



City of Lawton

Youth and Family Affairs Committee

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Agenda

Tuesday, August 18, 2026

9:00 AM

3rd Floor Conference Room
Lawton City Hall

This meeting will be conducted in person for all Committee members and members of the public to attend.

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Committee may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Committee may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Committee may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Introduction of Guests

Business Items

1. Consider and take action to approve the minutes of the June 16, 2026, meeting.
2. Consider and take action to approve a \$350 budget reallocation within the existing \$18,256 Youth and Family Affairs Committee Support Agreement with the Wichita Mountains Prevention Network for Fiscal Year 2026-2027, with no change to the total approved funding amount.
3. Receive the 2025–2026 Annual Report from United Way of Southwest Oklahoma for the Success By 6 – Family Empowerment Program.

Reports/Comments from Chairman and Committee Members

Reports/Comments from Staff

1. Receive the Internal Auditor's FY 2025–2026 Annual Report on the YFAC Grant Program.
2. Receive an update from the Internal Auditor regarding programs receiving YFAC funding for FY 2026–2027.

Audience Participation

Adjournment

The Youth and Family Affairs Committee encourages participation by all City of Lawton citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The 48-hour time period may be waived if an interpreter for the deaf (signing) is not the necessary accommodation.

Item Title:

Consider and take action to approve the minutes of the June 16, 2026, meeting.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Tammy Branstetter, Senior Deputy City Clerk

Background:

Minutes from the June 16, 2026, Youth and Family Affairs Committee meeting have been drafted and are awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

YFAC Draft Minutes 06.16.2026

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the minutes of the June 16, 2026, meeting as presented.

ATTACHMENTS:

1. YFAC Draft Minutes 06.16.2026



City of Lawton

Youth and Family Affairs Committee

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Minutes

Tuesday, June 16, 2026

9:00 AM

3rd Floor Conference Room
Lawton City Hall

This meeting will be conducted in person for all Committee members and members of the public to attend.

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Committee may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Committee may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Committee may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Chairman Weger called the meeting to order at 9:00 AM.

Roll Call:

Members Present: Bob Weger, Bernita Taylor, Josh Hale, Taron Epps, Carl Fuqua

Members Absent: Mary Ann Hankins-Booker (excused), Karen Bailey (excused), Blake Munoz (excused)

Also Present: Tammy Branstetter, Deputy City Clerk; Cynthia Williams, Internal Auditor

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Chairman Weger confirmed with Branstetter that the notice and agenda for this meeting were posted by the City Clerk's Office in accordance with the Oklahoma Open Meetings Act.

Introduction of Guests

No guests were present.

New Business

1. Consider and take action to approve the minutes of the May 19, 2026, meeting.

A copy of the minutes from the May 19, 2026, meeting may be obtained from the City Clerk's Office upon request.

Motion by Epps, **Second** by Hale, to approve the minutes of the May 19, 2026, meeting as presented. **AYE:** Epps, Fuqua, Hale, Taylor, Weger. **NAY:** None. **Motion Passed.**

2. Review the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle, provide feedback to staff regarding the application, and take possible action, including approval of the application.

A copy of the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle may be obtained from the City Clerk's Office upon request.

Chairman Weger said before we get into that, let me just say that I really appreciated our meeting last month. I thought there were three primary things that I saw. Number one, the clarification of our mission. There was really good discussion there. I thought that was just fantastic as a committee. So, way to go. That showed the innovation, the grassroots concern, just wanting to be inclusive of all of it, and I just thought that was fantastic. Another thing was there was a desire to remove unnecessary barriers. I think Mr. Epps emphasized that we want to take our time. We're not on a schedule right now. Our funding cycle is over for the year, so we've got the time to revise, get this the best we can, as was indicated in our comments in our last meeting. There's a lot of evolving that will take place in this, and we want it for the betterment. And so, again, great job. I wanted to share that before we get too far into our conversation and I forget to mention that to you.

Chairman Weger said looking at item two, notice, if you will, Ms. Bailey shared her concern about making sure we added the word "option." I believe in our packet, those corrections have already been put in there. I appreciate the staff getting those things taken care of. If you'll notice on page 29, "optional" has been added.

Chairman Weger said are there any questions, thoughts or discussion?

Taylor said no — it's perfect, to me.

Chairman Weger said do you believe the language now kind of reflects what we're trying to ask of the applicants? Do you think, for now, we're there?

Taylor said did we say we were going to give bonus points for this?

Hale said yeah, it's still on the rubric. So, if we can give bonus points, there are points in

the rubric for it.

Taylor said do they need to know that? I forgot what we said.

Cynthia Williams, Internal Auditor, said it says "information provided may be considered during the review process."

Taylor said that's good.

Hale said so then they do know that, as long as they read that.

Taylor said perfect.

Hale said and I think our intention was, if their program is good, then we're not going to penalize them for not doing the confusing internal external asset part.

Chairman Weger said because I think one of our concerns, if memory serves me right, is that we were concerned about those that were established versus those that are newbies, and how would the newbies get the points if they're just starting up, and we didn't want to penalize them.

Taylor said right.

Epps stepped out of the meeting at 9:07 AM.

Tammy Branstetter, Deputy City Clerk, said we did just lose our quorum, if we could recess while Epps is out.

Chairman Weger said we'll take a recess.

The meeting recessed at 9:07 AM.

Epps returned to the meeting at 9:13 AM.

The meeting reconvened at 9:13 AM.

Chairman Weger asked if there was any other discussion on Item 2.

Taylor said it seems to me I'm ready to vote that it's good. I think that we made sure that we covered everything.

Hale said I was going to ask one question, if we wouldn't want them to put maybe a brief description of what their program is. Because for me, going through the application last time, I didn't know what any of them were. So I had to read through it and kind of guess, or kind of Google them, to figure out exactly what they are.

Taylor said we don't have that?

Hale said well, there's a lot of things that kind of say, but not exactly. So, if they could describe it, it would help me to understand, just for my own information, looking through it to decide if it's going to be a good program. They can check these things that describe your program, but I mean actually what it is.

Williams said give me one second, and I'll make that change.

Hale said it's probably not necessary to grade them, but it would be helpful to know what it is. Because, you know, they describe how the funding is going to be used.

Chairman Weger said wouldn't that fall under your visit, or would you want to know that before you went to the site visit?

Hale said I think it'd be nice to know what it was.

Chairman Weger said okay. Because that visit would give you a real good understanding of what they're going to be doing.

Hale said absolutely, yeah, and it was great, but we went to the Food Bank, and before that, I had no idea what it was. I mean, just based on the application, I had no idea what we were going to see there, or even what their plan was.

Chairman Weger said well, I know Mr. Fuqua and I were both kind of in the dark a little bit when we went to the first Wichita Mountains gathering. We didn't get to see anything, we just sat and met like this around the table. So it was kind of hard to imagine, fully, what it is they're doing until, later, we learned.

