

# **State Plan for Independent Living (SPIL)**

Rehabilitation Act of 1973, as Amended, Chapter 1, Title

VII

**PART B - INDEPENDENT LIVING SERVICES**

**PART C - CENTERS FOR INDEPENDENT LIVING**

**STATE: Washington**

**FISCAL YEARS: 2021-2023**

**EFFECTIVE DATE: OCTOBER 1, 2020**

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## Executive Summary

The mission statement for Washington is “People with disabilities in Washington State live independently and participate fully in their community”. In keeping with this mission and in light of the COVID-19 pandemic, the 2021-2023 State Plan for Independent Living (SPIL) focuses on maintenance and expansion of the IL Network and emergency preparedness and response.

The design of the three-year plan is to begin the work needed in long range planning for future 3-year plans. Each 3-year plan is a building block that will increase capacity and funding for the IL Network and strengthen emergency planning systems that are inclusive of the disability community.

Several objectives guide full implementation of the design for an IL Network. These objectives are:

- Increased Emergency Preparedness and Response
- Increased awareness of the IL Network
- Advocacy to increase resources to implement the design
- Increased visibility and value the IL Network provides

Achievement of these objectives are directed by activities focused towards people with disabilities, the public and policy makers. These include:

- Increased Emergency Preparedness and Response
  - Increased participation in the Coalition of Inclusive Emergency Preparedness
  - Development of Situational Reports and After Action Reports
  - Development of Best Practices to share with Emergency Management Departments
- Increased awareness of the IL Network
  - Increased awareness of CILs and services and activities
  - Gathering personal stories on individuals with disabilities that receive services from CILs and the impact made on their lives
  - Gathering data that support the services and activities that CILs provide
  - Increased awareness of the SILC and how they influence systems change through advocacy and education
- Advocacy to increase resources to implement the design
  - Increased outreach to target areas of under/unserved areas
  - Develop collaborative partnerships with other disability organizations to provide IL services and activities
- Increased visibility and value the IL Network provides
  - Continue to build IL Network branding and content messaging
  - Participate in workgroups and committees promoting the IL Network through the IL Philosophy

The back sections of the plan focus on legal assurances and authorities as well as the signatures of the SILC Chairperson and the Director of the Designated State Entity agreeing to comply with them well as the signatures of the CIL Directors agreeing to the content of the plan and authorizing its submission to the Administration for Community Living.

**Section 1: Goals, Objectives and Activities**

1.1 Mission:

People with disabilities in Washington State live independently and participate fully in their community.

1.2 Goals:

Goal 1- Washingtonians with disabilities receive community integration and community-based living supports to become more independent in their community of choice through Independent Living.

Goal 2- Remove barriers in communities for Washingtonians with disabilities to live with greater independence.

Goal 3- The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.

1.3 Objectives

Objective for the three-year period of the plan – including geographic scope, desired outcomes, target dates, and indicators. Including compatibility with the purpose of Title VII, Chapter 1.

<b>Objective</b>	<b>Geographic Scope</b>	<b>Target Dates</b>	<b>Outcome/Indicators</b>	<b>Title VII, Chapter 1</b>
<b>Objective 1.1</b> Emergency Preparedness: State and local emergency management departments and community partners include individuals with disabilities in planning, response, and recovery.	Statewide	9.30.21 9.30.22 9.30.23  Quarterly	Increased participation by 5%/per year in quarterly meetings held by the Coalition on Inclusive Emergency Preparedness (CIEP)  SILC and CIL staff participate in one state and local emergency planning group per quarter/year	Sec. 725 (b)(1)(D)
<b>Objective 1.2</b>	Statewide	During	CIEP provides situational	Sec. 725

