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**To:** DD Resources Funded Agencies  
**From:** The Project Team  
**Date:** December 19, 2011  
**Re:** Proposals for Brochure Translation

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The St. Louis Office for Developmental Disability Resources (DD Resources) is accepting requests from currently contracted agencies for one-time funding for the purpose of translating each agency's primary written publication into multiple languages (potentially up to three).

Many St. Louis City residents who meet eligibility requirements for services funded by DD Resources are unable to access these services due to language barriers. This project allows for agencies currently accessing funding from DD Resources to translate their primary written publication into multiple languages in order to serve city residents with developmental disabilities that otherwise would not be aware of the available services.

Interested agencies must have the capacity to serve multilingual populations. Agencies should submit a written request to the Project Team that includes the specific languages into which the primary publication will be translated; the languages should be listed in order of preference.

Please submit requests no later than Wednesday, February 15, 2012 to:

Project Team  
St. Louis Office for Developmental Disability Resources  
2334 Olive Street  
St. Louis, MO 63103