** *

Proposal Budget:

- **Include a detailed revenue and expenditure budget, detailing the total costs and revenues of the proposal.**
- **Identify the amount requested from the Council within the context of the budget.**
- **Projected budgets for multi-year project planning should show a decrease on Council funding.**

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

Budget Spreadsheet and Budget Justification emailed to Jennifer Robinson (10-23-2026)

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.

Statement of Work emailed to Jennifer Robinson (10-23-2026). Table did not paste neatly into the Microsoft Form.

49. **Sustainability Plan:** *

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

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

OU-ZI is committed to sustaining the project through a combination of institutional support, philanthropic giving, and additional revenue opportunities. We anticipate requesting DDCO funding for two years of funding. Year 1 (July 2027–June 2028) will focus on establishing coordinated outreach, training, advocacy, and community partnerships across the Greater OU community. Year 2 (July 2028–June 2029) will expand these efforts to additional university and community audiences while increasing support from other funding sources. Our long-term goal is to sustain outreach and advocacy activities without continued reliance on Council funding.

The Zarrow Institute is already pursuing several strategies to strengthen the financial sustainability of both the Sooner Works and SPARK360° programs. Program leadership is working with the University of Oklahoma administration to revise the current funding model so that the programs can benefit from university tuition revenue rather than relying solely on semesterly program fees. Sooner Works currently serves 25 students at $6,000 per semester, generating approximately $300,000 annually in program-fee revenue. SPARK360° currently serves 26 students at $3,000 per semester, generating approximately 156,000 annually in program-fee revenue. The Institute is also working with OU Foundation development officers to cultivate donors and secure philanthropic gifts for long-term staffing and program support. Additionally, Sooner Works is pursuing approval to become a Developmental Disabilities Services (DDS) provider, which could provide another revenue source for eligible services. Together, these efforts aim to diversify funding and strengthen the Institute's financial stability.

During Year 1, the Outreach Coordinator will develop reusable training materials and an inclusion toolkit, coordinate educational sessions and student-led advocacy activities, and establish partnerships with university departments, employers, and community organizations. These resources and relationships will help integrate disability awareness into existing campus and community activities. The Institute will also continue pursuing institutional funding changes, philanthropic support, and additional funding opportunities while documenting project costs and outcomes. During Year 2, the project will expand outreach and strengthen partnerships while working to reduce the proportion of expenses supported by DDCO. The institute will pursue increased institutional and philanthropic contributions and encourage faculty, staff, community partners, and student self-advocates to continue using and sharing the training resources developed through the project. By Year 3, July 2029 – June 2030), the goal is to sustain outreach and advocacy through alternative funding sources without additional DDCO support. Annual funding targets and projected budgets will be developed based on the approved project budget and progress toward securing additional resources.

Key sustainability partners include OU administration, OU Foundation development officers, university departments, employers, and community organizations. OU administration will be involved in discussions about institutional funding, while OU Foundation development officers will support donor cultivation and philanthropic fundraising. University departments, employers, and community organizations will help integrate training, advocacy, and inclusive practices into ongoing activities. Financial and in-kind contributions will be documented as commitments are established. Beyond the funding period, the training materials, inclusion toolkit, student-led advocacy opportunities, and community partnerships developed through the project will remain available to support continued disability awareness and inclusion. Combined with ongoing efforts to diversify funding, these resources will help sustain the project's impact and support the expansion of inclusive practices throughout Oklahoma.

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.

The project will use a coordinated outreach and awareness strategy to increase understanding of intellectual and developmental disabilities, promote self-advocacy, and connect individuals and organizations with resources that support inclusion. The primary audiences include university faculty, staff, students, employers, and community organizations across the Greater OU community, particularly Norman, Moore, Noble, and south Oklahoma City. Outreach will also target individuals with developmental disabilities, autistic students, families, and prospective students, particularly transition-age youth and young adults ages 18–26. Through statewide and national networks, the project will also share resources with educators, service providers, and organizations serving individuals with developmental disabilities in rural and underserved communities.

The Outreach Coordinator will promote educational sessions, student-led advocacy events, and available resources through the Zarrow Institute, Sooner Works, and SPARK360° Facebook and Instagram pages, the Zarrow Institute newsletter, university communication channels, and community events. Facebook advertising will help reach audiences beyond existing followers, particularly families, educators, and community members who may not be familiar with the programs. Representing both programs at these events will be a dedicated responsibility of the Outreach Coordinator, allowing the Institute to respond more consistently to these opportunities and reach individuals and families who may otherwise be unaware of available resources. Digital flyers, accessible print materials, and shareable resources will support these efforts, while student-led panels and awareness activities will provide opportunities for individuals with developmental disabilities to share their experiences and perspectives.

The project will build on existing relationships and develop new partnerships to expand its reach. Campus partners will include offices across OU. State and regional outreach will involve the Oklahoma Inclusive Postsecondary Education Alliance, the Oklahoma Department of Rehabilitation Services (DRS), and Developmental Disabilities Services (DDS). The project will also leverage professional networks and events, including the College Autism Summit and national inclusive postsecondary education networks, to share resources and effective practices with other institutions. These partnerships will help promote educational opportunities, connect individuals and families with available resources, and strengthen collaboration among educators, service providers, employers, and disability advocates.

Accessibility will be a priority across all outreach activities. Materials will use plain language, accessible digital formats, readable layouts, and captioned video content. Training sessions and events will accommodate diverse communication, sensory, and learning needs. English will be the primary language for initial materials, with Spanish translations prioritized based on community needs and available funding. The project will seek input from students, families, and community partners to ensure that messaging is respectful, appropriate, and responsive to the populations being served.

The project will measure outreach effectiveness through event attendance, training participation, social media engagement, paid advertising reach, newsletter engagement, resource distribution, and feedback from participants and community partners. The Outreach Coordinator will track progress toward engaging at least 560 participants across educational sessions, advocacy events, and other outreach activities during Year 1. These findings will guide future outreach strategies and help demonstrate the project's impact on disability awareness, advocacy, and inclusive practices.

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

Logic model emailed to Jennifer Robinson (10-23-2026)

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** *

NA

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

Is the proposed vendor a tribal nation:

- ( ) 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

73-1377584

Contact information

62. **Signing authority** *

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

Michael Purcell, Associate Vice-President for Research, mp@ou.edu
Kendra Williams-Diehm, Zarrow Institute Director, 405-325-8951, klwd@ou.edu

63. **Primary Contact:** *

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

Kendra Williams-Diehm, Zarrow Institute Director, 405-325-8951, klwd@ou.edu

64. **Finance Contact:** *

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

Bonnie VanWinkle, Director of Proposal Services, bvanwinkle@ou.edu

65. **Legal Notices:** *

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

Michael Purcell, Associate Vice-President for Research, mp@ou.edu
Kendra Williams-Diehm, Zarrow Institute Director, 405-325-8951, klwd@ou.edu

Expanding Awareness and Advocacy in the Greater OU Community to Increase Support for Students with Developmental Disabilities.

Goal #1: Establish Project and Hire Outreach Coordinator

Goal 2: Equip Greater OU Community with practical strategies for supporting IwDD in academic, workplace, and community environments	GOAL 3: Build sustainable partnerships in Greater OU Community, academic units, and campus-based student organizations. (n=12+)	Goal #4 Increase Student-Led Advocacy	Goal 5: Evaluate increased advocacy, awareness and application of universal design and inclusive practices across
Provide 12 interactive workshops for faculty, staff, employers, and community members with support and awareness, including Universal Design. Establish the OU Inclusion Hub	**Establish a minimum of 12 partnerships** across on-campus and community-based sites, including academic, employment, and both OU and community-based organizations	**Lead a minimum of 3 advocacy initiatives by** with OU students and on/off-campus organizations, as well as student-led presentations and community presentations	**Engage workshop and partnership participates** to college data on project effectiness

Proximal Outcomes:

- Creates inclusive spaces across OU Campus and the broader Community
- Provides opportunities for individuals with developmental disabilities to engage in advocacy efforts
- Strengthens community and employer connections to better support people with developmental disabilities living, working, and participating in the community
- Creates accessible resources to support the Greater OU community to promote more inclusive settings
- Improves OU community faculty, staff, employers, and community members' knowledge in skills in UDL and promotes an inclusive campus culture
- Expands employer readiness

Distal Outcomes: Foster a stronger culture of belonging through systemic, sustainable change that expands postsecondary education, employment opportunities, and community involvement for individuals with developmental disabilities.

STATEMENT OF WORK

1.0 Introduction/Background:

Faculty, staff, employers, and community members across the Greater OU Community increasingly want to include individuals with developmental disabilities, but too often lack the practical tools, training, and confidence to turn that intention into action. This uncertainty limits the full participation of students with disabilities in coursework, campus life, employment, and social integration. While Sooner Works and SPARK360° have each provided ad hoc training and advocacy events, these efforts have been fragmented.

The purpose of this project is to expand advocacy, awareness, knowledge, and support for individuals with developmental disabilities across the greater University of Oklahoma (OU) community. This project seeks to build shared understanding through coordinated education, outreach, and partnership development designed to promote true inclusion across all areas of campus and community life.

This statement of work is the result of a proposal submitted by the Zarrow Institute on Transition & Self-Determination at the University of Oklahoma to the Developmental Disabilities Council of Oklahoma.

2.0 Scope of Work:

During Year 1, the project will

- Deliver at least six awareness sessions reaching more than 200 OU Campus participants in various formats (e.g., online vs. in-person) across the OU Norman campus. These sessions specifically raise awareness of IwDD among students in relevant coursework, internships, and community programs.
- Deliver at least six awareness sessions reaching more than 300 OU Community participants in various formats across local municipalities (Ex., Norman, Moore, Noble). This will include awareness at Chamber of Commerce events, City Councils, and other community organizations such as Rotary International, Kiwanis, and more. These sessions are specifically addressed to raising awareness of IWDs who are in respective coursework and programs.
- Establish or expand partnerships with at least twelve university sites, community-based employers and/or community organizations;
- Support a minimum of three student-led advocacy or awareness events (self-advocate training); and
- Develop accessible training resources that remain available after the grant period ends.

Over time, these efforts will deepen understanding of disability inclusion, expand opportunities for students and alumni, and contribute to sustainable systems of change across both higher education and employment sectors.

3.0 Description of Tasks

- Establish Project and hire Outreach Coordinator to lead a unified, campus-wide effort to enhance understanding and inclusion of individuals with developmental disabilities (IwDD) across the University of Oklahoma.
- Equip OU faculty and staff with practical strategies for supporting IwDD in academic and workplace environments (n=6+)
- Equip the Greater OU Community with practical strategies for supporting IwDD in workplace and social environments (n=6+)
- Build sustainable partnerships among Sooner Works, SPARK360°, academic units, campus-based student organizations, and community partners (n=10+)
- Increase student-led advocacy through student outreach (n=3+)
- Evaluate increased awareness and application of universal design and inclusive practices across OU–Norman, OU–HSC, and OU–Tulsa.
- Create an enduring framework for inclusive education that extends beyond the project year and can be adapted by the broader community and state.
- Evaluate increased awareness and application of advocacy, awareness, and inclusive practices across the Greater OU Community

4.0 Deliverables:

	Person	J	A	S	O	N	D	J	F	M	A	M	J
Goal 1: Establish Project and hire Outreach Coordinator													
1.1 Inform university partners of funded project	KWD	X											
1.2 Hire Outreach Coordinator	KWD AB AB	X											
1.3 Check in the DDCO quarterly (or as agreed upon)	KWD OC	X		X			X			X			X
1.4 Create project website and update	OC	X	X	X	X	X	X	X	X	X	X	X	X
1.5 Obtain IRB approval project	MD		X	X									
1.6 Attend necessary DDCO meetings and activities	KWD OC	X	X	X	X	X	X	X	X	X	X	X	X
1.5 Prepare Year 2 DDCO proposal	KWD OC				X								
Goal 2: Equip Greater OU Community with practical strategies for supporting IwDD in academic, workplace, and community environments													
2.1 Develop Training for OU Faculty and Staff	OC	X	X										
2.2 Put training in Canvas Course Shell	OC			X									
2.3 Deliver a minimum of 6 trainings across the OU campus community	OC AB AB				1	1		2	2	2	2		X
2.4 Deliver a minimum of 6 trainings across the Greater OU Community	OC AB AB				1	1		2	2	2	2		
2.4 Establish permanent OU Inclusion Hub website/resources (with toolkit)									X	X	X	X	X
GOAL 3: Build sustainable partnerships in Greater OU Community, academic units, and campus-based student organizations. (n=12+)													
3.1 Develop outreach materials for partnerships	OC	X	X	X	X								

