

# SOLICITATION OF PROPOSALS

## LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

### INTEGRATED EMPLOYMENT PROVIDER TRAINING

#### INTRODUCTION

The Louisiana Developmental Disabilities Council solicits proposals to plan, implement, and evaluate the Integrated Employment Provider Training Project to increase the knowledge and skill of providers to improve their capacity to create and support integrated community employment opportunities for people with developmental disabilities. The lack of competitive, integrated employment is one of the most important issues reported by adults with developmental disabilities and their families in Louisiana. There is a need for agencies that provide support to individuals with developmental disabilities to better serve their communities by using practices that focus on and result in integrated community-based employment.

#### PROJECT GOAL

The project goal is to increase the capacity of provider agencies to provide the supports and services that allows people with developmental disabilities to obtain and maintain integrated community employment and pursue career aspirations.

#### PROJECT PERIOD

A contract period of October 1, 2008 to September 30, 2009 has been established for funding. Continuation funding may be available.

#### PROJECT FUNDING

A maximum of \$75,000 has been allocated for the first year of funding of this project. Allowable costs are listed as the categories on the specified budget form (see Reply Procedures). Indirect/Administrative costs are limited to 8%. Agencies or individuals submitting proposals with a minimum of overhead expenses will be looked upon favorably.

#### TARGET POPULATION

The target population to receive training is service agencies that provide employment supports and services to people with developmental disabilities. The target population to benefit from integrated employment training is people with developmental disabilities.

#### PROJECT OBJECTIVES AND ACTIVITIES

The agency that is awarded the contract will agree to implement the plan described in their proposal. A successful proposal must include a plan for implementation that satisfactorily addresses:

1. Development or identification of training modules on recommended practices to support people with developmental disabilities to obtain and maintain integrated community employment and pursue career aspirations.
2. Development or identification modules to target community service agencies that provide employment supports and services for people with developmental disabilities.

3. Training that is integrated with the employment initiatives of the Office for Citizens with Developmental Disabilities (OCDD) and the Louisiana Rehabilitation Services (LRS) and does not duplicate any services provided by OCDD or LRS.
4. Training that is designed to expand statewide.

### PROJECT OUTCOMES

A proposal for a Council grant must include a work plan that shows how the proposed project would achieve, evaluate and report on the following outcomes:

1. An increase in the number of people with developmental disabilities who obtain and maintain integrated community employment and pursue career aspirations.
2. An increase in the number of community service agencies that provide people with developmental disabilities supports and services to obtain and maintain integrated community employment and pursue career aspirations.
3. A collaboration with OCDD and LRS integrated employment initiatives.
4. The ability of the training to expand statewide.

### QUALIFICATIONS OF APPLICANTS

Applicants can be individuals, private organizations, universities or government agencies that can demonstrate:

- A. Understanding and commitment to the principles of full inclusion for persons with developmental disabilities, including those with significant support needs.
- B. Experience providing training to service agencies that provide employment supports and services for people with developmental disabilities to increase the knowledge and skill of providers to improve their capacity to create and support integrated employment opportunities OR the ability to collaborate with and successfully utilize recommendations from a professional consultant with integrated employment expertise.
- C. Understanding of and successful experience supporting individuals with developmental disabilities to obtain and maintain integrated community employment OR the ability to collaborate with and successfully utilize recommendations from a professional consultant with integrated employment expertise.
- D. Successful experience with education and training for professionals, including training that imparts core values and implementation strategies.
- E. Fiscal stability and capacity to manage contract dollars and reporting requirements.

### PROJECT SELECTION AND REVIEW

The Developmental Disabilities Council's Health/Education/Employment Committee will evaluate applications and select a proposal for funding that meets project requirements. The committee will be the steering committee to review the progress of this project and will have final approval on project activities. Robbie Gray, Program Monitor, will be the project liaison staff. Selection will be determined by the applicant's overall ability to meet the project requirements in an appropriate, effective and efficient manner. The following factors will be considered:

- A. Project Summary
- B. Project Work Plan
- C. Evaluation Strategies
- D. Qualifications of Applicant

- E. Budget and Cost Effectiveness of Proposal
- F. Collaboration Approaches

### REPLY PROCEDURE

Twenty copies of the proposal must be received at the Council Office by 3:00 PM, Monday, July 7, 2008. Proposals received after 3:00 PM, July 7, 2008 will not be considered for funding.

Complete application packets at a minimum must include:

1. Grant Application Form (Download the form at [www.laddc.org](http://www.laddc.org))
2. A brief summary of the program. (*One page maximum*)
3. The project work plan detailing how the applicant will accomplish and report on the program outcomes. (*Twenty page maximum*)
4. Budget Form (The form can be downloaded at [www.laddc.org](http://www.laddc.org)) and budget justification. It is recommended that any in-kind resources including staff and operations that will be dedicated to this project are included.
5. A summary of the qualifications of the applicant - key individuals and agency. (If appropriate - Resumes are not acceptable) (*Four page maximum*)
6. W-9 Tax Form (Download the form at [www.laddc.org](http://www.laddc.org)) (If appropriate)
7. Board Resolution (If appropriate); Disclosure of Ownership; or Letter of Signing Authority (The title of the document may vary dependent on whether the applicant is a private business, nonprofit, university or government agency. The purpose of this document is to indicate who is authorized to sign contracts for the organization. Please call Robbie Gray at 225-342-6803 if clarification is needed.)
8. Gantt Chart (or other time line format)
9. Letters of Support from partner organizations

Proposals can be mailed or hand delivered to:

Robbie Gray, Program Monitor  
Louisiana Developmental Disabilities Council  
647 Main Street  
Baton Rouge, LA 70802