Hale said yeah, that was another one from the application — I didn't even understand what it was from the application, that it was going to be like a women's summit. I didn't get that. So it'd just be nice to have the description of what it's going to be, just to help me.

Chairman Weger said I think you've got a great point there.

Taylor said so she put "brief description of program."

Hale said yeah, that's perfect. I would love that.

Williams said if there's anything else, I can make the change right here.

Hale said from looking at it, that was the only thing that I thought would be helpful. Not even necessary, but I mean, it's just helpful. Other than that, I think it's pretty good.

Taylor said I just want to applaud you.

Hale said I'll motion to approve this application.

Fuqua said I'll second.

Epps said I have a friendly amendment to include the changes that have been proposed today.

Hale said yes, I accept that.

Motion by Hale, **Second** by Fuqua, to approve the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle, to include the changes proposed today of adding a field for the applicant to provide a "brief description of program." **AYE:** Epps, Fuqua, Hale, Taylor, Weger. **NAY:** None. **Motion Passed.**

3. Review the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle, provide feedback to staff regarding the scoring rubric, and take possible action, including approval of the scoring rubric.

A copy of the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle may be obtained from the City Clerk's Office upon request.

Taylor said so we just need to add what you added to Section One.

Williams said do you want that in it?

Hale said I don't think you have to score that - the description.

Taylor said okay. I've read through it, and I think it's great. I have no recommendations.

Hale said do you remember what changes you made to it?

Williams said I made a lot. I think that it would be easier to go through the application. I think I can remember them from the application better than I can the rubric.

Hale said or maybe I can just ask where we don't have to go through it. I think the ones we were wanting to change had to do with the length of how long the program was in existence, and not penalizing people that were new.

Williams said right. That was mostly Section D, that, rather than saying, "Tell me about your previous program," it was more like, "What is this program going to be?"

Hale said got it. So, did you kind of just get rid of the part that graded them on that?

Williams said I made sure to make the rubric reflect all of the new changes in the application. Just one of the examples: previously it was, "How many kids were in your program previously?" And so, rather than that, it is, "Describe the anticipated service reach of the program and the demographics and characteristics."

Hale said got it.

Williams said it doesn't have that table of the ethnicity, male/female, and age breakdown. I took all of that table out and just said, "Describe."

Hale said that sounds great. That was my only question.

Williams said scoring should be much easier for you all.

Motion by Taylor, **Second** by Epps, to accept the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle as presented. **AYE:** Epps, Fuqua, Hale, Taylor, Weger. **NAY:** None. **Motion Passed.**

Reports/Comments from Chairman and Committee Members

Taylor said I just recommend that we have a training of the application and rubric, so that new people coming on understand which sections of the application go with which sections of the rubric and what you're looking for. You know, just kind of a little orientation training to help better prepare them for the process of that, and the visit and what the expectations are. And any questions can be asked. Maybe that would make it easier for anyone new coming on.

Epps said kind of a spin-off from that, I recommend that we do our best to not go into the new season cold, and maybe plan out a couple of very specific areas for us to review in some of the scheduled meetings leading up to the new season. This will be the third year, but it seems like we always come into the season very cold. So, maybe if we just did some reviewing, but very specific portions, and kind of schedule it out, that would bring us into the season. I think that would be helpful.

Taylor said are we planning on bringing on any new committee members?

Chairman Weger said we have a new gentleman that was just appointed. He wasn't able to be here for the first one, due to his job, but he thinks everything else will be fine.

Branstetter said his name is Blake Munoz.

Chairman Weger said he'll be our newest committee member. We'll get acquainted with him next month.

Taylor said the review will probably help him as well as us.

Chairman Weger said it doesn't hurt us to have a refresher once in a while as well, with the many things that we have.

Reports/Comments from Staff

Branstetter said we have the Outcome-based Reporting training scheduled for Monday, July 6th at 2:00 PM for our two organizations to come and learn how to report.

Taylor said that's not something we have to go to, right?

Branstetter said no, not unless you want to.

Williams said the only other thing is that we are closing out this year's funding, and everyone is supposed to have their payments into us by the 30th so that we can close the claim forms. And then we will also be getting their annual reports so that they can present them to you.

Chairman Weger said when are they scheduled to have those turned in? By June 30th?

Williams said the funding performance period ends June 30th, so they have to have them in by the end of July.

Chairman Weger said okay, so they have 30 days to get those reports in to you.

Epps said and we have to submit something to request that our funds roll over, is that correct?

Williams said that's already been done, I believe.

Taylor noted that she will be out of town during the next committee meeting on July 21st.

Epps said how long have we been doing this? How many years has this committee been established, roughly?

Branstetter said I would say 2018-2019, maybe? Cynthia and I weren't here when it first started, and I might be a little off.

Epps said so that's roughly seven years. It's morphed a little bit, certainly since I've been on.

Williams said it's changed a lot.

Epps said I think it's become more refined. It was loose before. Do we typically have rollover? I think certainly since we've kind of refined it, I would imagine we've had some sort of consistent rollover. Prior to that, I don't know.

Chairman Weger said with the changes we've been making, there has been a little rollover. I'm not familiar of rollovers prior to. There may have been, but I'm not aware.

Williams said there were drastically different funding amounts. We made the payments up front, and so there were some that gave us some money back, because not all of them spent the money completely. So, if you want to consider that part rollover, there was some. And we still have one that has a payment plan with you guys.

Epps said how much do we typically get allocated?

Williams said right now, you've got the \$335,000.

Epps said but that includes what's been rolled over previously?

Chairman Weger said my understanding is that's the budgeted amount.

Williams said \$105,000.

Epps said \$105,000 is the budgeted amount.

Williams said I believe that that's correct.

Chairman Weger said yes, because we still have within that \$335,000 the Lawton Public Schools and Marie Detty.

Williams said and Arts for All.

Chairman Weger said they talked about moving them at one time and putting them in their own account, but that created, I guess, a little confusion, so they said we're just going to leave it in this YFAC account. But when people looked at it, and I think in the past, that was one of the problems applicants saw, was how much funds are available, and committee members would look and say, "Well, we've got \$335,000." No, we don't have \$335,000, because \$100,000 goes to Marie Detty, \$75,000 to LPS, and \$35,000 to Arts for All. So, you have to subtract those. And that's why you saw some of the applications for \$100,000 plus.

Williams said and that's all established by the PROPEL.

Branstetter said I think it started in 2019, and then it's been rolled over, I believe.

Williams said no, it went all the way back to 2016. YFAC has been in existence since at least 2016.

Chairman Weger said so it's been ten years.

Epps said how are those funds requested for the other three that we don't have any type of connection with? So, LPS, Arts for All and Marie Detty. Do they have a separate committee that those requests go to, or do those things go straight to Council?

Branstetter said they go straight to Council.

