



Solicitation of Proposals for

Women's Health Education Project for Women with Disabilities

The Louisiana Developmental Disabilities Council wants to pay someone to create easy-to-understand educational materials about women's health. These materials will help women with intellectual and developmental disabilities (I/DD) learn about taking care of their overall health.

What is This Project About?

Many women with I/DD do not get important health information. This project will teach women with I/DD and their support networks about health topics like:

- Routine health check-ups like mammograms and Pap smears
- Periods and reproductive health (body changes that happen as you grow up)
- Speaking up for yourself at the doctor's office
- Staying healthy and taking care of your body

The Council is looking for a **subject matter expert**, which means someone who knows a lot about women's health and working with people with disabilities.

What the Materials Should Be Like:

- **Easy to read:** Use simple words and plain language.
- **Visually accessible:** Use pictures or graphics to help explain the information.

Project Timeline

- The project will start on **October 1, 2025**, and end on **September 30, 2026**.

How Much Money is Available?

- Up to **\$40,000**.
- If federal money doesn't come through, the Council won't be responsible for promises made in this project
- Indirect costs (like office expenses) cannot be more than **8%** of the total budget.

Cost-Share and In-Kind Contributions

- The group must also provide a **match contribution** of **25%** of the total project budget.
- This can include things like:
 - Time spent creating training content
 - Staff time or volunteer hours
 - Other resources that help the project

What You Will Need to Do:

The group chosen for this project will need to:

- Develop easy-to-understand training materials
- Provide technical help and support during the program
- Collect feedback and evaluate how well the materials are working
- Organize training events for women with I/DD and their families

Who Can Apply?

The Council will choose a group based on their ability to:

- Show they believe in full inclusion for people with disabilities, including those who need a lot of support
- Create plain language materials focused on women's health
- Make sure all content is accurate and designed for people with I/DD
- Work with people with disabilities to test the materials and make them better
- Share the materials with people across Louisiana, including self-advocates, families, and organizations
- Show they can handle the project budget and keep good financial records

How to Apply:

Deadline: Applications must be received by **4:00 p.m. on Friday, June 27, 2025.**

How to Apply: Email your application to Stephanie.Carmona@la.gov

What to Send:

- **Cover Sheet and Information Packet:**
 - [Application Cover Sheet](#)
 - [W-9 Tax Form](#) (available online)
 - Paper that says who owns your group or a board resolution ([sample](#))
- **Summary of Qualifications (up to 5 pages):** Explain how you meet the project requirements.
- **Proposal/Work Plan:** Include:
 - Activities and timelines
 - How you will measure success
 - Detailed budget
- **Letters of Support:** At least **two letters** from people who believe you can do this work.

You can find more information on the Council's website, including [guidelines](#) and a [funding manual](#).