	KWD												
3.2 Establish a minimum of 2 new partnership among on-campus internship sites	OC					1			1			X	
3.3 Establish a minimum of 2 academic unit partnerships across campus	OC						1					1	X
3.4 Establish a minimum of 2 student organization partnerships across campus.	OC						1					1	X
3.5 Establish a minimum of 3 new partnership among community-based internship sites	OC					1			1		1	X	
3.6 Establish a minimum of 3 community-based organization partnerships.	OC					1			1			1	X
GOAL 4: Increase student led advocacy (n=3+)													
4.1 Develop advocacy materials for partnerships	KWD OC		X	X	X								
4.2 Pilot advocacy materials for SPARK360°	AB				X	X							
4.3 Pilot advocacy materials for Sooner Works	AB					X	X						
4.4 Provide strategic outreach and education for self-advocacy (n=3+)	OC							1		1		1	
Goal 5: Evaluate increased advocacy, awareness and application of universal design and inclusive practices across													
5.1 Develop evaluation materials (surveys, interviews, etc)	MD	X	X	X									
5.1 Implement Evaluation materials at respective trainings and partnerships	MD			X	X	X	X	X	X	X	X	X	X
5.2 Analyze findings	MD KWD										X	X	X
5.3 Disseminate findings to DDCO and greater community	MD KWD											X	X

UNIVERSITY OF OKLAHOMA — Revised 9/25/2026

Budget Period 1 — See notes at bottom of spreadsheet

Start 7/1/2027 End 6/30/2028

A. SENIOR PERSONNEL	(Set) Appt Mos.			SALARY	SPONSOR REQUEST	OU COST SHARE	TOTAL	Salary Requested	Fringe Benefits	Total
1. Principal Investigator	12	10.00%	FTE x 12 academic mos.	$147,655		$14,765	$14,765			
Willilams-Diehm			FTE x summer mos.	$147,655						
2. Co-Principal Investigator	12	15.00%	FTE x 12 academic mos.	$79,166		$11,875	$11,875			
Barritt			FTE x summer mos.	$79,166						
3. Co-Principal Investigator	12	15.00%	FTE x 12 academic mos.	$58,066		$8,710	$8,710			
Barbour			FTE x summer mos.	$58,066						
4. Co-Principal Investigator	12	10.00%	FTE x 12 academic mos.	$101,834	$10,183		$10,183	$10,183	$3,870	$14,053
Deardorff			FTE x summer mos.	$101,834						
5. Co-Principal Investigator	9		FTE x academic mos.							
			FTE x summer mos.							
TOTAL SENIOR PERSONNEL		Fringe Rate	38.00%	TOTAL	$10,183	$35,350	$45,533	$10,183	$3,870	$14,053
B. OTHER PERSONNEL				Fringe Rate						
1. ( ) POST DOCTORAL ASSOCIATES				23.10%						
2. (1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		Outreach Coordinator		38.00%	$56,000		$56,000	$56,000	$21,280	$77,280
3. ( ) PROJECT SECRETARIAL/CLERICAL (restricted use --ask PDS)				38.00%						
4. ( ) GRADUATE STUDENTS	# MONTHS APPT			8.90%						
5. ( ) UNDERGRADUATE STUDENTS	# MONTHS APPT			0.20%						
6. ( ) OTHER				38.00%						
			TOTAL SALARIES AND WAGES (A+B)		$66,183	$35,350	$101,533	$66,183	$25,150	**$91,333**
C. FRINGE BENEFITS	(if temp employee or other FB rate needed contact PDS)				$25,150	$13,434	$38,584			
			TOTAL SALARIES WAGES AND FRINGE BENFITS (A+B+C)		$91,333	$48,784	$140,117			

D. EQUIPMENT ($5,000 per unit or fabricated and retained by our organization for at least 1 year)*

Item	Cost	Item	Cost

TOTAL PERMANENT EQUIPMENT

E. TRAVEL

Domestic $1,200

Foreign

Use federal/state rates; Detail travel costs in budget justification — TOTAL TRAVEL: $1,200 | $1,200

F. PARTICIPANT SUPPORT COSTS (NON-EMPLOYEE Conference/Workshop Attendees)

1. STIPENDS
2. TRAVEL
3. SUBSISTENCE
4. OTHER

( ) Number of Participants

TOTAL PARTICIPANT SUPPORT

G. OTHER DIRECT COSTS

1. MATERIALS AND SUPPLIES

Item	Cost	Item	Cost
consumables	$2,000		

TOTAL MATERIALS & SUPPLIES: $2,000 | $4,750 | $6,750

2. PUBLICATION COSTS/DOCUMENTATION DISSEMINATION
3. CONSULTANT SERVICES — Provide daily rate and number of days in justification
4. COMPUTER (ADPE) SERVICES
5. SUBCONTRACTS * — AMOUNT FOR IDC CALCULATION: $ -
6. TUITION FEE — To determine the total number of GRA months for more than one appointment add all months; for exmple one GRA appointed at 12 mos. plus one at 6 mos. = 18 months total. Partial month = full month (example 4.5 months = 5 months)

Total number of GRA months

7. INCENTIVES — (Allocations to study participants, focus groups,etc. Provide details in justification)
8. OTHER

Item	Cost	Item	Cost

TOTAL OTHER

TOTAL OTHER DIRECT COSTS (G1 - 8): $2,000 | $4,750 | $6,750

Subtotal Direct Costs: $94,533 | $53,534 | $148,067

If ARRC or LASI Fees should be included, make selection on Info tab.

H. TOTAL DIRECT COSTS (A THROUGH G)		$94,533	$53,534	$148,067
I. INDIRECT COSTS:	MTDC Base = $94,533			
8.00%	TDC Base = N/A	$7,563		$7,563
J. TOTAL COSTS - PERIOD ONE		$102,096	$53,534	$155,630
Third Party Costshare	Organization #1:			
	Organization #2:			
	TOTAL	$102,096	$53,534	$155,630

PIs: You MUST use the GRA salary estimator tab to ensure you are paying at least the minimum salary required by your department/college

If you have more equipment Supplies, or Other items, than lines provided, enter "see justification" and the total cost, then provide a detailed list in your justification

NIH ONLY
Total Direct Costs: N/A
Does not include subcontract IDC

The Zarrow Institute on Transition & Self-Determination requests a total of $102,096 for the 12-month period from July 1, 2027, until June 30, 2028. The total cost of the project is $155,630, which includes 34% matching fund of $53,534.

The current funding model for both the SPARK360° and Sooner Works programs comes from a semesterly fee charged through individual student bursar accounts. We can provide the full SPARK360° and Sooner Works annual budget if requested. The programs currently operate at a break-even level. Funds generated from student fees are reinvested into the program, with the vast majority (80%) covering salaries for program staff: (1) program Directors (Barbour and Barritt), (2) student support specialist (Pending Hire), (3) employment specialist (Kendall), (4) Academic specialist (Jolliff), and Graduate Assistants (2 – Coker and Hernandez). The remaining 20% of the budget covers additional costs such as (1) program materials (10%), (2) professional development (5%), and (3) student support (5%) – i.e cooking classes, social events, parties, etc.

Personnel and Salary Request

Total Request: $91,333

Project Evaluator (Co-PI). Dr. Malarie Deardorff, Ph.D., Assistant Research Professor, will be responsible for supporting all data collection and evaluation procedures. Dr. Deardorff has experience evaluating Office of Special Education and IES projects. Due to her funding structure (100% grant funding), Dr. Deardorff must charge time and effort to this project.

- Year 1: .10 FTE (w fringe) = $14,053. (1.2 months/year ~ 192 hours)

Outreach Coordinator: We will hire an outreach coordinator to be fully supported on this project at the rate of $56,000 with fringe. This position will require a bachelor's degree (master's preferred) and a minimum of 3 years' experience working in the field of disability or related content

- Year 1: 1.0 FTE (w fringe) = $77,280

Fringe Benefits:

At the University of Oklahoma (OU), the current fringe benefits rates as negotiated with DHHS are: 38% for senior personnel, 23.10% for postdoctoral associates, 8.9% for graduate research assistants and 0.20% for undergraduates. These benefits may include FICA, workers' compensation, unemployment compensation, retirement, and life, dental, and health insurance. The fringe benefits have been computed based on the negotiated University rates and assigned positions of project personnel. https://ou.edu/research-norman/research-services/rates-and-reports. The OU fiscal year is July 1 to June 30. Project year may vary from fiscal year and normally consists of increments of 12 months from project start.

The University of Oklahoma, recognizing its obligation to guarantee equal opportunity to all persons in all segments of University life, reaffirms its commitment to the continuation and expansion of positive programs which reinforce and strengthen its fair and equal employment policies. The University will continue its policy of fair and equal employment practices for all employees and job applicants without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran. The University will maintain a critical and continuing evaluation of its employment policies, programs, and practices.

Each budget unit bears a responsibility for constructive implementation of this Plan and, whenever possible, for the overall progress toward employment opportunity and participation in all University programs and activities. Our commitment to the concept of fair and equal treatment and opportunities requires sincere and cooperative efforts throughout all levels of our employment structure. We will continue to strive to reach the goals of fair and equal employment opportunities for all.

Travel:

We request $1,200 to support travel for this project. The majority of this is expected to be mileage. Trips under 10 miles will not be logged. A round trip to OKC is estimated at $30. We have estimated 2 hotel rooms across the project. This can include travel to transition fairs or other related employment/ community events. If additional money is needed for travel, the Zarrow Institute will provide it.

Mileage: Budgeted $700
Toll: Budgeted $100
Hotel: Estimated at $175/room + necessary per diem: Budgeted $400

Materials & Supplies:

The following is requested on the budget from the DDCO.

- A total of $1,000 is requested for materials, notebooks, accessibility supports, etc for those attending all training
- A total of $1,000 is requested to cover food at respective training and outreach events. (Matching has been provided below)

Indirect Costs: $7,563

Sponsor limits IDC to 8%.

Cost Match: 35,179 (34%):

Donated Time/Services

Principal Investigator (PI). Kendra Williams-Diehm, Ph.D., BCBA, professor, will lead overall project direction and coordination, ensure successful project completion, submit progress reports, and assist with training. Dr. Williams-Diehm is a national expert in secondary special education and transition services and was named a distinguished graduate of Texas A&M University in 2019. She is a Board-Certified Behavior Analyst (BCBA) and has over two decades of experience supporting and mentoring graduate students in the University of Oklahoma's transition program. Dr. Williams-Diehm will donate 10% of her time to this project.

- Year 1: .10 FTE (w fringe) = $19,564 (1.2 months/year ~ 192 hours)

Co-Principal Investigator (Co-PI). Anna Barritt, PhD, Sooner Works Director, will oversee project implementation within the Sooner Works program. Dr. Barritt has twelve years of experience teaching in higher education, advancing into administrative and leadership roles. Her expertise includes disability studies, inclusive pedagogy, and curriculum development. She will assist with training, outreach, and community partnerships. Dr. Barritt will donate 15% of her time to this project.

- Year 1: .15 FTE (w fringe) = $15,734 (1.8 months/year ~288 hours)

Co-Principal Investigator (Co-PI). Angela Barbour, PhD, SPARK360° director, will be responsible for implementation with the SPARK360° program. She will participate in all trainings and outreach. Dr. Barbour is a Certified Autism Specialist and has worked in higher education with individuals with disabilities for over six years. She previously served as the Associate Director of the Accessibility and Disability Resource Center, also at the University of Oklahoma. Dr. Barbour will donate 15% of her time to this project.