Chairman Weger said those are established.

Branstetter said I know that there is a Council Policy for LPS and Marie Detty, and so when we put those on the Council agenda, we include that policy as well.

Epps said Arts for All is the weird one to me.

Williams said that one was established by vote.

Epps said I'll probably have to ask John or the Finance Director, because there's a reason why it sits in that account, I'm assuming. I can see the tie for LPS, Marie Detty and us, but the Arts for All one is the odd one to me.

Chairman Weger said that was brought to Council, and there was a comparison. I believe the Mayor asked the cost per student, and it came out that Arts for All was the most efficient of all. I want to say that it was less than 35 cents a child.

Epps said so there was an impact for youth.

Chairman Weger said they were having this kind of impact on kids for this cost, in comparison to others that were spending \$3 or \$5 dollars per child. The Mayor brought that to Council and said, "Hey, you need to look at this."

Taylor said the money to Marie Detty is for gang?

Chairman Weger said yes.

Branstetter said it's their Gang Intervention/Prevention Program.

Epps asked what LPS's funding is for.

Branstetter said it's for their Makerspace Camp.

Epps said it's their Makerspace across the year, or just summer?

Branstetter said I believe it's just summer.

Epps said so we don't really have rollover from last year included in what's in the account?

Chairman Weger said no. The rollover that we're calling rollover is unused funds, for example, the one that we awarded to that we didn't give the full \$35,000, we only gave \$18,000, so that left us with basically \$17,000.

Williams said you could possibly have additional rollover if they do not utilize their full \$35,000.

Epps said but we don't have any from previous years?

Chairman Weger said United Way, I think, had funds they didn't use.

Audience Participation

None.

Adjournment

Motion by Taylor, **Second** by Fuqua, to adjourn the June 16, 2026, meeting. **AYE:** Fuqua, Hale, Taylor, Weger, Epps. **NAY:** None. **Motion Passed.**

The meeting adjourned at 9:37 AM.

Item Title:

Consider and take action to approve a \$350 budget reallocation within the existing \$18,256 Youth and Family Affairs Committee Support Agreement with the Wichita Mountains Prevention Network for Fiscal Year 2026-2027, with no change to the total approved funding amount.

Initiator: Tammy Branstetter, Senior Deputy City Clerk, Cynthia Williams, Internal Auditor & Grants Coordinator

Information Source: Brooke Anthony, Wichita Mountains Prevention Network

Background:

The Wichita Mountains Prevention Network (WMPN) has requested approval to revise the approved budget for the Youth Summit by reallocating \$350 from the Junior Presenter Payment line item to Event Marketing/Signage. The \$350 reduction is requested because gas cards are not an allowable use of grant funds. WMPN proposes to redirect these funds to additional signage needed at FISTA to help direct students, sponsors, and volunteers throughout the event, including entrances, registration, parking, activity areas, and other key locations.

The requested reallocation will not increase the total amount of YFAC funding awarded to WMPN. The total approved funding under the existing Support Agreement will remain \$18,256. The additional signage is intended to improve navigation throughout the large FISTA facility, reduce confusion and congestion, and allow attendees to navigate the event more independently, thereby reducing the burden on staff and volunteers.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

FULLY EXECUTED WMPN FY 26-27 YFAC Support Agreement

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the requested \$350 budget reallocation within the existing Wichita Mountains Prevention Network Youth Summit Support Agreement for Fiscal Year 2026-2027, reducing the Junior Presenter Payment line item by \$350 and increasing the Event Marketing/Signage line item by \$350, with no change to the total approved funding amount of \$18,256.

ATTACHMENTS:

1. FULLY EXECUTED WMPN FY 26-27 YFAC Support Agreement

SUPPORT AGREEMENT

YOUTH & FAMILY AFFAIRS COMMITTEE

LAWTON CITY COUNCIL, LAWTON,

OKLAHOMA

Funding has been approved in the amount listed below for the Wichita Mountains Prevention Network ("Grantee ") for use over a one-year period beginning on July 1, 2026, and ending June 30, 2027.

Funding in the amount of \$18,256.00 is conditioned upon the following:

1. Execution of this Agreement by the Grantee and the City of Lawton (Grantor).
2. Grantee's acknowledgment, by execution of this Agreement, that Grantee, its agents, successors, and assigns, agree that as a condition to receiving funds to perform according to the terms of this Agreement, Division 2-3-9, Youth and Family Affairs Committee, Lawton City Code, 2015, and Resolution 24-278. The grantor shall provide financial support to the grantee for the implementation and operation of its Youth Summit for sixth grade students in the local community. The primary focus of the program shall be on academic and non-athletic related activities and life skill development. The funding under this agreement shall be used exclusively for the benefit of at-risk youth and shall not be utilized for benefits provided to adults. The funding of this program by the City of Lawton is explicitly recognized as a contribution to the betterment of the community, and the activities supported by this funding are hereby acknowledged to serve a public purpose and provide significant benefits to the citizens of Lawton.
3. Grantee's acceptance of funding constitutes understanding and agreement that the programs for which funding has been approved will:
 - A. Comply with the requirements of Paragraph (C)(5) "Youth Programs" of Resolution 24-278, as follows: Be used for the benefit of youth in the City to develop life and career enhancing skills and avoid involvement in the criminal justice system.
 - B. Comply with the requirements of Division 2-3-9, Youth and Family Affairs Committee, Lawton City Code, 2015, as follows:
 1. Focus on at-risk youth.
 2. Provide opportunities for life and /or career enhancing skills.
 3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school.
 - b. Increasing the percentage of youth that stay active in programs that foster youth development.

- c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults.
 - 4. Promote academic or other non-athletic related activities and life skills.
 - 5. Demonstrate measurable criteria and provide measurable results.
- C. Expend funds only for the uses and purposes specifically stated in the Application submitted by the Grantee that are consistent with the requirements of: (1) Paragraph (C)(5) "Youth Programs" set forth in Resolution 24-176 and (2) Ordinance 21-03 and approved by the YFAC and the Lawton City Council. Funds shall not be spent for any service referenced in the Application that is inconsistent with the requirements set forth in (1) Paragraph (C)(5) "Youth Programs" set forth in Resolution 24-176 and (2) Ordinance 21-03. Any questions by the grantee of whether an expenditure is appropriate shall be directed to the grantor for written clarification before the expenditure is made. Grantee's Application therefore shall be incorporated into this Agreement and listed as Exhibit A.
- D. Maintain specific data in order to provide a detailed report (as provided below) to the City Council.
4. Grantee's submission of the application, and acceptance of funding, constitutes agreement that Grantee shall send at least one member of the program leadership to attend designated training on program outcomes to be provided by the YFAC and the City of Lawton. The YFAC will provide training along the guidelines set forth by the Search Institute of America in its 40 Developmental Assets documents, or a similar organization approved by the YFAC. Training shall be completed within ninety (90) days of the execution of this agreement. Failure to do so may result in a delay in processing claims for reimbursement.
 5. Grantee will provide periodic claims for reimbursement along with reports to the YFAC reflecting expended budget funds and progress on meeting its planned program outcomes. An Outcome-Based Report must be submitted with each claim.
 6. Upon the expiration or termination of this Agreement, the Grantee shall have thirty (30) days to submit claims for expenses incurred during the contract term. In the event that any portion of the approved funds remains unused or unexpended, the Grantee shall forfeit said funds and shall no longer have any claim or entitlement to any portion of the funds.
 7. The City of Lawton reserves the right to reallocate any unused or unexpended funds to other projects or initiatives that align with its objectives.
 8. Annual Report- Grantee will complete an annual report, or partial annual report for years in which less than a full year is represented by funding) to the YFAC by July 30 of any year in which funding is received. The annual report will be in such format as determined appropriate by the YFAC and the Lawton City Council, but shall include data reflecting how funds were used, the results, the numbers served, and the outcomes. Outcomes must be sufficient to merit further funding consideration.

