



Solicitation of Proposals for

Regional Job Fairs and Readiness

The Louisiana Developmental Disabilities Council (Council) wants to increase employment opportunities for individuals with intellectual and developmental disabilities across Louisiana. The Council is looking for a group to plan, coordinate, and implement regional job fairs and related job readiness supports for individuals with intellectual and developmental disabilities.

What is This Project About?

Many people with intellectual and developmental disabilities want to work but face barriers finding and keeping a job. Employers may also need support to better understand how to recruit, hire, and support individuals with disabilities. This project is designed to bring job seekers and employers together in a meaningful way through regional job fairs and job readiness supports.

This project will focus on:

- Planning and hosting job fairs in each region of Louisiana
- Connecting individuals with intellectual and developmental disabilities to employers and job opportunities
- Providing job readiness supports or training opportunities connected to the job fairs
- Engaging employers who are inclusive and willing to hire individuals with disabilities
- Ensuring accessibility and accommodations at all events so individuals with disabilities can fully participate
- Supporting participation from families, providers, and workforce partners as appropriate
- Strengthening connections between job seekers, employers, and support services

What the Project Should Look Like:

- Delivered as in-person regional job fairs across Louisiana
- Designed specifically to be accessible and inclusive for individuals with intellectual and developmental disabilities
- Includes employer engagement and recruitment prior to each event
- Provides job readiness information or supports connected to the events
- Ensures all events include necessary accommodations (communication, mobility, sensory, etc.)
- Includes outreach to individuals, families, and service providers to encourage participation
- Coordinates with workforce systems, providers, and community partners as appropriate
- Focuses on employment connections rather than general job exploration

Project Timeline:

- The project will start on **October 1, 2026**, and end on **September 30, 2027**.

How Much Money is Available?

- Up to **\$45,000**.
- If federal funds are not received, the Council cannot move forward with 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 materials
 - 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:

- Plan, organize, and implement job fairs in each region of Louisiana
- Recruit employers who are willing to hire individuals with intellectual and developmental disabilities
- Conduct outreach to individuals with intellectual and developmental disabilities, families, and providers to promote participation
- Ensure all events are accessible and include appropriate accommodations
- Coordinate logistics such as venue selection, staffing, materials, and event setup
- Provide job readiness supports or informational sessions as part of or alongside the job fairs
- Work with local workforce and disability service providers to support participation and follow-up connections
- Track participation and outcomes from each event
- Provide a final report summarizing events, participation, employer engagement, and outcomes

Who Can Apply?

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

- Demonstrate experience planning and implementing large-scale employment or community events
- Show ability to engage employers and workforce partners effectively
- Provide accessible, inclusive event design for individuals with intellectual and developmental disabilities
- Conduct outreach to diverse communities across multiple regions
- Manage complex logistics, including venues, staffing, and accommodations
- Collaborate with workforce systems, providers, and community organizations
- Maintain strong financial management and accurate recordkeeping

How to Apply:

Deadline: Applications must be received by **4:00 p.m. on Friday, June 26, 2026.**

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](#).