- Year 1: .15 FTE (w fringe) = $11,541 (1.8 months/year ~288 hours)

Materials:

The Zarrow Institute on Transition & Self-Determination will be providing the following materials and supplies to the project:

- $2,500: Computer purchase for the Outreach Coordinator, per university computer guidelines (https://itsupport.ou.edu/TDClient/30/Unified/KB/ArticleDet?ID=3103)
- $500: Printing Services
- $1,000: Food for outreach activities. We have contacted local vendors to help offset the costs of purchasing lunch, snacks, etc. for training and outreach. Because many trainings are held on the OU Campus, OU Food Services must be used.
- The College of Education is offering meeting space at no cost to this project. (Estimated $750)

	Requested Funds	**Matching Funds**
PI Williams-Diehm		$14,765
Co-PI Barritt		$11,875
Co-PI Barbour		$8,710
Evaluator: Deardorff	$10,183	
Outreach Coordinator	$56,000	
Fringe	$25,150	$13,434
Travel	$1,200	
Materials & Supplies	$2,000	$4,750
IDC (8%)	$7,563	
TOTAL	**$102,096**	**$53,534**

OU Autism Center

Multi-tiered Training

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Multi-tiered Training

Organization: OU Autism Center Oklahoma

Proposal Description: Early Access proposes to expand its current work to promote inclusion and belonging for children ages 0–5 with autism and other developmental delays in early care and education settings. Using an evidence-based, three-tiered Multi-Tiered System of Support (MTSS) framework, the project will provide early care providers with training, hands-on workshops, and individualized consultation to strengthen their ability to meet the needs of children with developmental differences. Training will focus on inclusive classroom practices, developmental monitoring and early identification of delays, family partnerships, environmental adaptations, and positive behavior supports. The project will also provide tangible classroom resources, educational materials, and CDC Learn the Signs. Act Early. materials to help providers implement what they learn and sustain inclusive practices beyond the training.

The project aims to increase providers' knowledge, confidence, and ability to successfully include children with developmental differences while reducing the likelihood of suspensions, expulsions, and exclusion from early learning opportunities. By strengthening early childhood environments, children will have greater access to positive peer interactions, language and social development, and meaningful learning experiences during critical developmental years. The project will serve providers and families across Oklahoma, with an emphasis on rural, underserved, and tribal communities through in-person and virtual opportunities. Outcomes will be measured through participant evaluations, surveys, qualitative interviews, and documented changes in provider practices and classroom environments. Ultimately, the project seeks to build sustainable community capacity for inclusion, strengthen support for families, and establish a stronger foundation for children with developmental disabilities as they enter school and progress through life.

Targeted Audience: others, including professionals

Developmental Disabilities Council of Oklahoma

Council Goal: Goal 1 – Make it easier for Oklahomans with intellectual and/or developmental disabilities and their families to find and understand information about services, supports, resources.

Council Objective: 1.2 - Annually through 2031, support creative community solutions that provide in-person help for Oklahomans with intellectual and/or developmental disabilities through the lifespan.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2028	**$135,532**	**$47,110**	**$182,642**
2027	**$70,000**	**$23,471**	**$117,110**

6. **General Information and Timelines:**

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

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

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

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

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

understood

Part 1 - Contact Information

7. **Organization Name** *

Board of Regents of the University of Oklahoma Health Sciences Center

8. **Organization Address** *

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

865 Research Parkway, URP865-450, Oklahoma City, OK 73104-3609

9. **Contact Info** *

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

Juliana Vanderburg, juliana-vanderburg@ou.edu; 572-244-0059; Seth Kastner, seth-kastner@ou.edu, 405-842-9995

10. **Website**

Organization's Website

AutismCenterOK.org/Early-Access

Our State Plan Goals

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

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11. **State Plan Goal** *

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

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

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

Our proposal speaks to all 3 goals, with Supporting Families and Caregivers Over Time being a particular emphasis.

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.

Team members on the proposed contract currently work on an active project under a previous contract with the DDCO. This proposal is a renewal/expansion of said previous contract.

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

Introduction: This project focuses on training early care providers in evidence-based practices that foster inclusive classroom environments & positive outcomes for young children with developmental differences. Our goal is to increase access to critical early learning opportunities that promote timely supports & positively impact life trajectories of children with developmental delays. Doing so will increases access to information, awareness of developmental delays, & supports for families over time.
Problem Statement: Young children experiencing delays are more likely to face school removal compared to their peers. For instance, children with autism are 10 times more likely to be permanently excluded from childcare. These exclusions limit access to linguistically & socially enriching environments & can adversely impact caregivers financially & emotionally. Even when formal removal has not occurred, caregivers often report feeling their child is unwelcome in early care settings or that staff are unequipped to meet their child's needs.
Proposed Solution: This project will build community capacity to include children with developmental differences in early care & education settings using the multi-tiered systems of support framework. Trainings will be tailored to the needs of early care settings. Level 1 includes training on inclusive classroom practices to address the needs of all children, including those with delays, & developmental monitoring practices. Level 2 incorporates small-group workshops focused on classroom strengths & needs, with hands-on practice opportunities, as well as distribution of deliverables to promote development & program sustainability. Level 3 involves in-depth consultation, including support to enhance family partnerships, coaching in positive behavior supports, & direct improvements to the learning environment & materials.
Expected Outcomes: Our expected outcomes are based on the results of a pilot training conducted with two childcare centers in the fall of 2025. Of those training participants, 91% rated the training as very/extremely relevant. The percentage of early care providers rating themselves as very/extremely knowledgeable of strategies to include children with developmental differences increased from 36% to 75%. Participant confidence in using positive behavior supports grew, with the percentage rating themselves as very/extremely confident increasing from 36% to 69%.
In the proposed project, we aim to improve upon these results, increasing our capacity by including a greater number of childcare centers, incorporating survey data & qualitative interviews for program evaluation, & providing small-group & individual consultations. In addition, we will distribute deliverables such as handouts & classroom materials. Specifically, participants will receive classroom materials that facilitate environmental modifications & educational toys to promote development. We hope to expand the scope of our work by increasing the number of providers trained, reviewing outcomes systematically, & creating deliverables that can be used to further provider skills & generate long-term sustainability.
Evaluation: Project goals will be evaluated based on participant changes in knowledge & impact on practices (e.g., changes made to practice, confidence using inclusive classroom strategies, etc.).
Relevance: This project directly connects to the DDCO's 5 Year State Plan. By providing accessible, free of cost training & deliverables, we aim to make information easy for providers & caregivers to find & use. Similarly, through in-depth training & consultation, we hope to increase awareness of developmental milestones, encouraging developmental monitoring & increasing awareness & understanding of children experiencing delays. Because early childcare experiences are integral for development over the long term, we hope that these activities will set a strong foundation to support families & children.

15. **Have you completed a needs assessment?** *

- ○ Yes
- ◉ No

16. **Who will do the work?** *

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

Juliana Vanderburg, PhD, Psychologist & Autism Specialist, has extensive experience in assessment, screening, & intervention across the lifespan for autism & other developmental differences. In her role as a clinical psychologist, she engages in direct clinical work with children with autism & their families. She is an assistant professor at the OU Health Campus, with a strong background in research, especially with regard to autism & other developmental differences. She has led & published research projects focused on autism across the lifespan. She has presented training, research, & workshops related to autism & other developmental differences at national & international conferences.

Bonnie McBride, PhD, BCBA-D is a professor in Pediatrics. She has worked in the field of neurodevelopmental disabilities for the past 25 years focusing on promoting & supporting inclusive community-based early intervention services through research & training. She regularly provides training on inclusive classroom practices, early identification, autism characteristics, & reducing challenging behaviors. She is Oklahoma's Ambassador for the CDC's Learn the Signs. Act Early. (LTSAE) program that promotes developmental monitoring, screening, & entrance into early intervention as soon as possible.

Kathryn Moore, PhD, Project Consultant, is a licensed psychologist, certified school psychologist, & assistant professor in School Psychology at Oklahoma State University. She recently served as a clinician & faculty member at the OU Health Campus & continues to collaborate with the Oklahoma Autism Center, where she co-leads professional development initiatives for educators & early care professionals. Her areas of expertise include autism identification & evidence-based practices to support children with developmental differences in their schools & communities.

Seth Kastner, BS, Outreach & Project Evaluation Coordinator, has extensive experience in early intervention, early identification, & assessment for autism. He has written & presented training & workshops for families & various professionals & has coordinated research & reporting related activities for many projects.

Gina Bryan, MSW, Financial & Contract Support Coordinator, brings over six years of experience in budget oversight & contract administration to the Oklahoma Autism Center. In her role, she has been instrumental in managing financial operations, ensuring compliance with funding requirements, & streamlining contract processes to support programmatic goals. Gina also holds a Licensed Clinical Social Worker (LCSW) credential, which enhances her ability to contribute meaningfully to clinical & training initiatives.

Andrea Quillen is an Early Childhood Educator & Teaching Coach whose 25-year focus has been on training & program implementation around inclusivity to create safe & welcoming learning environments. She is experienced & passionate about facilitating positive experiences & outcomes for children & for the adults that serve them.

Twana Ross, Early Childhood Specialist, is a childcare owner & operator with extensive experience working with children with developmental disabilities both in her own childcare home as well as at the Oklahoma Autism Center's Early Foundations early intervention program.

Melissa Hoyden, Administrative Assistant, has a wealth of experience in administrative tasks such as ordering & tracking supplies & invoicing. She will contribute to the project by ordering, organizing, & managing classroom materials & the CDC's LTSAE developmental monitoring supplies, as well as assisting with other administrative tasks as needed.

Madison Barnes, Social Media Manager, in line with her broader work with the Oklahoma Autism Center, will help recruit partnering organizations, spread information about developmental monitoring & milestones, & promote the Early Access project through the use of social media outlets such as Instagram and Facebook.

17. **Targeted population:** *

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

The trainings will be offered to early care providers who serve children ages 0 to 5 with developmental differences and their families. Ideally, all regions of the state will benefit, with an emphasis placed on rural and underserved/historically marginalized populations. In addition to in-person professional development events, virtual training and consultation options will be available to increase reach to providers across Oklahoma if desired.

18. **Impact:**
*

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

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

Goals for the Targeted Population:
Goals for early care and education providers include increased knowledge, comfort, and confidence in working with children with developmental differences within those settings. In particular, we will retrospectively assess whether providers grow in their knowledge of strategies for more effectively including children with developmental differences, as well as knowledge of how to match classroom supports to individual needs. We will assess provider comfort level and self-efficacy in their abilities to collaborate with families and navigate sometimes difficult conversations about their child's development. We will assess the confidence of providers in better understanding the underlying communication beneath challenging behaviors, their abilities to adapt classroom environments and routines to meet individual learner needs, and their abilities to effectively use positive behavior supports to address challenging classroom behaviors. The goal is that providers will increase in all of these areas following each level of the training.

Broader Implications for People with Developmental Disabilities:
Research has shown that suspensions or expulsions from early childcare settings can negatively impact development by reducing access to positive peer models, as well as predict negative outcomes later in life, such as increased conflict with teachers, a greater number of challenging behaviors, and increased school drop-out rates. By promoting early intervention in the form of inclusion in these settings, the project aims to decrease the likelihood of suspensions or expulsions for children with developmental differences, thereby promoting a more positive trajectory for the future. Broader implications include decreased stigma around developmental differences as more children with developmental delays or disabilities are successfully included in preschool and K-12 settings. For instance, as children with developmental differences display fewer challenging behaviors, peers and teachers may be more likely to regard them in a positive manner, promoting greater understanding and inclusion for people with developmental disabilities as a whole. In addition, children without developmental differences who participated in inclusive early care and education have been demonstrated to later show greater empathy and understanding towards people with developmental differences. Accordingly, these early experiences may benefit people with developmental differences more broadly, as children in inclusive settings grow into adults with greater compassion and empathy for those with developmental differences.