Coalition on Inclusive Emergency Preparedness (CIEP) responds to emergency or disaster.		and after local or state emergency or disaster	awareness and after action reports to SILC, CILs, community partners, and emergency management.	(b)(1)(D)
<b>Objective 1.3</b> Promote increased awareness and access through advocacy and education.	CILs: within their service areas or under/unserved areas  SILC: statewide	9.30.21 9.30.22 9.30.23	SILC and CILs will provide one-three educational workshops, trainings, or information sharing activities per quarter/year  SILC and CILs will conduct three outreach activities/year to disability providers to advocate and educate for people with disabilities.	Sec. 725 (b)(1)(D), (2), (3), (4)
<b>Objective 2.1</b> Increase partnerships and IL awareness in unserved/underserved communities	CILs: within their service areas or under/unserved areas  SILC: statewide	9.30.21 9.30.22 9.30.23	SILC and CILs conduct two outreach activities per quarter to organizations that provide disability services to increase community access and partnership, focusing on rural and otherwise underserved/unserved populations.	Sec. 725 (b)(3), (6)
<b>Objective 2.2</b> Increase knowledge and awareness for youth, young adults, and DSB Younger Blind program about opportunities and choices they have in their communities and life.	CILs: within their service areas or under/unserved areas  DSB: statewide	9.30.21 9.30.22 9.30.23  Quarterly	Youth/Young Adult Engagement: Youth/Young Adult (14-30) CILs provide independent living services that focus on youth engagement and increase knowledge and awareness in 50% of youth/year.  Younger Blind Program: DSB will provide independent living services that focus on community engagement and independent living skills and increase knowledge and awareness in 50% in Younger Blind Program/year.	Sec. 725 (b)(3), (6)

			CILs participate in two outreach activities quarterly within the community focusing on cross disability peer to peer mentoring and learning groups.	
<b>Objective 3.1</b> Progress towards inclusion of securing state funds for IL Network.	CILs: within their service areas or under/unserved areas  SILC: statewide	9.30.21 9.30.22 9.30.23	Annually develop data and stories on how IL services and IL Network saves money and increase opportunities for people with disabilities.  Annually SILC and CILs will promote the IL Network when engaging with community partners, stakeholders, or legislators.	Sec. 725 (b)(7)
<b>Objective 3.2</b> Increase and secure opportunities for resource development for CILs and SILC.	Statewide	9.30.21 9.30.22 9.30.23	SILC and CILs will explore other options for funding streams to enhance services and build capacity for the IL Network.	Sec. 725 (b)(7)
<b>Objective 3.3</b> Increase awareness of IL Philosophy and the IL Network.	CILs: within their service areas or under/unserved areas  SILC: statewide	9.30.21 9.30.22 9.30.23	SILC will have presentations from community partners at three of their quarterly meetings/year.  SILC will develop annual IL Network brochure from CIL and DSB PPR's data and stories for distribution.  SILC and CILs will promote and identify each other and the IL Network on their websites and other social media by 9.30.21.  Each CIL will provide three informational or presentation pieces to a healthcare, transportation, housing or organization per year.	Sec. 725 (b)(7)

#### 1.4 Evaluation

Methods and processes the SILC will use to evaluate the effectiveness of the SPIL including timelines and evaluation of satisfaction of individuals with disabilities.

##### Implementation Plan:

The SILC is responsible for the review and implementation of the Plan. The SPIL Committee will convene with SILC representation to develop a new data collection and comprehensive community assessment process.

The SPIL Committee developed a new review process that includes an annual review of the CIL PPR's. DSB will provide PPR data to the SILC on an annual basis and will be included in the PPR the DSE and SILC write collaboratively. PPR data reviewed annually by the SPIL committee and reported at a SILC quarterly meeting. CILs and DSB provide quarterly reports to SILC staff which SILC review at quarterly meetings.

##### Progress on Objectives Plan:

The evaluation of progress on objectives of the State Plan performed by the SILC on an annual basis. Evaluation findings used to discuss needed improvements, revisions to objectives or indicators. Information and data evaluated for each objective, its corresponding activities, and indicators as appropriate as it received from State Plan for Independent Living partners in the IL Network. The SILC will post a summary of the conclusions and finding online via the SILC website for public viewing. Partners will share recommendations for service delivery improvements and systemic changes.

##### Consumer Satisfaction Plan:

The SPIL committee will review and refine the current Consumer Satisfaction Plan. The evaluation of consumer satisfaction on a statewide basis will ensure an equitable feedback loop that will provide valuable information and data for the SILC and CILs in continued development of the IL Network, capacity building and quality services. The SPIL committee will convene to develop a process for implementation.