9. Financial Audit Requirement- The City reserves the right to conduct a financial audit at any time during the term of this agreement. The purpose of such audit shall be to ensure that funds are being expended in compliance with the resolutions and ordinances governing the City's financial management and this agreement. This is essential to maintain transparency, accountability, and public trust in the expenditure of public funds. The financial audit may encompass an examination of all financial records, statements, reports, contracts, receipts, invoices, and any other relevant documentation pertaining to the services provided by the grantee under this agreement. The grantee agrees to fully cooperate throughout the audit process. This cooperation includes but is not limited to providing timely access to all relevant financial records, facilitating interviews with personnel involved in the financial management of the project, and promptly addressing any queries or requests for information. The grantee agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this agreement, for a period of five (5) years from the ending date of this agreement. Upon reasonable notice, the City of Lawton or their representatives shall be entitled to any books, records, and other documents and items for purpose of audit and examination at grantee's premises during normal business hours. The grantee further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the five (5) year period, the grantee agrees to retain these records until all issues arising out of the action are resolved or until the end of the five (5) year period, whichever is later. In the event that the financial audit identifies any discrepancies, irregularities, or non-compliance with the applicable resolutions and ordinances, as well as the terms of this agreement, the grantee shall repay all allocated funds that were inappropriately spent to the grantor, and all future funding will be suspended indefinitely. The financial audit requirement shall survive the termination or expiration of this agreement, with respect to any funds expended during the term of this agreement.
10. Annual Application Process. Funds available for distribution to organizations/programs must be applied for annually. Those programs funded in the initial year or any subsequent year may be provided an abbreviated application process, if their annual performance report reflects significant achievement of approved goals, as stated in their application for the performance year prior to the year in which subsequent funding is sought. It is the intent of this YFAC to continue to support programs which are funded by the City of Lawton through this application process, when goals are achieved and significant progress is documented; HOWEVER, any future funding is contingent upon approval by the Lawton City Council, and will depend upon availability of funds, and the number of approved applications, which may vary from year to year.
11. Other Funding Opportunities. Grantee understands and acknowledges that Grantee should seek other funding sources moving forward, with the goal of becoming self-sustaining. Successful performance in any year is not a guarantee of continued funding, which depends on factors identified in paragraph 10 immediately above.

12. Grantee agrees to comply with the Oklahoma Open Meetings Act.

13. Additional Requirements. Grantee understands and agrees that the YFAC may provide additional requirements, including revision of measurement methods toward outcomes, reasonable program revisions the YFAC perceives as necessary to achieve goals, and may provide incremental funding based upon progress toward outcomes during the funding period.

CITY OF LAWTON APPROVAL:

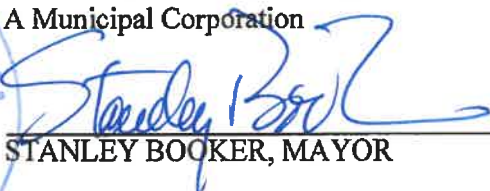
Dated this 9th day of June, 2026.

(SEAL)
ATTEST:


DONALYNN BLAZEK-SCHERLER, CITY CLERK



CITY OF LAWTON, OKLAHOMA
A Municipal Corporation


STANLEY BOOKER, MAYOR

APPROVED as to form and legality this 9th day of June, 2026.


JARI ASKINS, INTERIM CITY ATTORNEY

GRANTEE APPROVAL:

Brooke Anthony
Name and Title of Authorized Representative (Please Print)

Brooke Anthony
Signature of Authorized Representative

6/4/26
Date Signed



City of
Lawton

Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency	Wichita Mtns Prevention N	Years existing: 37	
Project/Program	Youth Summit	Program: New	
Director's Name	Brooke Anthony	Phone	5803555246
Application Lead	Brooke Anthony	Phone	5807046699
Website	wmpn.org	Fax:	5803532168
Email	bmahoney@wmpn.org	# Employees: 13	
Physical Address	22 SW D Ave Suite 2 Lawton, OK 73501		
Mailing Address	22 SW D Ave Ste 2 Lawtor		
Mission Statement: The mission of the Wichita Mountains Prevention Network is to build a community where our citizens can lead healthy, productive, and happy lives. We will do so by reducing risk factors and promoting protective factors in our community, our schools, our families, and our youth.			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☒ Education for gang prevention/life skills
- ☐ Gang prevention
- ☐ Family basic needs

- ☒ After school/out of school skills program
- ☐ Mentoring program
- ☐ Parent/guardian workshop
- ☒ Parent/youth activities
- ☐ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding requested?

\$43,750.00

How will YFAC funding be used?

Category (Salaries, Supplies, etc.)	Amount
Staff Salary/Fringe	\$43,750
Junior Presenter Stipends	\$16,744.33
Speaker Fees/Stipends & Gifts	\$4,000
Attendee Supplies (food, bags, shirts, etc.)	\$1,255.67
Match	\$13,000
Total (subtotal if using additional sheets)	\$8,750
	\$43,750

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project "SMART" goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal: Train a minimum of 10 Jr Presenters by 8/30/26 to work alongside subject matter experts. Register 300 attendees from schools by 9/1/26
 Recruit presenters for 10 total workshops (3 Core, 7 elective) by 7/1/2026
 Recruit facilitators for 6-8 elective activities by 7/1/2026
 Gather 50% of pre- & post-surveys from summit attendees by 9/30/26

Measurable Performance measure: # of jr presenters recruited, # of lead presenters recruited, # of students in attendance, # of schools that sent students, # of surveys and interviews collected, and the responses for qualitative information.