Measurable Outcomes
Changes in knowledge, comfort, and confidence will be examined in a series of retrospective pre- post- evaluations. For instance, after the Level 1 training, early care and education providers will rate changes in knowledge, comfort, and confidence before and after the training, as described above. In addition, providers will fill out a rank-order list of their preferred priority areas for consultation and intervention following the Level 1 training that will guide the topics addressed in the Level 2 consultations. Based on what topics are selected, providers will similarly retrospectively report on changes in knowledge, comfort, and confidence in relevant topic areas. Outcomes of the individualized, Level 3 consultations will be examined through a qualitative follow-up with providers and a brief survey focused on observable changes in the child's behavior following the consultation. In addition, we will examine outcomes related to how many childcare centers and staff participated in each level of the training. Free Center for Early Childhood Professional Development (CECPD) hours will be offered to incentivize participation.

19. **Duplication or expansion:**
*

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

Yes. This proposal is an expansion of work being done under our current contract with the DDCO. Our current work involves the provision of Levels 1-3 of the training primarily through virtual means, and we are not currently providing classroom or developmental monitoring materials to the partnering daycares. To expand our current work, we hope to provide in-person services to a greater number of early childcare centers. In addition, we are including a budget for classroom materials to promote development and learning, as well as the provision of the CDC's LTSAE materials to providers. We also hope to emphasize the creation of deliverables to promote sustainability. Accordingly, we hope to expand our current work by increasing our scope of work, providing more tangible supplies and materials to partnering classrooms, and creating deliverables that can be used in the classrooms in the future.

20. **Best Practices:** *

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

This proposed project will use evidence-based best practices, including the implementation of a multi-tiered system of support (MTSS) framework for early childhood and teaching of empirically tested positive behavioral supports. MTSS is a well-established framework that can effectively address challenges in schools and other settings through a tiered system of support. A recent systematic review of 40 studies illustrated the effectiveness of MTSS for promoting behavior change in educational settings. The strong evidence base for MTSS in K-12 settings has resulted in the expansion of this model to early childhood settings, such as the Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children, with components related to inclusion (https://challengingbehavior.org/docs/indicators_inclusion_ece.pdf). Within our proposed intervention, the Level 1 and 2 trainings will incorporate evidence-based practices such as universal positive behavior support strategies and modifications to the classroom environment that have been shown to provide strong supports to children with developmental differences across settings. In addition, the Level 3 training will specifically incorporate strategies such as functional behavioral assessment and behavior intervention planning using a prevent-teach-reinforce model for young children.

21. **Systems change impact:** *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.
How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

Our project will increase the capacity of early care providers to more effectively include and support children with developmental delays and disabilities in early care settings. In addition, providers will receive tangible supplies and resources to promote learning and inclusion in their classrooms, as well as to help support developmental monitoring practices. These efforts will provide increased opportunities for all children to have access to their peers and to receive high-quality services that prepare them for success in the future.

22. **Where implemented:** *

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

The project will be implemented statewide, with broad outreach and education efforts across all regions. During the this project period, we will focus our belonging partnerships on early care providers in central-Oklahoma's urban and suburban communities as well as at least one provider in a more rural, outlying community. Priority will be given to underserved communities in both rural and urban areas, as well as tribal communities, in instances where participant interest outstrips our capacity to provide services.

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.
For **explanations of these Performance Measures** please refer to this document:
https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf

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

- **IA** = **I**ndividual 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.

0

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.

15

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.

100

The value must be a number

26. **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.

0

The value must be a number

27. **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.

0

The value must be a number

118

28. **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.

0

The value must be a number

29. **IA 2.2.2**

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

0

The value must be a number

30. **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.

0

The value must be a number

31. **IA 3.1**

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

0

The value must be a number

32. **IA 3.2**

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

13

The value must be a number

33. **SC 1.1.1**

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

0

The value must be a number

34. **SC 1.2.1**

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

0

The value must be a number

35. **SC 1.3.1**

The **number of promising practices created.**

0

The value must be a number

36. **SC 1.3.2**

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

1

The value must be a number

37. **SC 1.3.3**

The **number** of best practices created.

0

The value must be a number

38. **SC 1.4.1**

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

400

The value must be a number

39. **SC 1.5.1**

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

0

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.

0

The value must be a number

120

42. **SC 2.1.2**

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

0

The value must be a number

43. **SC 2.1.3**

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

0

The value must be a number

44. **SC 2.1.4**

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

4

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.

0

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 minimum required 25% funding match for your **project's total budget**. You need to explain where this matching funding will come from. **Sources for match funding** can include non-federal funding, monies from fundraisers or donations/sponsorships, salary/fringe, donated services or items, discounted services or items, and volunteer time. (*paid employees of a non-profit organization cannot volunteer to provide the same type of services to their non-profit organization that they are employed to provide) For help calculating match contact us. Match funding helps the Council understand all partners working with the project.
- Identify projected funding sources not currently in place. Provide a narrative explaining each category of expenditure and source or revenue associated with the project. **Revenue sources** include but are not limited to conference registration fees, third party grants, booth rentals, in-kind contributions, etc.
- Please **email your budget** to Jennifer.Robinson@okdhs.org and include the Project Name in the subject line.

A detailed budget and budget narrative will be emailed as attachment upon the submission of this proposal.

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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.

Introduction
This proposal would involve an expansion of Early Access's efforts to promote inclusion for children with autism and other developmental delays in early childcare settings.

Scope of Work
The primary goal of Early Access is to increase the capacity of communities and providers to offer effective supports for young children with developmental delays, especially within early childcare settings. In particular, we aim to offer training, consultation, and tangible classroom materials and other deliverables that are designed to help foster inclusive classrooms and positive outcomes for young children with developmental delays in early care and education settings. We also aim to increase identification of children who may need additional support through provider training on developmental monitoring practices.

Our aim is to provide three levels of support to promote belonging in early care and education settings through application of evidence-based practices, aligning with a multi-tiered systems of support (MTSS) framework as well as prevent-teach-reinforce for young children. Selected early care and education centers will progress through receiving each layer of support. "Level 1" involves training early care and education staff on inclusive classroom practices to address the needs of all children, including those with developmental delays, as well as information about developmental monitoring and distribution of LTSAE materials; "Level 2" involves facilitated, small-group workshops to provide hands-on practice with inclusive practices, as well as the distribution of educational classroom materials and deliverables; and "Level 3" involves direct and in-depth consultation for individual providers. Our end goal is to increase access to inclusive educational environments and positive behavioral supports in a sustainable manner so that children with developmental delays can benefit from access to early care and education settings and peer models who can help support language and social development.

Period of Performance
July 1, 2027 to June 30, 2028
Place of Performance
The work will be performed at the Oklahoma Autism Center and in community locations to be determined as events are scheduled.
Work Requirements
This proposal will focus on 1) providing support to early care and education professionals to better promote belonging for children with developmental differences and 2) providing information and materials focused on developmental monitoring to aid in early identification of delays.
Work to be accomplished to meet project objectives includes:
• Form partnerships with early care professionals
• Provide layered support to professionals within early care settings
• Distribute classroom materials to promote learning and development
• Promote developmental monitoring in early childhood systems
• Collect and summarize data on the effectiveness of the project

Acceptance Criteria
Both parties will agree upon the acceptance of the following deliverables:
• Partners identified and engaged
• Partners trained in steps of early identification and positive behavioral supports
• Providers trained to work with families in developmental monitoring practices
• Early care partners provided with layered supports to promote inclusion for children with developmental differences

48. **Sustainability Plan:** *

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

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

Our Sustainability Plan exceeds the character limits on this field (unknown to us at time of drafting) and will be emailed as an attachment with other application components.

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.

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: Our target audience for this program will be children ages 0-5 with developmental differences, their families, and the professionals who serve them, although we hope that this program will ultimately positively impact individuals with developmental differences across the lifespan. We aim to prioritize individuals in rural communities and from traditionally underserved populations.

Marketing Channels: We aim to disseminate information about this project using social media, podcasts, and informational flyers or handouts, with our Social Media Manager being primarily responsible for this type of marketing. We will provide information about the project itself, as well as the strategies discussed within the project (e.g., information about developmental monitoring and inclusive classroom strategies) through these mechanisms.

Partnerships: We will collaborate with community leaders involved in early care and education to refine our training techniques and organize opportunities for trainings. We aim to expand upon our relationships with organizations such as Sooner Start, as well as Tribal nations, to offer the Level 1, community-focused trainings.

Accessibility and Language: All presentations will comply with ADA specifications to increase accessibility. We plan to develop Spanish language materials in future years of the project in line with formalization of our training curriculum as outlined in our sustainability plan.

Measurement: We will measure the success and impact of our marketing and outreach efforts by tracking engagement with social media posts and podcasts. In addition, we will track the number of informational flyers dispersed to members of the community.

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

A logic model will be emailed as an attachment upon submission of this form.

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** *

State University, Board of Regents of the University of Oklahoma HSC

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

Is the proposed vendor a tribal nation:

- ( ) 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

73-1563627

Contact information

61. **Signing authority** *

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

M. Cathleen Rychner
Lead Contract & Grant Administrator
405-271-2090
cathleen-rychner@ou.edu

62. **Primary Contact:** *

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

Juliana Vanderburg,
Clinical Psychologist, Assistant Professor
572-244-0059
Juliana-vanderburg@ou.edu

63. **Finance Contact:** *

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

Don Smith
Director, Grants & Contracts Accounting
405-271-2177
Donald.E.Smith-1@ou.edu

64. **Legal Notices:** *

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

M. Cathleen Rychner
Lead Contract & Grant Administrator
405-271-2090
cathleen-rychner@ou.edu

FY '28 DDCO Early Access
PI: Juliana Vanderburg, Ph.D.

Includes 3% cost of living raise

July 1, 2027 - June 30, 2028

DDCO BUDGET					
Personnel	**FTE**	**Effort**	**Requested Salary**	**Fringe**	**Total**
Juli Vanderburg	0.20	10%	$11,651.50	$803.95	$12,455.45
Bonnie McBride	1.00	0%	$0.00	$0.00	$0.00
Seth Kastner	1.00	50%	$33,191.75	$10,754.13	$43,945.88
Gina Bryan	0.75	3%	$1,792.25	$580.69	$2,372.93
Andrea Quillen	1.00	50%	$26,129.81	$8,466.06	$34,595.87
Hoyden, Melissa	0.75	10%	$3,008.89	$974.88	$3,983.77
Barnes, Madison	0.75	18%	$4,601.55	$1,490.90	$6,092.46
TOTAL PERSONNEL & FRINGE		141%	**$80,375.75**	**$23,070.61**	**$103,446.36**

Supplies & Operating Expenses

Travel	$500
Contracts	$14,000
Other/ Postage	$500
Materials/Supplies/Printing	$7,045
TOTAL SUPPLIES & OPERATING EXPENSES	**$22,045**

MATCH BUDGET					
Personnel	**FTE**	**Effort**	**Requested Salary**	**Fringe**	**Total**
Juli Vanderburg	0.20	10%	$11,651.50	$1,386.53	$13,038.03
Bonnie McBride	1.00	10%	$14,753.60	$4,986.72	$19,740.32
Seth Kastner	1.00	5%	$3,319.18	$1,121.88	$4,441.06
Gina Bryan	0.75	3%	$1,792.25	$605.78	$2,398.03
Andrea Quillen	1.00	0%	$0.00	$0.00	$0.00
Hoyden, Melissa	0.75	5%	$1,504.44	$508.50	$2,012.95
Barnes, Madison	0.75	2%	$511.28	$172.81	$684.10
			$33,532.25	**$8,782.22**	**$42,314.47**

Supplies & Operating Expenses

Materials/Supplies	$405
Travel	$400
Other	$500
TOTAL SUPPLIES & OPERATING EXPENSES	**$1,305**

Total Direct Costs					**$125,491**
Total Indirect Costs			**8%**		**$10,039**
TOTAL COSTS					**$135,532**

TOTAL REQUIRED MATCH			**25%**		**$45,660**
TOTAL MATCH					**$43,619**
Total Indirect Costs			**8%**		**$3,490**
TOTAL MATCH					**$47,110**

TOTAL PROJECT COSTS					**$182,642**

BUDGET NARRATIVE
Early Access: Advancing Belonging and Family Support by
Strengthening Early Childhood Environments for Young Children
with Developmental Delays
July 1, 2027 – June 30, 2028

Personnel

PI/Project Director, Psychologist and Autism Specialist – Juliana Vanderburg, PhD
20% Total Effort: 10% paid funds, 10% matching funds (0.48 CM)
Council Funds Requested $11,651 In-Kind Matching Funds (OUHSC) $11,651
Dr. Vanderburg has expertise in the identification of developmental delays, including autism, and in evidence-based strategies effective for supporting young children experiencing developmental delays. She will oversee all project activities, measurement of project outcomes, and program administration including program and fiscal accountability. All effort for this proposal is based on Dr. Vanderburg's current available FTE through her OUHSC affiliation.

