Alabama Council on Developmental Disabilities
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October 20, 2026

**Questions and Answers: Community Engagement Request for Proposal (RFP) and Employment Request for Proposal (RFP)**

**RFP #ACDD FY2027-01**
**RFP #ACDD FY2027-02**

1. Would ACDD consider older adults age 65+ with I/DD and their families in Russell County an appropriate defined subpopulation?
    a. During this solicitation period, the ACDD is soliciting ideas from potential grantees and does not want to influence any potential grantee in the writing of a proposal; during the solicitation period, the Council cannot provide feedback on a particular project or idea, the contents to include in your proposal, etc. The Council will review all projects that respond to the requirements and guidelines outlined in the Request for Proposal. As stated in the RFP, applications are submitted to the ACDD office and reviewed by staff to determine completeness. Proposals deemed complete are reviewed by the ACDD Program Planning Committee who will in turn make recommendations to the Executive Committee. The Executive Committee will then make recommendations to the full Council membership for final approval. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved. Please refer to the Selection Process section, the Content Requirements section, the Evaluation Criteria section, etc., of the RFP.

2. Would an applicant with this age-focused mission be eligible to implement an ACDD project specifically serving adults age 65+ with I/DD and their families, provided the proposed activities and outcomes directly address the Community Engagement objective and selected RFP activities?
    a. As stated in the RFP, applicants are welcome from public or private non-profit entities including state and local governments and organizations, faith-based organizations, hospitals, institutions of higher education, and for-profit organizations. To apply for a project grant from the ACDD, an organization must be a non-profit entity (as described in Section 501© Internal Revenue Code), for profit corporation, educational institution, state agency, or local government agency. Applicants must be sufficiently organized to stand for an audit of their financial records and be prepared to show that they will not incur a profit from the receipt of these funds. Please refer to the Eligibility Criteria section, Selection Criteria section, etc., of the RFP.

3. Would ACDD consider a participant/family advisory structure—through which adults with I/DD and/or family representatives provide input during project design, implementation, accessibility review, and evaluation—an appropriate method for demonstrating meaningful participation?
    a. During this solicitation period, the ACDD is soliciting ideas from potential grantees and does not want to influence any potential grantee in the writing of a proposal; during the solicitation period, the Council cannot provide feedback on a particular project method, the contents to include in your proposal, etc. The Council will review all projects that respond to the requirements and guidelines outlined in the Request for Proposal. As stated in the RFP, applications are submitted to the ACDD office and reviewed by staff to determine completeness. Proposals deemed complete are reviewed by the ACDD Program Planning Committee who will in turn make recommendations to the Executive Committee. The Executive Committee will then make recommendations to the full Council membership for final approval. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved. Please refer to the Selection Process section, the Content Requirements section, the Evaluation Criteria section, etc., of the RFP.

4. Are reasonable participant incentives allowable for adults with I/DD and/or family members who participate in project planning, advisory activities, education, focus groups, surveys, evaluation, or other approved project-engagement activities?
    a. Yes, as per the Code of Federal Regulations (CFR). Please refer to the Code of Federal Regulations at www.ecfr.gov. As stated in the RFP, entities should propose a reasonable, justifiable budget for implementing requested activities.

5. Would modest gift cards or similar participation incentives be allowable if the amount, purpose, eligibility criteria, distribution process, and documentation are included in the approved project budget and are not conditioned on receiving services?
    a. Yes, as per the Code of Federal Regulations (CFR). Please refer to the Code of Federal Regulations at www.ecfr.gov. As stated in the RFP, entities should propose a reasonable, justifiable budget for implementing requested activities.

6. Are reasonable accessibility and participation supports also allowable when necessary for individuals to participate in approved project activities, including accessible materials, communication accommodations, interpretation or other accessibility supports, and transportation assistance?
    a. Yes, such supports must be a line item listed in the budget submitted with the proposal for prior approval; breakdown of projected costs must be shown and must meet guidelines listed in the Code of Federal Regulations (CFR). Please refer to the Code of Federal Regulations at www.ecfr.gov. As stated in the RFP, entities should propose a reasonable, justifiable budget for implementing requested activities.

7. If these costs are allowable, does ACDD establish any per-participant or per-activity dollar limits, restrictions on gift cards, required documentation, or prohibited forms of incentives/support?
    a. Yes, based on prior approval of budget line items submitted with the proposal.

8. For personnel charged to the project, does ACDD establish any salary, hourly-rate, percentage-of-time, or compensation limitations beyond the personnel-budget requirements stated in the RFP?
    a. Yes. Total personnel cost should not exceed 30 percent of the grant amount unless prior approval of the proposed budget by the ACDD.