Attainable Data collection plan: We will distribute pre and post surveys to assess attendee's knowledge, confidence, and skills with student registration packets. We also will evaluate the sessions, presenters, location, etc. In addition, we will compile an after-action report based on feedback from presenters and volunteers for summit strengths, weaknesses, and opportunities for improvement. Qualitative data collected during peer-led discussion sessions based on pre-determined questions

Relevant Ultimate Outcome:

To host an inaugural behavioral health conference, which is sustained annually, that empowers local 6th graders with the skills they need to make positive choices for their physical, emotional, and behavioral health. Improve help-seeking and coping skills of Comanche Co sixth graders. Decrease past-30 day substance use among 8th graders according to the 27-28 OPNA.

Time Bound Timeline:

Please see attached timeline for Youth Summit.

Provide a schedule of activities.

Please see attached schedule for the Youth Summit.

How long is this program expected to last? What measures will determine visibility?

The inaugural event will last one day; however, we plan to host this event annually. The following measures will determine visibility and potential for long term sustainability: the number of sponsors recruited during our fundraising drive, number of media outlets that cover the event, the feedback we may receive from parents of attendees, the feedback we get from the schools that participate, and the number of businesses that donate in-kind assistance.

What are your goals for years 2-6 & 7-10?

Year 2: Increase the number of junior presenters recruited by 5 students. Enhance the quality of the summit as measured by the survey feedback.
Year 3: Develop a sustainability plan and increase the number of local sponsorships and in-kind assistance to diversify funding by at least 2 sponsors.
Years 4-10: Incorporate the sustainability plan to continue the youth summit without City of Lawton funding.

SECTION D: PROGRAM BASICS

Has the program received funding from other resources? From Whom?

\$300 has been pledged by the Lawton Lighthouse Church of God and \$1,000 by Humana. Other organizations are being approached but have not yet pledged or awarded funds at this time.

How many years has the program existed?

1

What is your proposed staff/volunteers:

Full Time Staff: 3

Part Time Staff: 1

Volunteers: 20

What is your projected number/percentage of low-income participants served?

50%

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started: Not applicable, first year.

Activities:

Accomplishments:

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old:

6-12 yrs. old:

13-18 yrs. old:

19+ yrs. old:

What is the number of families served?

N/A

What was the total number of individuals served from the City of Lawton?

African American:	Asian:	Alaskan:
Caucasian:	Hispanic:	Indigenous:
Pacific Islander:	Multiple:	Other:
Male:	Female:	Other: Self Designated:

SUCCESS STORIES

Provide 3 success stories

Written by program staff on behalf of participant

See attached success story- Girl Power!

Written by program staff on behalf of participant

In 2022 WMPN launched a similar conference in Jefferson County called TeenCon, and besides the fact that conference serves 6th and 9th grades, the conferences will follow the same framework. In four years TeenCon has flourished into a financially self-sustaining entity that gets glowing reviews from students, parents, and community members. Because of the success of TeenCon, and our past experience hosting Girl Power in Comanche County, we have the expertise to plan and execute a multi-faceted, engaging, and community driven Youth Summit that Lawton can be proud of.

Written by program staff on behalf of participant

See attached- C4 Success Story

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

To our best understanding, our coalition is unaware of any other program or project that comprehensively addresses the mental health needs of our local youth or that provides a meaningful opportunity to allow high school and college aged students the chance to be co-presenters during the conference sessions.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

Due to the coalition's broad range of subject matter experts and motivation of our coalition members to share their unique talents with our local students, the experience of the staff, volunteers, and those organizing this event is unmatched. Our conference will have representation across many sectors, including mental health, health care, law enforcement, civics and others. Subject matter experts will address topics like executive functioning, healthy relationships, internet safety, substance use prevention, building leadership skills, and many others.

List and describe collaborations.

See attached collaborations.

How will the program limit access to Lawton and at-risk youth and their families?

When reaching out to the schools to get their buy-in and commitment to sending their students to the summit, our focus will be on recruiting the students who would benefit the most from this behavioral health conference, such as youth who are at risk for substance misuse, those who have struggled with coping skills, and anyone who would benefit from a supportive environment to build positive connections with their peers. This program will help at-risk youth by allowing them the space to recognize their own unique strengths, skills, and abilities. It will also help increase community protective factors by providing an opportunity for our youth to demonstrate their leadership skills and increase their leadership skills. Our goal is to host this event annually with the idea that former attendees will come back to present as session co-presenters at future conferences.

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Empowerment	7-Community values youth
The Youth Summit demonstrates that the "community values youth." By inviting high school students to serve as workshop co-presenters, we send a powerful message that young people's perspectives, voices, and leadership matter. This visible responsibility demonstrates to both age groups that the community trusts and respects youth contributions. Sixth graders see older peers being uplifted and recognized as role models, reinforcing the belief that youth are valued stakeholders in the community.	
Empowerment	7-Community values youth
High school leaders are not passive participants; they are a "resource" to overall summit planning and execution. They help design and lead interactive sessions on topics such as communication, decision-making, conflict resolution, and healthy relationships. Their lived experiences make the content relatable, and their active leadership allows them to contribute meaningful skills and insight. By integrating youth voice in planning and facilitation, the program positions young people as essential resources who shape the learning environment.	
Empowerment	7-Community values youth
The summit gives high school participants a structured "opportunity to serve others" with younger students. They mentor, teach, and model positive behaviors—experiencing firsthand the impact of giving back. This service component deepens their sense of responsibility to the community while providing 6th graders with supportive near-peer connections. For many students, this is their first experience contributing to the success and growth of younger youth in a formal leadership role.	
Empowerment	7-Community values youth
Adult mentors are present in every workshop room and activity space to ensure physical and emotional "safety." Their presence helps maintain a structured environment, allows for quick support if challenges arise, and reassures both age groups that trusted adults are available. Adults ensure workshops remain inclusive, developmentally appropriate, and aligned with the program's goals. They serve as positive "role models."	

EXTERNAL ASSETS

Social competencies	39-Sense of Purpose
The workshop sessions teach things like "resistance skills," including but not limited to drugs and alcohol. In these workshop scenarios, role-playing and guided conversations will be utilized to help students practice saying "no," setting boundaries, and recognizing unsafe or unhealthy peer influences. Seeing high school leaders model assertive but respectful resistance strategies helps 6th graders understand how to navigate pressure in real-life situations.	
Social competencies	39-Sense of Purpose
The C4 Summit will address "peaceful conflict resolution" skills and how to effectively handle emotions. Sessions include activities that teach students how to identify emotions, listen actively, use calm communication when conflicts arise, how to set boundaries, be a good friend, and/or have healthy relationships, and ideas for self-care. High school presenters demonstrate and coach these skills through interactive examples, showing that conflicts can be resolved without aggression and that seeking help is a sign of strength, not weakness, as well as the importance of knowing who you can trust.	
Social competencies	39-Sense of Purpose
The summit encourages youth to recognize their own "personal power" and that their choices and actions influence their futures. High school leaders share personal stories of overcoming challenges or making decisions aligned with their goals, reinforcing that young people have the power to shape their own paths. The workshops will encourage goal setting to create a "positive view of personal futures and a sense of purpose." Activities encourage youth to think about future interests, strengths they can develop, and the supportive adults and peers available to help them reach their goals.	
Social competencies	39-Sense of Purpose
Workshops are designed to highlight strengths rather than deficits to aid in boosting confidence and "self-esteem." Activities allow students to experience success—whether through collaborative problem-solving, skill-building games, or contributing ideas during discussions. Positive feedback from near-peer leaders helps build confidence and reinforces each student's sense of worth.	