CDC Act Early Ambassador - Bonnie McBride, PhD, BCBA-D
10% Total Effort: 0% paid funds, 10% matching funds (1.20 CM)
Council Funds Requested $0 In-Kind Matching Funds (OUHSC) $14,754
Dr. McBride will provide support and assistance as well as connect the project with the national CDC developmental health promotion program.

Outreach and Research/Project Evaluation Coordinator - Seth Kastner, B.S.*
55% Total Effort: 50% paid funds, 5% matching funds (6.60 CM)
Council Funds Requested $33,192 In-Kind Matching Funds (OUHSC) $3,319
Mr. Kastner will coordinate education and research/evaluation components of the project. He will facilitate the development and implementation of modular training components on topics pertinent to identifying, including, and supporting young children with developmental delays in early childhood environments. He will also assist with autism and developmental screenings. Mr. Kastner will support research activities, data collection, and evaluation of project operations and outcomes.

Community Outreach Coordinator – Andrea Quillen, B.S.*
50% Total Effort: 50% paid funds, 0% matching funds (6.0 CM)
Council Funds Requested $25,493 In-Kind Matching Funds (OUHSC) $0
Ms. Quillen will engage in outreach to promote the project and recruit early childhood centers to participate in training opportunities designed to build their capacity to support young children experiencing developmental delays. To facilitate training development and implementation, she will also contribute her experience in coaching and mentoring teachers on classroom strategies to promote positive early childhood development and classroom participation.

Administrative Support Specialist – Melissa Hoyden, MA*
15% Total Effort: 10% paid funds, 5% matching funds (1.35 CM)
Council Funds Requested: $3,009 In-Kind Matching Funds (OUHSC) $1,504
Ms. Hoyden has a wealth of experience in administrative tasks such as ordering and tracking supplies and invoicing. She will contribute to the project by ordering, organizing, and managing classroom materials and the CDC's Learn the Signs, Act Early developmental monitoring supplies, as well as assisting with other administrative tasks as needed.

Social Media Manager – Madison Barnes*
20% Total Effort: 18% paid funds, 2% matching funds (1.80 CM)
Council Funds Requested: $4,602 In-Kind Matching Funds (OUHSC) $511
Ms. Barnes works as a social media manager for the Oklahoma Autism Center. For the purposes of this project, she will help recruit partnering organizations, spread information about developmental monitoring and milestones, and promote the Early Access project through use of social media.

Financial and Contract Support Coordinator - Gina Bryan, LCSW*
6% Total Effort: 3% paid funds, 3% matching funds (.54 CM)
Council Funds Requested $1,792 In-Kind Matching Funds (OUHSC) $1,792
Ms. Bryan will assist with budget and contract management, purchasing supplies, and provide overall fiscal support for the project.

*To accommodate university-level discretion for yearly cost of living/merit increases, a 3% raise has been included for all full-time staff (not including faculty) that have been employed over a year.

TOTAL PERSONNEL: $113,909
Council Funds Requested $80,377 Matching Funds $33,532

FRINGE BENEFITS
Employee benefits are calculated at the University of Oklahoma Health Sciences Center FY27 rates of 32.4% for professional and full-time staff, 4.4% for part-time faculty and staff, and 6.9% on Faculty Limited Benefits. 33.8% for Full Time on Matching, and 11.9% Faculty Limited Benefits on Matching along with the 5% Strategic Planning Fee. Fringe benefit rates will be applied in strict accordance with the University's approved DHHS rates. Fringe benefits are included as direct labor costs for personnel. They are negotiated annually by the Department of Health and Human Services (DHHS) and will be charged at the current rate at the time that the expenditure is charged to the grant.

TOTAL FRINGE: $31,854
Council Funds Requested $23,071 Matching Funds $8,783

TRAVEL
In-state travel will be necessary for training and awareness activities. Travel expenses include lodging, mileage, and per diem for faculty, staff, and consultants/partners. Mileage and per diem will be paid at the current federal rate.

TOTAL TRAVEL $900
Council Funds Requested $500 Matching Funds $400

OTHER
Professional Services
To complete the activities of the project the following outside Independent Contractors will be used.

Project Consultant – Kathryn Moore, PhD
Council Funds Requested $6,000 In-Kind Matching Funds $0
Dr. Moore is a licensed psychologist with expertise in identifying and supporting young children with developmental delays, including autism. She will support project oversight, implementation, and evaluation given her experience with initiatives that promote the meaningful participation of children

with developmental delays in early childhood environments.

Early Childhood Inclusive Education Consultant – Twana Ross
Council Funds Requested $8,000 In-Kind Matching Funds $0
Ms. Ross has direct experience supporting children with developmental delays in early childhood settings. She will contribute to training development and provide feedback on content accessibility and relevance.

TOTAL PROFESSIONAL SERVICES: $14,000
Council Funds Requested $14,000 Matching Funds $0

Postage
Funds are requested for postage so that classroom materials can be directly mailed and delivered to partnering early childcare centers.

TOTAL POSTAGE: $1,000
Council Funds Requested $500 Matching Funds $500

TOTAL OTHER: $15,000
Council Funds Requested $14,500 In-Kind Matching Funds (OUHSC) $500

SUPPLIES
Funds are requested for materials and supplies such as folders, pens, printer supplies, clipboards, paper, post its, staples, binders, jump drives, paper clips, portfolios, ADOS protocols, developmental monitoring and screening tools, laptop/computer supplies, mailing labels, and other desk supplies necessary for project operations. Supplies also include printing and duplication of promotional items for awareness activities, training materials, resources, reports, brochures, posters, and flyers. Funds are also requested for the purchase of a set of classroom materials (e.g., developmentally appropriate toys, visual supports) to demonstrate evidence-based instructional strategies during training.

TOTAL SUPPLIES: $7,450
Council Funds Requested $7,045 Matching Funds $405

Indirect Costs
The Department of Health & Human Services has set an 8% indirect rate for training grants/funds contracted to the University of Oklahoma Health Sciences Center.

Total Indirect Costs (8%) $13,529
Council Funds Requested (8%) $10,039 In-Kind Matching Funds (OUHSC) (8%) $3,490

TOTAL PROJECT COSTS: $182,642
COUNCIL FUNDS REQUESTED: $135,532 MATCHING FUNDS: $47,110

Early Access Sustainability Plan, 2026-2031
Prepared for the DDCO

To help sustain our efforts, we have highlighted the following areas of focus:

Leveraging Partnerships
•Taking advantage of overlapping goals with other projects/programs at the Oklahoma Autism Center
•Sharing resources and opportunities with external partners
•Developing new partnerships in the early care and education system

Funding Diversification
•Applying for discrete activity funding from private foundations, etc.
Specifically, we will utilize our partnership with the Children's Health Foundation, which has previously secured other funding sources for other Oklahoma Autism Center projects and which can focus their grant searching and application efforts to Early Access during the course of this project period. We have already experienced success with this partnership in the first quarter of F27, as we received a $10,000 grant from the Potts Foundation to further project activities. We also plan to utilize the technical writing experience of the Administrative Assistant on our proposed team to help facilitate grant writing throughout the course of the project.
•Accepting fee-for-service trainings etc. for organizations with budgets that can accommodate them (see past successes with the Oklahoma State Department of Health and the Chickasaw Nation Pediatric Collaborative)

Activities with Built-In Sustainability
•Deliverable resources that will outlive funding streams (e.g. resources, handouts, and classroom materials that can be utilized independently by partner agencies for new staff in the future).
•Seeking out new partnerships with existing public support services for the Oklahoma childcare system, including the Warmline, Child Care Resource and Referral, and Child Guidance at the OSDH.

Yearly breakdown of sustainability goals and efforts:

2026-27
Budget Projections: $93,471, Total Budget; $70,000 DDCO Support Requested
Sustainability Partners: OSDH, Chickasaw Nation, LTSAE-CDC
Sustainability Activities/Goals: Identify potential funding mechanisms for scaling up Belonging activities. Secure preliminary planning meetings with at least one potential systems change partner already providing support to early care providers. Identify and apply to one new funding source to help sustain existing Early Access activities.

2027-28
Budget Projections: $180, 837, Total Budget; $135,532 DDCO Support Requested

Targeted Sustainability Partners: Child Care Resource and Referral
Sustainability Activities/Goals: Apply for at least 2 additional funding sources to augment activities. Provide initial training in Belonging Project model for affiliates of potential sustainability partners already serving early care and learning providers. Continue networking and coordination meetings for long-term sustainability efforts, utilizing connects and resources available through the Oklahoma Autism Center's Act Early Ambassador and Ace Early Oklahoma initiatives.

2028-29
Budget Projections: $180,000, Total Budget; $122,000 DDCO Support Requested
Targeted Sustainability Partners: to be determined
Sustainability Activities/Goals: Pursue ongoing training contract with at least one early childhood provider or organization. Obtain or continue at least one additional funding source for sustained activities of the project.

2029-30
Budget Projections: $180,000, Total Budget; $108,500 DDCO Support Requested
Targeted Sustainability Partners: to be determined
Sustainability Activities: Pilot fee for service model for select training/support components where possible, focusing continued free services on high-need target areas. Develop manual for implementing Belonging Project model through partner agencies. Obtain or continue at least one additional funding source for sustained activities of the project.

2030-31
Budget Projections: $180,000, Total Budget; $95,000 DDCO Support Requested
Targeted Sustainability Partners: to be determined
Sustainability Activities: Pilot, revise, and distribute Belonging curriculum manual for ongoing use and replication. Obtain or continue at least one additional funding source for sustained project activities. Host sustainability planning meeting with major partners and stakeholders to plan for ongoing support of systems change efforts.

Long-term sustainability goals:
By the end of the five-year project timeline, we anticipate the need for some degree of ongoing funding to assure that we can maintain baseline support for the systems changes efforts we will have implemented. As we have found in the past, efforts to embed new practices into early childhood systems require this sort of follow-up support to sustain the impact over multiple years due to turnover and other changes at partner organizations. Our goal is to streamline the support plan and then identify potential ongoing funding sources to include this as part of a new or existing ongoing staff position at the Oklahoma Autism Center.

EARLY ACCESS OKLAHOMA

Early Access and Belonging

Logic Model

PROMOTING BELONGING IN EARLY CARE SETTINGS

TIER 1: Initial Training		TIER 2: Targeted Groups		TIER 3: Individual Consultation	
Activities	Outcomes	Activities	Outcomes	Activities	Outcomes
• Identify and partner with early care and education providers • Provide training on developmental monitoring, inclusive classroom practices, & supports for children with developmental delays • Provision of the CDC's LTSAE materials to attendees	• Increased provider confidence to include children with developmental delays in early care settings • Providers have knowledge and tools to increase access to early care and education • Providers can use the CDC's LTSAE materials for developmental monitoring	• Small group workshops to provide hands-on practice with specific tools discussed in the Tier 1 training • Workshops with guided role play, interactive case studies, and collaborative teaming • Classroom materials provided to support development and inclusive practices	• Providers have a deeper understanding of skills & tools • Providers have practiced skills & tools & have high confidence in their abilities to implement skills in the classroom • Providers have new materials that can be integrated into the classroom to create a more enriching and inclusive environment	• In-depth consultation for individual providers • Supports to enhance family partnerships, coaching in positive behavior supports, and direct assistance with improvements to the learning environment	• Providers successfully implement strategies learned from the trainings • Providers better include individual children in their early care and education settings • Providers have a more in-depth understanding of strategies and tools due to the extra opportunity to receive individual consultation

OU Sooner SUCCESS

Respite Retreats

Developmental Disabilities Council of Oklahoma

Fiscal Year 28 Funding Request Summary

Project/Activity: Respite Retreats

Organization: OU Sooner SUCCESS

Proposal Description: Sooner SUCCESS proposes to continue and expand its Family Caregiver Retreats to increase access to respite for family caregivers of individuals with intellectual and developmental disabilities (I/DD) of all ages. The project will offer four regional overnight retreats across Northwest, Northeast, Central, and Southern Oklahoma, serving approximately 70 families and up to 140 caregivers. Each retreat will provide respite vouchers to cover substitute caregiving, meals and lodging, opportunities for rest and relaxation, peer-to-peer connection, and self-care resources. Caregivers will also receive individualized service navigation using the ARCH National Respite Network Life Course Tools to identify potential respite providers, explore available resources, and develop plans for incorporating respite into their regular routines. Outreach will prioritize first-time respite users, rural and underserved families, and culturally diverse populations, with bilingual staff available to assist Spanish-speaking caregivers.

