

# Closure

Annual and Final



Alabama Council on  
Developmental Disabilities

# Closure

Considerations for Successfully Finishing the Year



# Leading Up to the Big Moment: Closure



- Recap: 4Cs and More Project Management Framework
  - Planning and Timing
    - Review the Annual Work Plan (AWP) and any internal plans
  - Competitive Bids and Review Strategies
    - Address gaps in the AWP
  - Communication
    - Internal communication among Council staff
    - External communication with and among Council grantees & other partners
  - Collection
    - Data collection via different methods
    - Data collection at different points in time
  - Supporting Project Performance
    - Identifying and supporting underperforming grantees



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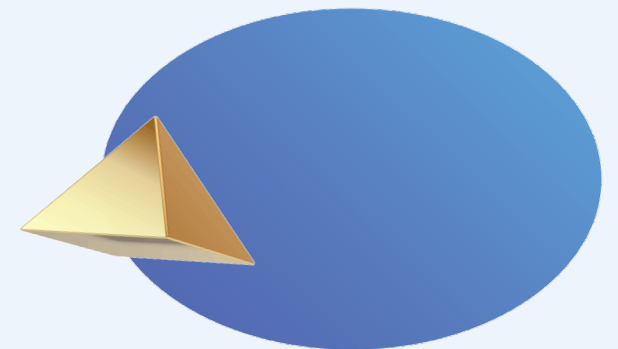
## Exam Time: Nearing the End of the Year



- Around June, July, August, and September
- 4Cs and More Framework Examination
  - General Closure
  - Project Specific Closure



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# General Closure: Annual Activities

Positive  
and  
Negative  
Trends

- Planning & Timing
- Competitive Bids & Review Strategies
- Communication
- Collection
- Supporting Project Performance



# General Closure: Planning & Timing Questions & Trends

- What areas are (likely to be) complete or incomplete in the Annual Work Plan?
  - If incomplete, then why?
- Does anything need to be added, deleted, or amended in the AWP?
  - If so, then why?
- Are all progress checks met (or on track to be met)?
  - If not, then why?
- Are any predictions met (or on track to be met)?
- Any thoughts on how to address any barriers or other issues identified?
- Based on this information, is an adjustment to priorities or internal timelines needed for next year?

Alabama Council on Developmental Disabilities (ACDD)

Annual Work Plan Fiscal Year 2024 (FY24)

May 2024 Program Planning Committee Meeting

Note: Please review this document. Email Dr. Melissa Sylvester at [melissa.sylvester@mh.alabama.gov](mailto:melissa.sylvester@mh.alabama.gov) with any desired changes for the Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) work plans. Included in this document are general descriptions, updates, and/or announcements regarding Council projects and initiatives for Fiscal Year 2024 (FY24).

Fiscal Year 2024: October 1, 2023 through September 30, 2024

## Priority Area: Education and Early Intervention

**Goal 1:** Alabamians with intellectual and developmental disabilities, their families, and their support networks will have more access to and knowledge of rights and resources pertaining to education and early intervention so that individuals with intellectual and developmental disabilities receive education that supports their rights, needs, and interests.

**Objective 1.1:** By 2026, in collaboration with key partners, the ACDD will support the improvement or development of one or more resource or training options for teachers (e.g., special education teachers, general education teachers) and other education professionals or school personnel to address the needs and choices of students with intellectual and developmental disabilities and the concerns of their families.

## Key Activities

1. Support collaborative working relationships between education professionals, other partners (e.g., community systems), and people with intellectual and developmental disabilities and their families to create more knowledgeable and/or unified educational support systems (**Unfulfilled**)
2. Collaborate with key partners to provide and disseminate resources to teachers and/or other school personnel



# General Closure: Competitive Bids & Review Strategies Questions & Trends

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- Did the responders generally meet the expectations of the bid?
- Were the priorities, outcomes, expectations, etc., clearly communicated?
- Were Council Member expectations of projects met?
- Is there a need to change or clarify content requirements?
- Is there a need to change the forms or the review process?
- Make changes within state guidelines, if applicable \*



Alabama Council on  
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Your project should result in one or more of the following expected outcomes:

1. Individuals with intellectual and developmental disabilities and their families have more awareness of healthcare services, supports, and rights
2. Communication barriers for individuals with intellectual and developmental disabilities and families with limited English proficiency will be reduced so that they are more aware of healthcare services, supports, and rights and have more access to healthcare
3. More access to and use of healthcare for individuals with intellectual and developmental disabilities and their families
4. Individuals with intellectual and developmental disabilities have better health and wellness outcomes and quality of life

**Number of Grants Awarded:** The number of grants awarded depends on the number of proposals submitted, the quality of the proposed projects, and the availability of funds. **Up to \$100,000.00 is available for a 12-month grant period.** Grants can be renewed for up to an additional two years based upon availability of federal funds, performance evaluations of the project, and the recommendations of the ACDD. Funding is available for a 12-month grant period tentatively scheduled to start **October 1, 2022.**

#### **Expectations for All Proposed Projects:**

- Include specific activities to recruit, include, and support people from varied cultural backgrounds and unserved or underserved populations
- Include activities to support people with intellectual and developmental disabilities and their families who are members of culturally and linguistically diverse communities
- Use of technology to reach as many citizens of Alabama as possible
- Collect data to show evidence of the project's success

**Preference may be given to projects that focus on rural areas, such as the Black Belt counties in Alabama.**

Issuance of this RFP does not obligate the ACDD to award grants. All proposals become the property of the ACDD and will not be returned. Late or incomplete proposals will not be accepted. Questions relative to this RFP must be received, **by email**, no later than **Friday, June 17, 2022, at 12:01 PM CT**. Questions should be emailed to [melissa.sylvester@mh.alabama.gov](mailto:melissa.sylvester@mh.alabama.gov).

**Proposal Due Date: Friday, July 22, 2022, at 12:01 PM CT**



# General Closure: Communication Questions & Trends

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- Internal Communication
  - Do Council staff members need to communicate more, or less, about contracts and agreements or other Council activities?
  - Is everyone getting what he/she needs from each other as it pertains to his/her role?
  - How can the contracting process be enhanced?
  - Does certain information need to be available sooner or in one accessible location?
- External Communication
  - Was there an emerging issue within a grantee's project that another grantee could have assisted with in some way?
  - Was there a needed support by a grantee that other grantees could have provided suggestions on during the year?





# General Closure: Data Collection Questions & Trends

- Did most projects progress through the project stages as expected, if applicable?
- Did most grantees turn in reports? Were those reports of quality?
- Have most grantees turned in demographic and satisfaction data?
- Have most grantees turned in success stories?
- Does the Council or its grantees have any complaints?
- Have the Consumer Involvement Fund follow-up surveys, if applicable, been received?
- Have most of the Grantee End-of-the-Year Surveys been received?
- Have most of the Council Member End-of-the-Year Surveys been received?



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## ACDD Consumer Involvement Fund (CIF) Follow-Up Survey - Fiscal Year 2024

### Welcome to Our Survey!

Thank you for participating in our survey. We would like to know how beneficial the information gathered at the conference, event, or activity attended has been for you and/or your family members utilizing Consumer Involvement Fund (CIF) funding from the Alabama Council on Developmental Disabilities (ACDD). Alternate formats are available upon request. If you need any technical assistance, then please send an email to [melissa.sylvester@mh.alabama.gov](mailto:melissa.sylvester@mh.alabama.gov) or call (334) 242-0246.

Note: This survey should be completed for funding received for conferences, events, or activities attended from October 1, 2023 through September 30, 2024. If you attended more than one conference, event, or activity via CIF funding, then please complete a survey for each conference, event, or activity attended.

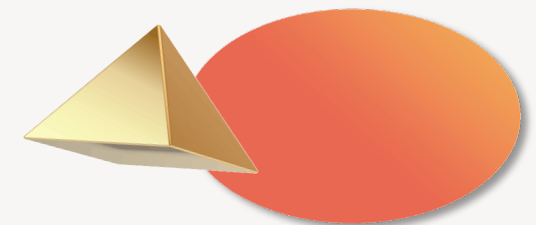
**Deadline: Tuesday, October 1, 2024**

The Alabama Council on Developmental Disabilities promotes and supports independence, advocacy, productivity, and inclusion for Alabamians with developmental disabilities.