Attach additional pages as needed. Check if additional sheets are used ☐

PROGRAM BUDGET

Current program budget. Complete attached budget sheet.

\$43,750.00**List current funding sources**

Category	Source	Amount
Staff Salary/Fringe	YFAC Funding	\$ 16,744.33
Junior Presenter Stipends	YFAC Funding	\$4000
	YFAC Funding	\$
Presenter Fees	YFAC Funding	\$ 1255.67
Workshop & Event Supplies	YFAC Funding	\$2000
Food & Drink	YFAC Funding	\$5000
T Shirts & Bags	YFAC Funding	\$6000
	YFAC Funding	\$
Volunteer Match	YFAC Funding	\$8750
Total (subtotal if using additional sheets)		\$43,750

Use additional sheets if necessary. Check if additional sheets are used ☐

The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.

1. List any grant training you have pursued and provide documentation of attendance. Check if you've provided documentation ☐

Most of the trainings were on demand recordings, and therefore no CEUs were provided: Supporting Nonprofit Sector Health (from the National Council of Non-Profits) Dec. '25. Grant Writing 101: Roadmap to Funding Success (Great Lakes PTTC) Aug. '25. Texoma Gives Webinar July '25. Free online resources from One Cause. Sustainability: Becoming a Budget Line Item (CADCA Forum Conference Session) Feb'25. Intro to Proposal writing, intro to fundraising and planning (Candid) July '24.

2. Provide training certifications obtained. Check if you've provided certifications ☒

CADCA certificate is provided. Others did not provide certificates.

3. List additional grant funding opportunities you are pursuing or have been awarded:

We plan to request funding through the following opportunities:
Torch Helps Grant, Lawton Community Foundation, Laura Fields Trust, Hilliary Communications, State Farm Insurance, Casey's General Stores Charitable Giving, Jack in the Box Foundation, Spartan Nash Foundation, local banks, and small businesses.

Date that current amount spent in FY was valid:

* Do not edit cells that are highlighted yellow!

Revenue	Current Annual Organization Budget	Proposed Annual Funding for YFAC Supported Program
1. Requested from YFAC City of Lawton		43750
2. Allocation from all other organizations		
3. Contributions		
4. Special Events and Fundraisers		
5. Legacies and Bequests		
6. Foundation Income		
7. Agency Auxiliaries and Clubs		
8. Allocated by Un-Associated Fundraising Organizations		
9. Fees and Grants from Government Agencies	1,166,116.00	
10. Membership Dues		
11. Program Fees and Net Incidental		
12. Sales to the Public		
13. Investment Income		
14. Miscellaneous Revenue		
15. Other Click here to enter text.		
16. Other Click here to enter text.		
17. Other Click here to enter text.		
18. Total Revenue (1-17)	1166116	43750
Expenses	Current Annual Organization Budget	Actual Amount Spent Year to Date
19. Salaries and Wages	658,609.25	
20. Employee Benefits	139,001.54	
21. Payroll Taxes	60,800	
22. Payroll Subtotal (19-21)	858410.79	0
23. Professional Fees	2000	
24. Supplies	10,317.98	
25. Telephone/Utilities	15,000	
26. Postage	764	
27. Occupancy/Rent	46,320	
28. Outside Printing and Artwork	9506.2	
29. Transportation	29,244.10	
30. Conferences, Conventions, and Meetings	50,788.43	
31. Subscriptions/Professional Publications	4168	
32. Specific Assistance to Individuals		
33. Membership Dues	4168	
34. Awards and Grants		
35. Rental/Maintenance of Equipment	21600	
36. Insurance	6255	
37. Equipment Acquisition		
38. Miscellaneous Expenses	32,146	
39. Advertising	62,880.39	
40. Accounting (CPA/Audit)	26,000	
41. Expense Subtotal (23-40)	321157.99	0
42. Payments to Affiliated Organizations		
43. Total Expenses (22, 41, and 42)	1179568.78	0
44. Excess (Deficit) (18 minus 43)	-13452.78	43750

Provide a list in order of program priorities of how YFAC – City of Lawton monies will be used. (Example: Tuition for students - \$500; Uniforms for students - \$300; Books for students - \$200)

Proposed Program Expense Detail:

[illegible]

Youth and Family Affairs Committee Application Checklist

☒	Completed Application
☒	Audited Financial Statement and Audit Report*
☒	Most recent Tax Return Form 990*
☒	Year to Date Financial Statement*
☒	Agency Budget/Organization Operating Budget
☒	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☒	Current Organizational By-Laws or Operating Agreement
☒	Current List of Board of Directors
☒	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☒	Any additional comments or information you believe would assist YFAC in the review/evaluation process

Supplemental Narrative & Budget

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

Item Title:

Receive the 2025–2026 Annual Report from United Way of Southwest Oklahoma for the Success By 6 – Family Empowerment Program.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Iola Noble and Roxanne Wiseman, United Way of Southwest Oklahoma

Background:

The Support Agreement between the City of Lawton and United Way of Southwest Oklahoma requires United Way to submit an annual report to the Youth and Family Affairs Committee (YFAC) by July 30 of any year in which funding is received. The agreement requires the annual report to provide information regarding the use of YFAC funding, the results and outcomes of the funded program, the number of individuals served, and other relevant information regarding the program.

United Way of Southwest Oklahoma has submitted its 2025–2026 Annual Report for the Success By 6 – Family Empowerment Program as required by the Support Agreement. The report provides an overview of the program's activities and outcomes during the 2025–2026 funding year, as well as a financial summary detailing the use of YFAC funds.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

UWSWOK Success by Six Family Empowerment FY 25-26 Annual Report

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

No action is necessary. Receive and subsequently file the 2025–2026 Annual Report from United Way of Southwest Oklahoma for the Success By 6 – Family Empowerment Program, as required by the Support Agreement.

ATTACHMENTS:

1. UWSWOK Success by Six Family Empowerment FY 25-26 Annual Report

RECEIVED

JUL 28 2026

CITY OF LAWTON
CITY CLERK'S OFFICE



UNITED WAY
Southwest Oklahoma

SUCCESS BY 6®

Family Empowerment Program

City of Lawton – YFAC Grant

2025–2026 ANNUAL REPORT

Building Strong Families. Preparing Children for Success.