The project addresses a significant gap in caregiver support, as the 2024 Oklahoma Caregiver Needs Survey found that 47% of respondents needed respite, while only 12% were receiving it. Previous retreat evaluations demonstrate the program's impact, with 97.6% of participating caregivers reporting reduced family stress and 82.5% indicating they would not have accessed respite without the retreat experience. By providing caregivers with an opportunity to step away from their responsibilities, connect with others facing similar challenges, and learn how to access ongoing respite, the project aims to reduce caregiver stress and burnout, strengthen family well-being, and improve the sustainability of caregiving arrangements. Individuals with I/DD also benefit from having healthier, better-supported caregivers and increased opportunities to participate in social and recreational activities. Sooner SUCCESS will evaluate outcomes through participation data, respite vouchers and hours utilized, caregiver surveys, and family feedback while pursuing additional grants, sponsorships, and community partnerships to support long-term sustainability.

Targeted Audience: caregivers/family members

Council Goal: Goal 3 – Provide caregivers and families with the support needed to ensure their long-term well-being.

Council Objective: 3.1 – Annually through 2031, support creative community solutions that provide respite and training for family caregivers.

Funding requested for Fiscal Year:

Fiscal Year (FY)	Council Funding Requested	Match (in kind)	Total Project Budget
2028	**$87,972**	**$34,575**	**$122,547**
2027	**$87,972**	**$34,547**	**$122,519**

6. **General Information and Timelines:**

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

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

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

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

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

Part 1 - Contact Information

7. **Organization Name** *

Board of Regents of the University of Oklahoma Health Sciences Center

8. **Organization Address** *

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

865 Research Parkway, URP865-450, Oklahoma City, OK 73104-3609

9. **Contact Info** *

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

Aietah Stephens, Aietah-stephens@ou.edu, 405-271-2710

10. **Website**

Organization's Website

http://soonersuccess.ouhsc.edu

Our State Plan Goals

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

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11. **State Plan Goal** *

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

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

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

This proposal supports all three DDCO 2027–2031 State Plan Goals: Goal 1 – Making Information Easy to Find and Use; Goal 2 – Advocacy and Awareness; and 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.

N/A

Part 3 - Your activity proposal:

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

14. **Proposal.** *

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

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

The goal of this proposal is to increase respite options in Oklahoma for primary caregivers of children and adults with intellectual and developmental disabilities (I/DD) by allowing them to experience respite and identify ongoing ways to incorporate it into their daily lives. Caregivers include parents, single individuals and others caring for a loved one with I/DD. All caregivers supporting an individual with I/DD are eligible, regardless of whether they currently seek support services for their loved one.
Many family caregivers provide ongoing, 24/7 care with few opportunities to rest, connect with others or find a trusted substitute caregiver. In the 2024 Oklahoma Caregiver Needs Survey, 47% of respondents reported needing respite, while only 12% reported receiving it. Rural and underserved families may face additional barriers to support.
Respite Retreats
Our respite retreats offer a longer respite opportunity for caregivers, but just as important, our staff teach them how to utilize respite vouchers and identify potential respite providers within their unique situation, allowing them to integrate respite into their routine more frequently moving forward. The retreat format also offers social connection with other family caregivers. Four regional retreats will serve approximately 70 families.
Each retreat will include:
• A respite voucher to cover the cost of a substitute caregiver for their loved one with I/DD of any age, in the caregiver's choice of setting.
• Meals and lodging during the weekend retreat, with length of stay based on available lodging options, costs and budget.
• Group activities encouraging relationships and parent-to-parent mentoring/support, such as mixers, group dining, art and games.
• Door prize drawings focused on self-care or local recreational opportunities.
• A gift bag of self-care items and educational materials for each couple or single caregiver.
Down time is intentional. We believe the most fundamental type of self-care is the opportunity to simply relax, catch your breath, be present with our own thoughts, and choose what we need in that moment. Each retreat will incorporate unstructured time to relax or strengthen partner relationships. Caregivers may participate in as much or as little as they want, including declining activities and simply being.
Whole family support is available. Prior to their retreat, each caregiver will receive a one-on-one service navigation session with a Sooner SUCCESS staff member to ensure the family has access to resources and support across the lifespan that benefit their unique needs. Navigation will include Life Course Tools created by the ARCH National Respite Network to identify ongoing respite resources and supports. Information about DDCO, its activities and projects will be shared, and DDCO materials distributed. Participants will complete the DDCO Consumer Survey. Bilingual staff will assist Spanish-speaking caregivers as needed.
Expected Outcomes
These activities promote access, reduce isolation and strengthen family well-being through compassionate, coordinated community-based support. In previous Sooner SUCCESS retreat evaluations, 97.6% of participating caregivers reported reduced family stress, and 82.5% reported they would not have accessed respite without the weekend retreat (Sooner SUCCESS prior retreat evaluations, reported in the FY27 DDCO application).
Evaluation Plan
Retreats will be available to diverse populations across Oklahoma through an open regional interest form. Pre- and post-weekend surveys will assess caregiver stress and satisfaction with the retreat. Participants will complete the DDCO Consumer Survey. Staff will track families served, respite vouchers and hours accessed, and counties represented. Retreat participants may provide optional video testimonials. Feedback will inform program improvement.

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.

Family caregivers of individuals with intellectual and developmental disabilities (I/DD) often face significant challenges in finding respite services that meet their family's unique needs. Many caregivers provide ongoing support with limited opportunities to take a break from their caregiving responsibilities. Access to respite is essential to reducing caregiver stress, preventing burnout, and supporting the overall well-being of families.
The need for respite was further demonstrated through the 2024 Caregiver Needs Survey conducted by Oklahoma Human Services and OKCares. Sooner SUCCESS serves is a co-founding partner for OKCares and serves as an Executive Member. The survey was available from October 1 through December 2, 2024, and included 1,026 respondents, including 873 current caregivers, representing 69 of Oklahoma's 77 counties.
The findings identified significant unmet needs among participating caregivers:
47% identified respite care as an additional support they needed, while only 12% reported currently receiving respite support.
71% reported feeling overwhelmed by their caregiving responsibilities.
64% reported experiencing exhaustion.
61% reported a loss of free time.
42% reported providing more than 80 hours of care each week.
57% had never applied for caregiver services.
These findings reinforce what Sooner SUCCESS has learned through our work with families across Oklahoma. Caregivers need more than information about respite programs. They need opportunities to experience respite, assistance identifying potential providers, and support incorporating regular breaks into their daily lives.
Our previous Family Caregiver Retreat evaluations also demonstrate the importance of these opportunities. Among participating caregivers, 97.6% reported that the retreat reduced stress within their family, while 82.5% reported they would not have accessed respite without the weekend retreat experience.
The Family Caregiver Retreat model addresses these needs by providing respite vouchers, opportunities for rest and peer connection, and individualized service navigation. Staff also introduce ARCH National Respite Network Life Course Tools to help families identify ongoing respite resources and develop strategies for accessing support beyond the retreat weekend.
The statewide survey was voluntary and primarily conducted online, so its findings should not be interpreted as representative of all Oklahoma caregivers. However, combined with our program evaluation results and direct experience supporting families, it provides a strong foundation for continuing regional respite opportunities and expanding access for caregivers who may otherwise go without a break.
Sources:
Oklahoma Human Services and OKCares. Lifespan Respite Grant Caregiver Needs Survey 2024.
Sooner SUCCESS. Family Caregiver Retreat evaluation findings, as reported in the FY27 DDCO application.

17. **Who will do the work?** *

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

This project is led by Sooner SUCCESS within the Department of Developmental and Behavioral Pediatrics at OUHSC.
Key partners include:
• Children's Health Foundation
• DHS Oklahoma Caregivers Coalition OKCares
• Oklahoma State Department of Health
• Community Partners that provide disability services, support, education and outreach. These partnerships ensure a comprehensive approach that combines medical, academic, and community expertise to best serve Oklahoma families.
Sooner SUCCESS, (State Unified Children's Comprehensive Exemplary Services for Special Needs) is a program established over 24 years ago, under the Child Study Center, a division of the section of Developmental and Behavioral Pediatrics at the University of Oklahoma Health Sciences Center. Sooner SUCCESS remains on the fore-front of systems design, family advocacy, policy change and community engagement specifically for families that have been impacted by disability. Sooner SUCCESS is a community-based service available to anyone and any family in Oklahoma that needs services and connections to programs in their community that will meet their unique needs.
The primary mission of Sooner SUCCESS is to support and empower parents/caregivers of children with disabilities and support the development of inclusive communities. Years of lived experience among our staff as well as extensive, in-depth experience working with parents who feel their family's needs have been dismissed or marginalized due to disability drive Sooner SUCCESS in this mission.
The organizational structure and management model of Sooner SUCCESS creates a continuous loop of communication with families and collaboration with providers that serve in the community. This is accomplished through one-on-one service navigation to families in need and development of community coalitions with a mission to identify and address local service gaps whenever possible. Regional teams serving as technical assistance hubs that share resources and ideas to identify and resolve similar problems occurring in multiple communities statewide. And lastly, our state level interagency council brings together
decision makers from multiple disciplines to respond to emerging trends indicating the need for change at the policy and procedure level. At each of these levels, Sooner SUCCESS has assembled partnerships and a continuing history of successful collaboration allowing new projects to coalesce smoothly and move into implementation efficiently.
Sooner SUCCESS currently implements the Systems of Care Respite Program in partnership with the Oklahoma State Department of Mental Health and Substance Abuse Services. Sooner SUCCESS has also developed a partnership with the Oklahoma State Department of Health to improve supports for typically developing siblings in families impacted by disability. Sooner SUCCESS works in tandem with Aging Services, Developmental Disabilities Services, Oklahoma State Department of Mental Health and Substance Abuse Services and other state programs to increase access to respite. This care coordination model to serve caregivers across the lifespan through the Oklahoma Caregiver Coalition has improved access to not only respite, but other essential resources for family caregivers that have a loved one with a disability.
This comprehensive approach along with expertise, data management, infrastructure and community partnerships put Sooner SUCCESS in an advanced position to provide supports to families raising a child with special needs.

18. **Targeted population:**
*

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

Statewide, approximately 23–24 % of Oklahoma children (roughly 217,000 individuals ages 0-17) are identified as having special health care needs (mchb.tvisdata.hrsa.gov; americashealthrankings.org). Families of these children often report high stress, limited respite, and difficulty accessing trained support providers—challenges that are magnified in rural and underserved areas.
The targeted population therefore includes:
• Children, youth and young adults with intellectual and developmental disabilities (I/DD).
• Parents and caregivers that are responsible for their loved one's care and wellbeing.
• Culturally and geographically diverse families, including those in rural counties who face limited transportation and provider availability.
We anticipate individuals with I/DD participating in the respite activities above will participate in new social and recreational experiences; reduce overall social isolation; have improved access to supports; and benefit from a healthier and more energized family caregiver.