# General Closure: Supporting Project Performance Questions & Trends

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- How many underperforming grantees are there?
- Are they experiencing barriers beyond their control?
- Was there clear language on policies and procedures?
- Is there something Council staff could have done differently to support any underperforming grantees?



# General Closure: Other Questions & Trends

- Has the Council maintained a working relationship or had communication with the Designated State Agency (if applicable)?
- Has the Council maintained a working relationship or had communication with the Governor's Office?

Note: Information from a yearly review can assist with completing the Program Performance Report (PPR)

We need your voice.

Become a member of the Alabama  
Council on Developmental Disabilities.

Apply at [acdd.org](http://acdd.org).



## Alabama Council on Developmental Disabilities Council Member Application

If you need help completing this application, contact Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov). Alternate formats are available upon request.

Note: Developmental disabilities are severe, life-long disabilities attributable to mental and/or physical impairments, which are manifested before age 22. Developmental disabilities result in substantial limitations in three or more areas of major life activities:

- self-care,
- receptive and expressive language,
- learning,
- capacity for independent living,
- mobility,
- economic self-sufficiency, and
- self-direction.

Persons with developmental disabilities require individually planned and coordinated services and supports for life, or for an extended period of time, in order to live in the community.

Please answer the following questions.

### Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### Demographics

Alabama Resident  Yes  No

#### Gender

Female  Male  Non Binary

Prefer to describe: \_\_\_\_\_  Prefer not to say

#### Race

Asian  Black or African American  Hispanic or Latino

Native American, American Indian, or Alaska Native

Native Hawaiian or Other Pacific Islander  White or Caucasian

Other or Prefer to Self-Describe: \_\_\_\_\_

### Employment Status

Select your employment status.

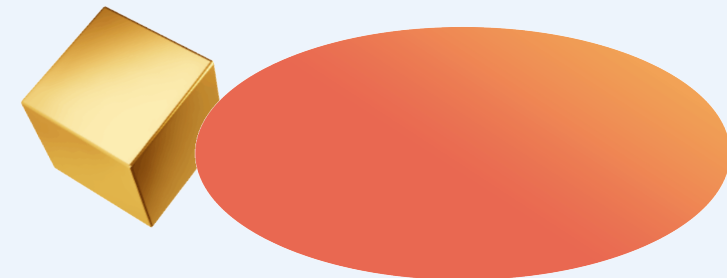
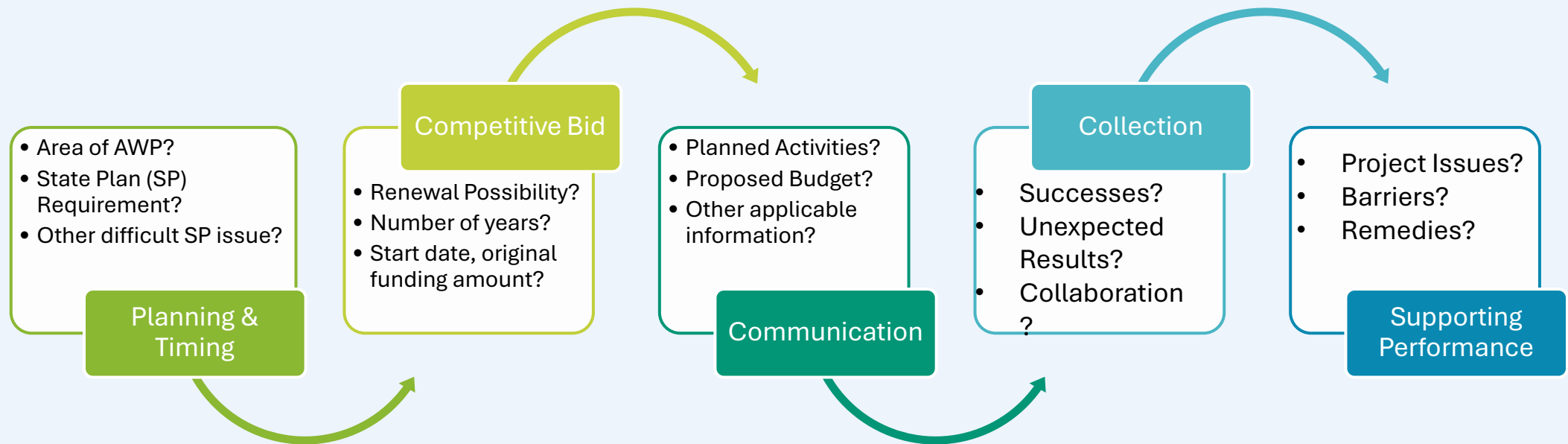
Employed  Self-Employed  Not Employed