Prepared for the City of Lawton Government

July 2026

PROGRAM OVERVIEW

The United Way of Southwest Oklahoma Success by 6 - Family Empowerment Program exists to ensure every child enters school healthy, safe, and ready to learn. Through parent education, early literacy, family engagement, community partnerships, and resource navigation, the program empowers parents with the knowledge, confidence, and support they need to help their children thrive.

Throughout the year, the program brought together families, educators, healthcare professionals, and community organizations to strengthen protective factors that reduce adverse childhood experiences and promote lifelong success.

YEAR IN REVIEW

During the reporting year, Success By 6 focused on three priorities:

- Strengthening parenting skills
- Promoting early childhood literacy
- Connecting families with community resources

Families participated in weekly educational sessions while children engaged in evidence-informed activities that promoted healthy development through the Comanche County Health Department's Eat, Play, Grow curriculum. Parents simultaneously received instruction from community experts covering topics including budgeting, ADHD, emotional regulation, child safety, and accessing community resources.

ANNUAL IMPACT



- 32 families with 76 children aged to 12 participated in 53 Family Empowerment Sessions
- 14 community outreach events attended
- 2,234 books and literacy materials given away
- 214 families connected to basic needs like diapers, food, or clothing

COMMUNITY OUTREACH

The program participated in numerous community resource fairs, literacy events, military family events, baby showers, and outreach opportunities, helping families navigate services while promoting positive parent-child interactions and early literacy.

Major events included:

- Lawton Public Library literacy events
- Family Fun Day

- Worklahoma Resource Fair
- Comanche County Baby Shower
- Fort Sill Corvias Spring Event
- Community Coalition Resource Fair
- KidsFirst Action Forum

PARENT EMPOWERMENT

53 Weekly Family Empowerment Sessions combined education for parents with age-appropriate learning experiences for children.

Topics included:

- Healthy child development
- Positive parenting
- Nutrition
- Household budgeting
- ADHD supports
- Emotional regulation
- Child safety
- Community resources

Families also received meals and barrier-removal assistance that helped reduce immediate financial stress while encouraging consistent participation.

DEVELOPING FUTURE LEADERS

Beyond early childhood programming, Success By 6 staff mentored 21 Junior Leadership Lawton-Fort Sill students, helping develop leadership skills, civic engagement, career exploration, teamwork, and community service.

Students:

- Explored military careers at Fort Sill
- Developed leadership projects
- Learned from community leaders
- Mentored incoming high school students

MEASURING SUCCESS

Families participating in Success By 6 reported:

- Improved school attendance
- Increased positive behaviors
- Stronger parent-child relationships
- Improved parenting confidence

- Increased life skills
- Greater connection to community resources

Program participation doubled during the final month of programming, demonstrating growing community trust and demand.

STORIES OF IMPACT

Building Community

Three mothers who met through Success By 6 formed friendships that extended beyond the classroom. They began supporting one another through parenting challenges, arranging playdates, and creating a lasting network of encouragement for themselves and their children.

Removing Barriers

One family shared that the program's modest barrier-removal gift cards helped purchase groceries, hygiene items, and household necessities during difficult financial periods, allowing them to feed their family for several additional days while continuing to participate in programming.

Creating Safe Spaces

When a mother needed assistance installing her child's car seat, Success By 6 connected her with a certified Child Passenger Safety Technician, ensuring her child's safety while reinforcing the program's commitment to being a trusted, judgment-free resource. Success by 6 Coordinator has completed training to be able to support more families with passenger safety.

COMMUNITY PARTNERSHIPS

THANK YOU! Success By 6's impact is made possible through collaboration with outstanding community partners, including:

- City of Lawton
- Comanche County Health Department
- Aetna Better Health
- City National Bank & Trust
- Marie Detty Youth & Family Services
- SafeCare Oklahoma
- Leadership Lawton-Fort Sill
- Lawton Public Library
- Work Ready Oklahoma
- Safe Kids Oklahoma

Together, these organizations expanded access to parenting education, child development programming, health education, financial literacy, and community resources.

FINANCIAL INVESTMENT SUMMARY

The Success By 6 Family Empowerment Program was awarded a YFAC grant allocation of up to \$35,000 for the reporting year. As of year-end, \$20,303.89 had been spent in direct support of programming, leaving an available balance of \$14,696.11.

Expense Category	Total Allocation	Spent YTD	Available Balance
Program Staff Salary	\$7,000.00	\$7,437.31	\$0.00
Benefits & Payroll Taxes	\$0.00	\$0.00	\$0.00
Food & Beverages	\$6,000.00	\$2,700.47	\$3,299.53
Incentives	\$9,400.00	\$3,444.11	\$5,419.63
Reading Materials	\$7,600.00	\$4,862.02	\$2,737.98
Special Event Supplies	\$1,400.00	\$278.11	\$1,121.89
Program Supplies	\$2,500.00	\$407.40	\$2,092.60
Training/Mileage	\$1,000.00	\$1,098.95	\$0.00
Printing & Public Awareness	\$100.00	\$75.52	\$24.48
TOTAL	\$35,000.00	\$20,303.89	\$14,696.11

In addition to this allocation:

- United Way of Southwest Oklahoma provided a dollar-for-dollar match for all salary expenses, doubling the impact of every dollar invested in program staffing.
- United Way provided \$2,600 in participation incentives, which helped families remove barriers such as transportation and additional childcare costs, allowing more consistent participation in program activities.

LOOKING AHEAD

Following nine months of implementation, the Success By 6 Family Empowerment Program paused programming to evaluate outcomes and incorporate lessons learned. Beginning in August 2026, the program will relaunch with strengthened evidence-based curricula, expanded partnerships, and new services including child passenger safety education and car seat inspections through Safe Kids Oklahoma.

This commitment to continuous improvement ensures the program remains responsive to family needs while increasing its long-term impact across Southwest Oklahoma.

TOGETHER, WE ARE BUILDING BRIGHTER FUTURES

Every child deserves the opportunity to succeed. Through the dedication of community partners, volunteers, donors, and families, the Success By 6 Family Empowerment Program is helping create stronger families, healthier children, and a brighter future for Southwest Oklahoma.

Item Title:

Receive the Internal Auditor's FY 2025–2026 Annual Report on the YFAC Grant Program.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

Lawton City Code requires the Internal Auditor to submit a comprehensive annual report to the City Council, City Manager, and Youth and Family Affairs Committee (YFAC) at the close of each fiscal year regarding the YFAC grant program. The report is required to detail the following:

Grant Compliance Summary – The compliance status of each grant recipient, including any issues related to misuse of funds, noncompliance with audit requests, or other violations of grant requirements.

Audit Findings – Findings from financial audits conducted during the fiscal year, including any corrective actions taken or recommended against grant recipients found to be in violation of City ordinances or grant terms.