9. Would reasonable personnel costs for project coordination and participant support be allowable when directly necessary to carry out approved project activities?
    a. Yes. Total personnel cost should not exceed 30 percent of the grant amount unless prior approval is received from the ACDD. As stated in the RFP, entities should propose a reasonable, justifiable budget for implementing requested activities.

10. Would ACDD consider education and resource navigation related to assistive technology, accessibility, home safety, and independent-living resources allowable when the project does not purchase major equipment, perform construction, or fund major home repairs/modifications?
    a. During this solicitation period, the ACDD is soliciting ideas from potential grantees and does not want to influence any potential grantee in the writing of a proposal; during the solicitation period, the Council cannot provide feedback on particular project activities, the contents to include in your proposal, etc. The Council will review all projects that respond to the requirements and guidelines outlined in the Request for Proposal. As stated in the RFP, applications are submitted to the ACDD office and reviewed by staff to determine completeness. Proposals deemed complete are reviewed by the ACDD Program Planning Committee who will in turn make recommendations to the Executive Committee. The Executive Committee will then make recommendations to the full Council membership for final approval. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved. Please refer to the Selection Process section, the Content Requirements section, the Budget section, the Evaluation Criteria section, etc., of the RFP.

11. If a partner organization operates multiple programs or service locations under the same legal entity, is one signed letter from the legal/contracting organization sufficient if the letter clearly identifies the specific program/location participating in the project, or would ACDD require a separate letter from each participating program/site?
    a. As stated in the RFP, a letter of support from each entity that is included in activities described in your proposed project must be included in the appendices of your proposal. A letter of support from a representative of each group of stakeholders is recommended. Additional letters of support may be attached from other entities that have in the past, or will be in the future, a part of the

collaborating force involved in your project. All letters of support must be current, signed originals. Please refer to the Letters of Support section, Evaluation Criteria and Assigned Weights section, etc., of the RFP.

12. Could ACDD clarify its preferred documentation for eligible non-federal in-kind match, particularly donated staff/professional time, volunteer time, donated facility use, supplies, or other allowable project resources?
    a. Examples of preferred documentation include volunteer sign-in sheets detailing hours provided and tasks; narrative listed in line item on proposed budget providing a description of service, rate of pay, and anticipated hours; receipts, invoices, or transfer documents for donated equipment and space; attendance logs; etc. Must meet allowability under 2 CFR, Part 200 (reasonable, necessity, allowability). Please refer to the Code of Federal Regulations (CFR) at www.ecfr.gov.

13. Should applicants submit supporting valuation documentation with the proposal, or maintain that documentation for grant administration and audit purposes if funded?
    a. Documentation must be maintained for grant administration and audit purposes.

14. If a collaborating nonprofit provides documented non-federal staff time, facility use, professional expertise, or other allowable resources directly benefiting the project, may those contributions be counted toward the required local match, provided they are necessary to approved project activities and appropriately documented?
    a. Yes

15. Would ACDD consider a project primarily concentrated in Russell County responsive to this statewide RFP if the applicant demonstrates a defined need, measurable participation and outcomes, meaningful involvement of people with I/DD/families, and a model with potential for replication or broader application?
    a. During this solicitation period, the ACDD is soliciting ideas from potential grantees and does not want to influence any potential grantee in the writing of a proposal; during the solicitation period, the Council cannot provide feedback on particular project locations, the contents to include in your proposal, etc. The Council will review all projects that respond to the requirements and guidelines outlined in the Request for Proposal. As stated in the RFP, applications are submitted to the ACDD office and reviewed by staff to determine completeness. Proposals deemed complete are reviewed by the ACDD Program Planning Committee who will in turn make recommendations to the Executive Committee. The Executive Committee will then make recommendations to the full Council membership for final approval. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved. Please refer to the Selection Process section, the Content Requirements section, the Evaluation Criteria section, etc., of the RFP.

16. Can unrecovered IDC be used as a match?

a. It depends. Please refer to the federal guidelines of 2 CFR 200.306. Please refer to the Code of Federal Regulations (CFR) at www.ecfr.gov.

17. Am I eligible to submit a proposal?
    a. As stated in the RFP, applicants are welcome from public or private non-profit entities including state and local governments and organizations, faith-based organizations, hospitals, institutions of higher education, and for-profit organizations. To apply for a project grant from the ACDD, an organization must be a non-profit entity (as described in Section 501© Internal Revenue Code), for profit corporation, educational institution, state agency, or local government agency. Applicants must be sufficiently organized to stand for an audit of their financial records and be prepared to show that they will not incur a profit from the receipt of these funds. Please refer to the Eligibility Criteria section, Selection Criteria section, etc., of the RFP.