Other or Prefer to Describe: \_\_\_\_\_





# Project Specific Closure: Preparation for Council Discussion on Project Renewals



# Non-Renewed or Completed Projects (Final) Considerations


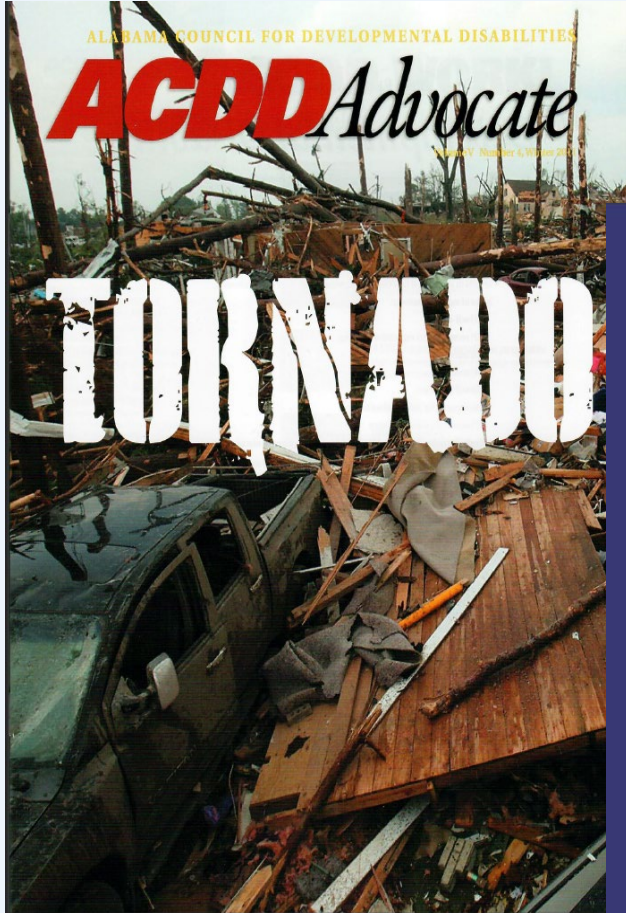
- Connect with other resources
- Add to mailing list
- Share job announcements for people with I/DD
- Share advocacy or research opportunities
- Share upcoming webinars
- Share tool kits from state or federal entities
- Inform of upcoming initiatives





Alabama Council on  
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# Storytelling Ideas



Alabama Council on  
Developmental Disabilities  
Executive Summary for  
Fiscal Year 2022



*equality*



Alabama Council on Developmental Disabilities  
January 11 · 🌐

Individuals with developmental and learning disabilities may face an increased risk of being trafficked because they often rely on others to meet their basic needs.

Understanding the increased risks and warning signs of exploitation of people with developmental disabilities can help you get the right help if you, or someone you know, has been affected. 📖

Visit [www.acdd.org/trafficking/](http://www.acdd.org/trafficking/) for more information on the signs of human trafficking... See more

## National Slavery & Human Trafficking Awareness Month



Stop  
Human  
Trafficking  
Today.



[acdd.org/trafficking/](http://acdd.org/trafficking/)



Alabama Council on  
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ACDD News



JANUARY 2023

GRANTEE HIGHLIGHT

### United Cerebral Palsy of Huntsville and Tennessee Valley



Grantee Highlight: United Cerebral Palsy of Huntsville and  
Tennessee Valley





Alabama Council on  
Developmental Disabilities

RSA Union Building

100 North Union Street, Suite  
682

Montgomery, AL 36130

[www.acdd.org](http://www.acdd.org)

## Contact Information:

- Melissa Sylvester, Ph.D., CRC
  - Director of Planning, Research, & Evaluation
  - [melissa.sylvester@mh.alabama.gov](mailto:melissa.sylvester@mh.alabama.gov)
  - (334) 242-0246