Recommendations for Process Improvements – Recommendations for policy or procedural changes to improve the integrity, efficiency, and accountability of the YFAC grant process in future fiscal years.

The Internal Auditor has prepared the FY 2025–2026 Annual Report in accordance with these requirements, and the report is presented to the YFAC for review and receipt.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:**Key Issues:**

N/A

Funding Source:

N/A

Recommended Action:

No action is necessary. Receive and subsequently file the FY 2025–2026 Annual Report from the Internal Auditor regarding the YFAC Grant Program, as required by Lawton City Code.

ATTACHMENTS:

1. Internal Auditor's Report FY 2025-2026



Office of the Internal Auditor

212 SW 9th Street
Lawton, Oklahoma 73501
(580) 581-3301

To: Mayor and City Council
Youth and Family Affairs Committee
John Ratliff, City Manager
From: Cynthia Williams, Internal Auditor and Grant Coordinator
Subj: City of Lawton Youth and Family Affairs Committee Fiscal Year 2026 Annual Report
Date: August 14, 2026

This annual report is submitted in accordance with Lawton City Code 2-3-9-367, which requires the Internal Auditor to provide a comprehensive year-end summary to the City Council, City Manager, and Youth and Family Affairs Committee. The purpose of this report is to document the status of Youth and Family Affairs Committee (YFAC) grant activity for Fiscal Year 2026, including compliance reviews, audit findings, and recommendations for process improvements.

I. EXECUTIVE SUMMARY

Financial and compliance oversight of the YFAC grant program throughout the fiscal year was provided by the Internal Auditor. Oversight activities included reviewing reimbursement claim forms and supporting documentation, verifying that expenditures were eligible and consistent with the approved grant, identifying discrepancies between claim forms and receipts, and requiring corrections when documentation was incomplete or inaccurate.

During Fiscal Year 2026, YFAC received seven (7) grant applications. Two (2) applications were approved for funding. One (1) approved applicant subsequently declined the funding, resulting in one (1) fully executed funding agreement.

A total of \$35,000 was awarded through the YFAC grant program. The organization with the fully executed funding agreement submitted claims totaling \$28,822.11. Of that amount, \$20,303.79 was reimbursed with YFAC grant funds, with \$8,518.32 representing the required grant match.

Two types of reimbursement issues were identified during the review process. The reimbursement review process effectively identified and prevented ineligible or inadequately supported expenses from being reimbursed. Based on the oversight activities performed during Fiscal Year 2026, the Internal Auditor assesses the YFAC grant program's financial compliance as satisfactory.

II. GRANT PROGRAM OVERVIEW

Applications received by YFAC	7
Applications approved by YFAC	2
Approved Applicants declining funding	1
Completed funding agreements	1
Total funds awarded	\$35,000

Total funds reimbursed	\$20,303.79
------------------------	-------------

III. FINANCIAL COMPLIANCE REVIEW

Awarded organization	United Way of Southwest Oklahoma
Number of claims submitted	3
Total of claims submitted	\$28,822.11
Total funds reimbursed	\$20,303.79
Total of match submitted	\$8,518.32
Budget followed	Yes
Compliant rating	Fully compliant

The financial review included verification of expenditures against the approved grant budget, review of supporting receipts, comparison of claim forms to supporting documentation, and review of the required grant match. Based on the documentation reviewed, the organization followed the approved grant budget and met the match requirements.

IV. DISALLOWED COSTS

Expenses were reviewed to determine whether they were eligible under the applicable YFAC grant requirements and the approved grant. Ineligible expenditure consisting of \$25 in gift cards intended to be used as incentives for attending classes were submitted for reimbursement. The expenses were rejected and removed from the reimbursement claim. These issues were addressed during the reimbursement review process and were corrected before the claims were accepted for payment.

On one occasion, the receipts submitted did not correspond with the expenses identified on the claim form. Rather than processing a claim with inconsistent documentation, the claim packet was returned to the grant recipient for correction. The grant recipient was required to revise the claim form and/or supporting documentation and resubmit the corrected packet.

V. COMPLIANCE EXCEPTIONS IDENTIFIED AND CORRECTED

Two types of exceptions were identified during Fiscal Year 2026.

Exception	Action Taken	Final Status
Ineligible \$25 gift cards intended as class attendance incentives	Claim returned; ineligible expenses removed	Corrected before reimbursement
Receipts did not match expenses listed on claim forms	Claim packet returned for correction and resubmission	Corrected before reimbursement

These matters were handled as correctable reimbursement exceptions rather than formal audit findings because the identified issues were corrected through the reimbursement review process. No identified ineligible expenditure was approved for reimbursement after the issue was found.

VI. INVESTIGATIONS CONDUCTED

No investigations were required during Fiscal Year 2026. The reimbursement exceptions identified during the fiscal year were resolved through the normal grant reimbursement review and correction process and did not require a formal investigation.

VII. COMPLIANCE WITH CITY CODE

Based on the financial and compliance reviews performed, the grant activity and reimbursements reviewed were in compliance with applicable City requirements. No unresolved compliance issues were identified at the conclusion of the fiscal year.

VIII. OVERALL COMPLIANCE ASSESSMENT

Based on the financial and compliance oversight performed during Fiscal Year 2026, the Internal Auditor assesses the YFAC grant program as satisfactory.

IX. RECOMMENDATIONS

1. Pre-payment review should continue for all reimbursement claims. The Fiscal Year 2026 experience demonstrates that this review serves as an important preventive control by identifying ineligible and unsupported expenses before payment.
2. A cumulative tracking of all rejected expenses during the fiscal year should be maintained so that the total amount of questioned or disallowed costs can be reported accurately. A log will be created to track the following information:
 - Grant recipient;
 - Date;
 - Claim number;
 - Description of expenses;
 - Amount;
 - Reason for rejection or correction;
 - Date corrected;
 - Final disposition.
3. Grant recipients should be encouraged to compare each claim form to the supporting receipts before submitting the reimbursement packet. This should reduce the number of packets requiring correction and resubmission.

X. REPORTING CERTIFICATION

I certify that this report presents the results of the financial and compliance oversight activities performed by the Internal Auditor related to the Youth & Family Affairs Committee grant program during Fiscal Year 2026.


Cynthia Williams
Internal Auditor/Grants Coordinator


Date

Item Title:

Receive an update from the Internal Auditor regarding programs receiving YFAC funding for FY 2026–2027.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

The Internal Auditor will provide the Youth and Family Affairs Committee with an update regarding programs receiving YFAC funding for FY 2026–2027. The update will include information regarding the programs' use of awarded funds and compliance with applicable funding requirements. This review is intended to provide the Committee with information regarding the status of funded programs and assist with the Committee's ongoing oversight of YFAC funding.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Receive the update from the Internal Auditor and provide direction as deemed appropriate.

ATTACHMENTS:

None