19. **Impact:**
*

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

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

Goals for the Targeted Population
The goal of this project is to improve the quality of life, well-being, and access to support for families who have a loved one with intellectual and developmental disabilities (I/DD).
Specific goals include:
• Reduce caregiver stress and burnout by increasing access to respite, providing individualized service navigation, and support.
• Increase access to disability resources and respite opportunities while connecting caregivers with other families.
• Build preparedness and confidence among caregivers through education, individualized respite planning, and peer networking.
Broader Impact on Individuals with Developmental Disabilities
By supporting family caregivers, this project also benefits individuals with I/DD of all ages. Providing caregivers with opportunities to rest, connect with resources, and develop ongoing respite plans can strengthen family well-being, improve access to community supports, and help families maintain sustainable caregiving arrangements.
Measurable Outcomes
To demonstrate both individual and systems impact, the following outcomes will be tracked annually:
Quantitative Measures
• Family Caregiver Retreat participation: Approximately 70 families and up to 140 individual caregivers served annually through four regional overnight retreats.
• Individualized service navigation and respite planning provided to participating families.
• Number of respite vouchers provided and respite hours utilized.
• Number of counties represented by participating families.
Qualitative Measures
• Pre- and post-retreat caregiver surveys.
• Family satisfaction surveys.
• Caregiver feedback regarding stress reduction, knowledge of respite resources, and confidence in identifying ongoing supports.
These outcomes will help demonstrate the effectiveness of the retreats in providing meaningful respite and strengthening caregiver support beyond the retreat experience.

20. **Duplication or expansion:** *

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

We see this proposal as an expansion of our work providing weekend retreats in previous years, as well as our efforts under the Respite Voucher Program that we administer in partnership with the Oklahoma State Department of Health (OSDH) for caregivers of individuals ages 22 and younger, and the Respite Voucher Program that we administer for Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) Systems of Care participants. Sooner SUCCESS also continues to offer Community Respite, Sibshops, and Sibling Camp.
All of these programs provide important caregiver respite and family support, but the retreats offer the additional benefit of extended respite through an overnight stay away from their loved one with an intellectual or developmental disability. The retreats also provide service navigation on both available resources and planning to support more consistent respite, as well as the peer-to-peer support that occurs when caregivers are together in a supportive, relaxing environment.
The FY28 proposal will continue offering regional Family Caregiver Retreats across Oklahoma, providing caregivers with opportunities to rest, reconnect, and identify ongoing respite supports. These retreats complement our existing programs by offering a unique overnight respite experience focused specifically on the needs and well-being of family caregivers.

21. **Best Practices:** *

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

Providing respite is, in and of itself, considered a best practice resource for those with full-time caregiver responsibilities. The Administration for Community Living recommends coordinated systems of community-based respite for family caregivers of children or adults, regardless of special need.
In addition, our program will integrate the use of Life Course Tools for Respite as recommended by the ARCH National Respite Network and Resource Center.
https://archrespite.org/consumer-information/lifecourse-tools-for-respite
Our Family Caregiver Retreats incorporate these practices by providing an extended respite opportunity through an overnight stay, individualized service navigation, and assistance identifying potential respite providers and ongoing supports. Caregivers are encouraged to make choices based on their own needs, whether that means participating in group activities, connecting with other caregivers, spending time with a spouse or partner, or simply resting.
The goal is not only to provide a temporary break from caregiving responsibilities but also to help caregivers recognize the importance of respite and identify ways to incorporate it into their lives more consistently.

22. **Systems change impact:** *

Systems change can help improve a problem and change the way we support people with disabilities. System changes may include sharing information to change thinking, implementing best practice models, and/or improving skills for individuals and families to better say what they want and need.
How will your proposed project lead to **lasting systems change** for people with developmental disabilities? Provide an explanation of how the project's outcomes will shift thinking, improve practices, or empower people with developmental disabilities and families.

The Caregiver Retreats have already demonstrated a model with established costs that can be replicated or repeated for future groups. By incorporating the ARCH Respite Life Course Tools, we can also help caregivers generate new ideas for ways to incorporate more respite into their normal day-to-day routines.
The overnight retreat experience provides caregivers with an opportunity to experience extended respite, often for the first time, while learning how to identify potential respite providers and develop plans for ongoing support.
By seeking out new caregivers each year of the project, with an intentional focus on serving diverse populations, we ensure that we raise awareness about the importance of respite for family caregivers and the existence of multiple respite voucher programs within our state to support such self-care.
Through individualized service navigation, peer-to-peer connections, and education about available resources, the retreats help caregivers build the knowledge and confidence to advocate for their own needs and incorporate respite into their lives beyond the retreat weekend.

23. **Where implemented:**
*

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

The Caregiver Retreats have already demonstrated a model with established costs that can be replicated or repeated for future groups. By incorporating the ARCH Respite Life Course Tools, we can also help caregivers generate new ideas for ways to incorporate more respite into their normal day-to-day routines.
The overnight retreat experience provides caregivers with an opportunity to experience extended respite, often for the first time, while learning how to identify potential respite providers and develop plans for ongoing support.
By seeking out new caregivers each year of the project, with an intentional focus on serving diverse populations, we ensure that we raise awareness about the importance of respite for family caregivers and the existence of multiple respite voucher programs within our state to support such self-care.
Through individualized service navigation, peer-to-peer connections, and education about available resources, the retreats help caregivers build the knowledge and confidence to advocate for their own needs and incorporate respite into their lives beyond the retreat weekend.

Performance Measures

The Council is required to submit performance reports to evaluate the effectiveness of all Council activities to our Federal partners. We require all contracted vendors to submit quarterly and final performance measure data prior to final payment. As a required component of your application, please provide **projected data** for the following performance measures. The performance measures listed below will also be part of your quarterly reporting. All contractors must collect **baseline data** to evaluate the project's outcomes. If you have questions about these projected and baseline numbers, please reach out to us.
For **explanations of these Performance Measures** please refer to this document:
https://oklahoma.gov/content/dam/ok/en/ddco/documents/about/state-plan/how-to-apply-for-funding/FY-20-Performance-measures-short-version.pdf

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

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

24. **IA1.1**

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

0

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.

140

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.

0

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.

0

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.

105

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.

105

The value must be a number

30. **IA 2.2.2**

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

0

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.

0

The value must be a number

32. **IA 3.1**

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

0

The value must be a number

33. **IA 3.2**

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

140

The value must be a number

34. **SC 1.1.1**

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

0

The value must be a number

35. **SC 1.2.1**

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

0

The value must be a number

36. **SC 1.3.1**

The **number of promising practices created.**

0

The value must be a number

37. **SC 1.3.2**

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

1

The value must be a number

38. **SC 1.3.3**

The **number** of best practices created.

0

The value must be a number

39. **SC 1.4.1**

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

140

The value must be a number

147

40. **SC 1.5.1**

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

4

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.

0

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.

0

The value must be a number

43. **SC 2.1.2**

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

0

The value must be a number

44. **SC 2.1.3**

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

0

The value must be a number

45. **SC 2.1.4**

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

1

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.

4

The value must be a number

Additional Requirements for funding

47. **FINANCIAL INFORMATION** *

Proposal Budget:

- **Include a detailed revenue and expenditure budget, detailing the total costs and revenues of the proposal.**
- **Identify the amount requested from the Council within the context of the budget.**
- **Projected budgets for multi-year project planning should show a decrease on Council funding.**

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

The FY28 Sooner SUCCESS Family Caregiver Retreats budget and budget justification will be emailed to Jennifer Robinson following submission of this application.

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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.

Attachment A
Statement of Work
OUHSC – Sooner SUCCESS
Project Title: Family Caregiver Retreats to Increase Access to Respite
Contract Period: July 1, 2027 – June 30, 2028
Project Goal: Increase access to respite for family caregivers of individuals with intellectual and developmental disabilities (I/DD) across Oklahoma through four regional overnight caregiver retreats, serving approximately 70 families and up to 140 caregivers.
DELIVERABLE 1 – Caregiver Self-Care and Respite Resources
Vendor will research and compile an updated packet of information on the importance of self-care, along with activities and strategies that can be used to mitigate the stress of caregiving. Packets will be disseminated to caregivers at each regional retreat.
Educational materials will include information about available respite resources, strategies for incorporating respite into daily routines, and tools to assist caregivers in identifying ongoing support.
Materials will be reviewed and updated as needed throughout the contract period to reflect available resources and caregiver needs.
DELIVERABLE 2 – Regional Family Caregiver Retreats
Vendor will host four (4) regional overnight Family Caregiver Retreats in locations serving Northwest, Northeast, Central, and Southern Oklahoma.
Retreat dates and schedules will be determined based on facility availability, lodging costs, caregiver needs, and the approved project budget. Retreats may be scheduled on weekdays, weekends, or a combination of days to provide flexibility in planning, maximize available resources, and maintain access for participating caregivers.
The retreats will serve approximately 70 families, with the capacity for up to 140 individual caregivers. Family caregivers of individuals with I/DD of any age will be eligible to participate, including single caregivers.
Sooner SUCCESS will utilize its established Family Caregiver Retreat Interest Form, which is shared and promoted statewide, to identify interested families and connect caregivers with regional retreat opportunities. Outreach will prioritize caregivers in rural and underserved communities and families who have not previously accessed respite.
Each participating caregiver or family will receive:
• Respite Voucher: A respite voucher to cover the cost of providing a substitute caregiver for their loved one with I/DD of any age, in the caregiver's choice of setting.
• Meals and Lodging: Overnight lodging and meals for caregivers during the retreat. The number of nights and retreat schedule will be determined based on facility availability, costs, caregiver needs, and the approved project budget.
• Social Connection: Group activities designed to encourage connection between caregivers and provide opportunities for peer-to-peer support.
• Self-Care Materials: A gift bag of self-care items and educational materials for each couple or single caregiver.
• Rest and Relaxation: Intentional downtime and optional relaxation or recreational activities, allowing caregivers to choose how they spend their time. Caregivers may participate in as much or as little as they wish.
• Individualized Service Navigation: A one-on-one service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, services, and supports across the lifespan that would benefit their family's unique needs. This will include the use of Life Course Tools recommended by the ARCH National Respite Network to help each family identify ongoing respite resources and supports.
• Council Information: Information about the activities and programs of the Developmental Disabilities Council of Oklahoma, including distribution of Council materials.
• Language Access: Bilingual staff assistance as needed for Spanish-speaking caregivers.
• Participant Evaluations: A post-event DDCO Consumer Survey and a post-respite voucher survey to measure caregiver satisfaction and the impact of the retreat experience.
The retreats will provide caregivers

150

49. **Sustainability Plan:** *

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

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

Sooner SUCCESS will continue to work to increase community connections and awareness about the importance of respite for family caregivers and establish caregiver interest in utilizing appropriate state respite voucher programs. We will also continue working with individual family caregivers using Life Course Tools to help them identify new options for personal respite and assist them in accessing the respite voucher program appropriate for their unique situation.
Our Family Caregiver Retreats have been extremely popular with caregivers, and Sooner SUCCESS is invested in continuing to offer these opportunities to families across Oklahoma. The retreats provide a unique opportunity for extended overnight respite, allowing caregivers to step away from their caregiving responsibilities while receiving support, education, and opportunities to connect with others who share similar experiences.
We recognize that long-term sustainability requires a diversified funding approach that reduces reliance on the Developmental Disabilities Council of Oklahoma (DDCO). Our goal is to build upon the infrastructure and partnerships already established through Sooner SUCCESS while identifying additional funding sources to support the direct costs of the retreats, including lodging, meals, respite vouchers, and caregiver activities. Annual Funding Goals and Projected Budget
FY27 marked the beginning of a new five-year DDCO funding cycle for Family Caregiver Retreats. During this funding period, Sooner SUCCESS will work toward gradually reducing reliance on DDCO support while expanding foundation grants, community sponsorships, donated goods and services, and other eligible funding opportunities.
For FY28, our goal is to conduct four regional Family Caregiver Retreats serving approximately 70 families and up to 140 caregivers. We will use the FY28 project budget and actual retreat expenditures to help determine the funding necessary to sustain the retreat model in future years.
While the costs of lodging, supplies, and other retreat expenses continue to increase, our team has been successful in securing donations, negotiating discounted rates, and leveraging community partnerships to stretch available funding. These efforts have allowed us to manage rising costs without reducing the number of caregivers served or compromising the quality of the retreat experience. We will continue building upon these relationships and seeking creative, cost-effective solutions to maximize available resources and maintain access to retreats for families across Oklahoma.
Our financial sustainability strategy will focus on pursuing at least two funding opportunities annually, developing community sponsorships, securing donated goods and services, and identifying other non-DDCO resources to offset retreat expenses.
The following represents our anticipated sustainability activities and funding diversification goals:
• FY27 (Year 1): Establish baseline retreat costs, program outcomes, and community partnerships to support future funding requests.
• FY28 (Year 2): Conduct four regional retreats, pursue at least two funding opportunities or sponsorships, and seek financial and in-kind contributions that can reduce future retreat expenses. Begin identifying opportunities to shift a portion of retreat expenses to non-DDCO resources.
• FY29 (Year 3): Continue pursuing at least two funding opportunities annually, strengthen relationships with foundations and community partners, and work toward increasing the proportion of retreat expenses supported by non-DDCO funding.
• FY30 (Year 4): Expand community sponsorships, grant funding opportunities, and in-kind partnerships, with the goal of further reducing reliance on DDCO funding while maintaining the quality and accessibility of the retreats.
• FY31 (Year 5): Pursue at least two funding opportunities and work toward establishing sufficient financial and community support to sustain the retreat model beyond the DDCO funding cycle

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.

