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**REQUEST FOR PROPOSAL  
(Non-Competitive)**

Date Issued: August 19, 2022  
Proposals Due: December 15, 2022

The South Dakota Council on Developmental Disabilities (Council) is pleased to announce the availability of grant funds in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

**AREA OF EMPHASIS**

- ◇ Quality Assurance – Leadership Development

**ELIGIBLE APPLICANT:**

- ◇ Black Hills Special Services Cooperative – Transition Services Liaison Project

**STATE PLAN GOAL AND OBJECTIVE**

- ◇ The State Plan goal is that people with intellectual and developmental disabilities (IDD) and their families have information, training, support and opportunities to effectively advocate and impact system change.
- ◇ The Objective is to provide people with intellectual and developmental disabilities and their families' access to training on advocacy, self-determination and leadership development and opportunities for networking.

**PURPOSE:**

- ◇ To provide funding for **Youth Leadership Forum 2023**.

**BACKGROUND INFORMATION:**

- ◇ People with IDD are often in the position of having others make decisions on their behalf. The Council believes that when decisions are made that affect a person's life, the right to make that decision is the person's and/or the family/guardian. In order for people to assume this decision-making role, training is important.
- ◇ A future generation of leaders is needed. There is no better place to start than high school students with disabilities. As they prepare for post-secondary education and training or a job they also need to be prepared to be tomorrow's leaders.

**MINIMUM REQUIREMENTS:**

- ◇ The project funds must be used for the above stated purpose only.
- ◇ Projects must benefit people with developmental disabilities and/or their families.
- ◇ The applicant must address how they plan to reach currently unserved or underserved populations through this project (i.e. Native Americans, Hispanics, rural, etc.).
- ◇ Project applications must utilize forms and follow the format provided in the grant application packet.

- ◇ Application must contain information on activities of past participants (particularly in relation to activities they may be participating in that go beyond the disability field).

#### FUNDING:

- ◇ Federal funds available for this project: \$27,500.
- ◇ Projects should be completed between January 1, 2023 and December 31, 2023.
- ◇ A maximum of 75% of the costs approved for the project can be provided by the Council.
- ◇ Grantees must provide at least 25% matching non-federal funds. The non-federal share of the cost of the project may be provided in-kind.
- ◇ The Council is not liable for any costs incurred by the applicant prior to issuance of a legally executed contract or procurement document. Further, no proprietary interest of any nature shall occur until a contract is awarded and signed by all concerned parties.
- ◇ Payments of federal funds will be made quarterly upon receipt of the narrative and budget reports and after the final report is received.

#### REPORTING/EVALUATION REQUIREMENTS:

- ◇ Projects receiving funding will be required to provide a quarterly narrative and financial accounting of the project on forms supplied by the Council.
- ◇ Evaluation activities must include a "Satisfaction Survey" with a rating system provided by the Council.
- ◇ In addition, on-site visits may be conducted by Council staff.

#### CANCELLATION OF REQUEST FOR PROPOSAL

- ◇ The Council reserves the right to cancel this Request for Proposal at any time, without penalty.

#### ACCEPTANCE/REJECTION OF PROPOSAL

- ◇ The Council reserves the right to not fund a proposal, to fund at a level different than what was requested or to fund with alterations.

#### REVIEW PROCESS

- ◇ Project proposals will be reviewed by the Council at their January meeting.
- ◇ Applicant may be contacted prior to the meeting by individual Council members regarding their proposal.
- ◇ Proposal review will include areas such as: the project narrative, measurable objectives, applicant's qualifications, budget justification, letters of support, and evaluation methodology.
- ◇ Applicant will be offered the opportunity to either appear before the Council or the opportunity to conduct a conference call to present a project summary and respond to questions.

The grant application form and instructions are attached. Questions regarding the grant application and proposal submission process should be addressed to: South Dakota Council on Developmental Disabilities, 2520 E Franklin Street, Suite 4, Pierre, South Dakota 57501-5070 (605) 773-6369

Application materials are available in alternate formats by request.