

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

Solicitation of Proposals for Disability Voting Rights Training

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners to promote awareness, training and support of disability voting rights and accessibility among individuals with intellectual and developmental disabilities.

Project Purpose

The Council seeks innovative approaches to educate individuals with intellectual and developmental disabilities, their family members and other interested groups/organizations about disability voting rights and accessibility. The goal of this training should be to educate and empower individuals with intellectual and developmental disabilities to ensure people with intellectual and developmental disabilities fully understand:

- The rights of voters with disabilities, including the Americans with Disabilities Act (ADA).
- The requirements to comply with procedures for assisting voters with disabilities according to provisions of law.
- The resources available if they have issues (i.e. accessibility, etc.) at their polling place including but not limited to hotline numbers and contact information for the commissioner-in-charge.
- People with developmental disabilities feel confident in choosing the best option for them based on the options available

The selected entity will serve to coordinate training across the state during FFY2024. Proposals may indicate multiple years of projected activities; however, currently Council funding is only committed for FFY2024.

Project Timeline

The initial year of this project will be from October 1, 2023 to September 30, 2024.

Project Funding

A maximum of \$30,000 has been allocated for the initial year of funding for this project. Indirect costs associated with this project shall not exceed eight percent (8%) of actual project expenditures.

Project Responsibilities

Reimbursable costs responsibly billed by the selected agency will include, but are not limited to,

- All expenses associated with conducting training sessions whether in-person or virtually,
- Supporting technical assistance efforts,
- Developing resources and training materials to support individuals' participation in training opportunities and
- Participant evaluation data and demographic information.

Anticipated administrative support responsibilities of the selected agency include, but are not limited, to:

- Developing memorandums of understanding with disability voting rights trainers and other agencies or other entities with expertise related to the voting rights of people with intellectual and developmental disabilities to present information during the trainings.
- Coordination and logistics of any relative training events and technical assistance provided by or to disability voting rights trainers, individuals with intellectual and developmental disabilities and their family members; and,
- Evaluation of activities and short-term and long-term outcomes.

In-Kind Contributions: The project shall identify any in-kind contributions, including but not limited to, development of training and coaching content for this project, time commitment of any other participating organizations, or other contributions which fulfill the purpose of this initiative.

Contractor Requirements

Selection will be determined by the applicant's demonstrated ability to meet the following requirements:

1. Understanding and commitment to the principles of full inclusion for persons with disabilities, including those with the most intense support needs consistent with those of the DD Council [found here](#).
2. Successful experience in disability voting rights trainings and programs for individuals with intellectual developmental disabilities.
3. Coordinating and hosting training sessions to a variety of groups including to disability voting rights trainers, individuals with intellectual and developmental disabilities and their family members.
4. Fiscal stability and capacity to manage contract dollars and reporting requirements.

PROJECT SELECTION AND REVIEW

A Council committee will evaluate proposals and make a recommendation to the Council. Selection will be determined by the applicant's overall ability to meet the project requirements in an effective and efficient manner.

Note: Proposals not completely satisfying the Reply Procedure below in its entirety will not be considered for funding.

Reply Procedure

“The Guidelines for Funding Applications” is available online at https://laddc.org/wp-content/uploads/2021/06/Application_for_Funding_Guidelines_2021.pdf

- A. Information Requested
1. Cover Sheet and Information Packet
 - a. Application for Funding Cover Sheet (online)
 - b. W-9 tax form (online)
 - c. Board Resolution or Disclosure of Ownership (online)
 2. Summary of Qualifications - clearly demonstrate Contractor Requirements above.
 3. Proposal/Work Plan (maximum of 5 pages)
 - a. Activities
 - b. Timelines
 - c. Methods of Evaluation
 - d. Budget Details
 4. Diversity Inclusion - Please review the Council's position on Diversity, Equity and Inclusion [here](#). Describe how you or your organization intend(s) to conduct outreach and assure inclusive participation among diverse communities relative to race, ethnicity, sexual orientation, gender, and all marginalized communities.
 5. Letters of Support (no less than 2)
- B. **Deadline - 4:00 p.m., Friday, June 30, 2023**
Applications for Funding must be received in the Council office by the time and date listed above.

<p>Note: Applications for Funding received after the deadline <u>will not</u> be considered for funding.</p>

- C. Method of delivery
All Applications for Funding must be delivered using the contact information below via email by the time and date listed above.

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Stephanie Carmona

Program Manager

Louisiana Developmental Disabilities Council