Sooner SUCCESS will implement a targeted, statewide outreach and awareness strategy to ensure that individuals with intellectual and developmental disabilities (I/DD), their families, and key partners are informed about the availability of Family Caregiver Retreats. Outreach efforts will prioritize families who are least likely to be aware of or connected to respite and caregiver support resources, including first-time respite users, families in rural and underserved communities, and culturally and linguistically diverse populations.
The FY28 project will offer four regional Family Caregiver Retreats serving Northwest, Northeast, Central, and Southern Oklahoma, with a goal of reaching approximately 70 families and up to 140 caregivers. Sooner SUCCESS maintains an open Family Caregiver Retreat Interest Form that is shared and promoted statewide, allowing caregivers to express interest in attending a retreat and helping our staff connect families with opportunities closest to their location.
Target Audience
The primary target audiences for this project include:
• Family caregivers of individuals with I/DD across the lifespan, including parents, grandparents, kinship caregivers, and foster families.
• Families who have not previously accessed respite, including those experiencing caregiver stress or isolation.
• Caregivers of individuals with I/DD of all ages, recognizing that caregiving responsibilities and the need for respite continue throughout the lifespan.
• Families in rural and underserved areas of Oklahoma, where access to information and services is often limited.
• Culturally and linguistically diverse families, including Native American and Hispanic/Latino families.
Secondary audiences include disability service providers, educators, advocacy organizations, healthcare professionals, and community partners who interact regularly with families and can assist in sharing information about the project.
Marketing Channels
Sooner SUCCESS will use a multi-channel outreach approach to maximize reach and ensure information is accessible to families across Oklahoma. Channels will include:
• Digital outreach: The Sooner SUCCESS website, established Family Caregiver Retreat Interest Form, email newsletters, and social media platforms will be used to promote retreat opportunities and provide information about how caregivers can express interest.
• Community-based outreach: Flyers and informational materials will be distributed through schools, clinics, community centers, tribal programs, and family support organizations.
• Direct referrals: Existing family navigation services, county coordinators, and family support contacts will help identify caregivers who have expressed interest in respite or caregiver support and connect them with the retreat interest form.
• Partner amplification: Collaborating organizations will share retreat information through their own newsletters, social media platforms, listservs, community meetings, and outreach activities.
• Statewide staff and coalition outreach: Sooner SUCCESS regional and county staff will share information through established community coalitions, outreach events, and partnerships across Oklahoma.
Messaging will emphasize that participation is offered at no cost to eligible families, that retreats provide an opportunity for overnight respite away from caregiving responsibilities, and that families who are new to respite are encouraged to express interest.
Partnerships
Partnerships are central to Sooner SUCCESS's outreach strategy. The project will collaborate with:
• Disability advocacy organizations and family support groups.
• Tribal partners and Native-serving organizations.
• Schools, early intervention programs, and special education networks.
• Healthcare and community-based providers who serve individuals with I/DD.
• County and statewide coalitions and caregiver groups.
• State agency partners, including the Oklahoma State Department of Health and Oklahoma Department of Men

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

FY28 LOGIC MODEL | FAMILY CAREGIVER RETREATS

INPUTS

Sooner SUCCESS staff

Statewide interest and registration forms

Advocacy and community partners

ACTIVITIES / SERVICES

Arrange substitute care and provide overnight respite opportunities.

Promote retreats statewide and connect families with regional opportunities.

Distribute self-care materials and information about DDCO and resources.

OUTPUTS

Caregivers receiving respite; vouchers utilized.

Interest forms; counties represented; first-time respite users.

Educational packets; families connected to resources.

SHORT-TERM OUTCOMES

More opportunities for rest and self-care.

Greater awareness of respite opportunities.

Greater readiness to use respite.

INTERMEDIATE OUTCOMES

Increased use of respite services.

Reduced barriers to accessing supports.

Sustained engagement with community supports.

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** *

Agency of the state of Oklahoma: Board of Regents of the University of Oklahoma Health Sciences Center

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

Is the proposed vendor a tribal nation:

- ( ) 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

73-1563627

Contact information

62. **Signing authority** *

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

M. Cathleen Rychner, Lead Contract & Grant Administrator; email is cathleen-rychner@ou.edu, phone no. is 405-271-2090

63. **Primary Contact:** *

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

Aietah Stephens Executive Director, Sooner SUCCESS Phone: 405-271-5700 ext. 47803 Email: aietah-stephens@ou.edu

64. **Finance Contact:** *

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

Don Smith, Director, Grants & Contracts Accounting, email is Donald.E.Smith-1@ou.edu, phone no. is 405-271-2177

65. **Legal Notices:** *

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

Kathleen Furr, EdD, CRA, Associate Vice President for Research, 405-271-2090, Kathleen-furr@ou.edu

FY '28 DDCO Sooner SUCCESS
PI: Aietah Stephens

July 1, 2027 - June 30, 2028

DDCO BUDGET						
Personnel	**Title**	**FTE**	**Effort**	**Requested Salary**	**Fringe**	**Total**
Aietah Stephens		1.00	2%	$1,716.00	$556.00	$2,272.00
Deana Wilson		1.00	8%	$4,948.00	$1,603.00	$6,551.00
Lori Wathen		1.00	7%	$4,438.00	$1,438.00	$5,876.00
Lisa DeBolt		1.00	7%	$4,438.00	$1,438.00	$5,876.00
Eva Smith		1.00	7%	$4,654.00	$1,508.00	$6,162.00
TBH		1.00	5%	$2,000.00	$648.00	$2,648.00
		TOTAL	36%	**$22,194.00**	**$7,191.00**	**$29,385.00**

Supplies & Operating Expenses		
Travel		$12,450
Respite Vouchers	Other	$16,100
Respite Retreats/Camps	Other	$17,920
Postage/Shipping		$100
Printing/Copies		$200
Materials/Supplies		$5,301
TOTAL SUPPLIES & OPERATING EXPENSES		**$52,071**

MATCH BUDGET						
Personnel	**Title**	**FTE**	**Effort**	**Requested Salary**	**Fringe**	**Total**
Aietah Stephens		1.00	0%	$0.00	$0.00	$0.00
Deana Wilson		1.00	0%	$0.00	$0.00	$0.00
Lori Wathen		1.00	0%	$0.00	$0.00	$0.00
Lisa DeBolt		1.00	0%	$0.00	$0.00	$0.00
Eva Smith		1.00	0%	$0.00	$0.00	$0.00
TBH		1.00	0%	$0.00	$0.00	$0.00
				$0	**$0**	**$0**

Supplies & Operating Expenses		
Lease	$2,881.23*12	$34,575
TOTAL SUPPLIES & OPERATING EXPENSES		**$34,575**

Total Direct Costs						**$81,456**
Total Indirect Costs				**8%**		**$6,516**
TOTAL COSTS						**$87,972**

TOTAL REQUIRED MATCH				**25%**		**$30,637**
TOTAL MATCH						**$34,575**
Total Indirect Costs						
TOTAL MATCH						**$34,575**

TOTAL PROJECT COSTS						**$122,547**

Sooner SUCCESS
BUDGET JUSTIFICATION
07.01.27 – 06.30.28

PERSONNEL

Executive Director: The Executive Director provides administrative leadership to the project. She is responsible for the overall administration of the project, the implementation of the project plan, the supervision of the Regional Coordinators, and the Business Accountant, the Graduate Research Assistant, and fulfilling reporting requirements. The Executive Director is also the Principal Investigator; this position is supported with 2% effort (.24 CM) with no cost share.

Regional Coordinator: The Regional Coordinators are supported on this project: Regional Coordinators are responsible for project implementation in their respective Regions. This will include the implementation of Respite Retreats. Regional Coordinators will work under the direction of the PI and assist with project requirements in the regions and administering all aspects of the project at the regional level. 4 Regional Coordinators will be on this project, 1 position supported at 8% paid effort (0.96 CM), 3 positions supported at 7% paid effort (0.84 CM).

Program Coordinator/Business Accountant/Admin: Program Coordinator/Business Accountant/Admin on this project is responsible to help process project payment expenditures once approved by the Principal Investigator. This position will also assist in providing the budget activity reports as needed. This position is supported at 5% paid effort (.60 CM).

Fringe benefits are included as direct labor costs for personnel. They are negotiated annually by the Department of Health and Human Services (DHHS) and will be charged at the current rate at the time that the expenditure is charged to the grant. Fringe benefits have been calculated using the SFY26 University of Oklahoma Health Sciences Center fringe benefit rate of 32.4% for full-time employees on sponsored projects. Fringe benefits will be applied in strict accordance with the University's approved DHHS rates.

Council Paid Personnel costs total $29,385 for this project. This amount includes fringe benefits as applicable to the staff on the project.

SUPPLIES/OTHER

Supplies for retreat activities, materials for caregiver self-care bags, retreat evening activity and door prizes, snacks/light food items are supported at $5,300. Printing is supported at $200.

Other:
Room Rental/Space Rental for Retreats, Retreat Meals and Snacks are supported at $17,920. Postage is supported at $100.

Respite Vouchers, Fiscal Agent Vendor: Woven Life will be the Fiscal Agent for Respite Voucher payments will be issued to approved Respite Care Providers and the fiscal agent for the voucher payments. The Administrative Fee is 15% of the allocated Respite Funding Amount. Respite Vouchers is supported at $14,000 and Fiscal Agent Administrative Fee is supported at $2,100 totaling $16,100.

SUPPLY/OTHER COMBINED TOTAL: $39,621

Lease/workspace (cost share): Sooner SUCCESS state team office is located at the University of Oklahoma Health Sciences Center in Oklahoma City. Sooner SUCCESS will report the monthly costs of $2,881.23 lease amount to count towards cost share obligations. These lease costs are not covered by federal funding therefore are allowed to be reported towards cost share, this amount to be cost shared is projected to be $34,574.80.

TRAVEL

Travel will be used to support the Respite Retreats' Lodging costs for the hotels and selected lodging sites for program personnel and family caregivers participating in the Retreats. In-State mileage expenses for Program staff,

to travel to and from each of the Respite Retreats to implement the program. The travel will be reimbursed at actual and reasonable costs based on the established State mileage rate. Travel is supported at $12,450.

INDIRECT COSTS

Funds contracted to the University of Oklahoma Health Sciences Center will incur the 26% indirect cost rate. Council requested the reduced IDC rate as set by the Federal funder at 8%. Indirect paid costs are $6,516.

BUDGET TOTAL: $122,546
Project Funds Requested: $87,972
Matching Funds: $34,575