<b>Goals</b>	<b>Objectives &amp; Indicators</b>	<b>Data to be collected</b>	<b>Data collection method.</b>	<b>Organization primarily responsible for data collection</b>	<b>Timeline</b>
Washingtonians with disabilities receive community	1.1 Emergency Preparedness: State and local emergency management departments and			SILC, CILs	Yearly

<p>integration and community-based living supports to become more independent in their community of choice through Independent Living.</p>	<p>community partners include individuals with disabilities in planning, response, and recovery.</p> <p>Indicator 1: Increased participation by 5%/per emergency planning group per quarter/year</p> <p>Indicator 2: SILC and CIL staff participate in one state and local emergency planning group per quarter/year</p>	<p>Number of participants in meeting</p> <p>Number of planning groups participated in</p>	<p>Sign in sheets or meeting notes</p> <p>Reported to SILC for quarterly report</p>		
	<p>1.2 Coalition on Inclusive Emergency Preparedness (CIEP) responds to emergency or disaster</p> <p>Indicator 1: CIEP provides situational awareness and after action reports to SILC, CILs, community partners, and emergency management</p>	<p>Written Reports</p>	<p>Submit to SILC</p>		<p>As emergencies occur</p>
	<p>1.3 Promote increased awareness and access through advocacy and education</p> <p>Indicator 1: SILC and CILs will provide 1-3 educational workshops, trainings, or information sharing activities per quarter</p> <p>Indicator 2: SILC and CILs will conduct 3</p>	<p>Number of activities participated in</p>	<p>Overview to SILC quarterly and PPR</p> <p>Overview to SILC</p>	<p>SILC, CILS</p>	<p>Yearly</p>

	outreach activities to disability providers to advocate and educate for people with disabilities	Number of activities participated in	quarterly and PPR		
Remove barriers in communities for Washingtonians with disabilities to live with greater independence.	<p>2.1 Increase partnerships and IL awareness in unserved/underserved communities</p> <p>Indicator 1: SILC and CILs conduct two outreach activities per quarter to organizations that provide disability services to increase community access and partnership, focusing on rural and otherwise underserved/unserved populations.</p>	Number of outreach activities	Overview to SILC quarterly and PPR	SILC, CILs, DSB	Yearly
	<p>2.2 Increase knowledge and awareness for youth, young adults, and DSB Younger Blind program about opportunities and choices they have in their communities and life.</p> <p>Indicator 1: Youth/Young Adult Engagement: Youth/Young Adult (14-30) CILs provide independent living services that focus on youth engagement and increase knowledge and</p>	<p>CIL consumer reports or surveys</p> <p>DSB consumer</p>	<p>Overview to SILC quarterly and PPR</p> <p>Overview to SILC</p>	SILC, CIL, DSB	Yearly



	<p>awareness in 50% of youth/year.</p> <p>Indicator 2: DSB will provide independent living services that focus on community engagement and independent living skills and increase knowledge and awareness in 50% in Younger Blind Program/year.</p> <p>Indicator 3: CILs participate in 2 outreach activities quarterly within the community focusing on cross disability peer to peer mentoring and learning groups</p>	<p>reports or surveys</p> <p>Number of outreach activities</p>	<p>quarterly and PPR</p> <p>Overview to SILC quarterly and PPR</p>		
<p>The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.</p>	<p>3.1 Progress towards inclusion of securing state funds for IL Network</p> <p>Indicator 1: Annually develop data and stories on how IL services and IL Network saves money and increase opportunities for people with disabilities.</p> <p>Indicator 2: Annually SILC and CILs will promote the IL Network when engaging with community partners,</p>	<p>Collect data from PPR's and stories from Centers</p> <p>SILC and CIL will report on quarterly report to SILC</p>	<p>Centers will share stories on quarterly reports to SILC and PPR's with SILC.</p> <p>SILC will collect data and produce annual IL Network Brochure</p>	SILC, CILs	Yearly

	stakeholders, or legislators.		<p>Indicator 2: SILC and CILs will use brochure as part of their outreach efforts</p> <p>SILC and CIL will report out in quarterly report</p> <p>SILC will produce quarterly newsletter sharing stories and data collected</p>		
	<p>3.2 Increase and secure opportunities for resource development for CILs and SILC.</p> <p>Indicator 1: SILC and CILs will explore other options for funding streams to enhance services and build capacity for the IL Network.</p>	Number of research activities	Overview to SILC quarterly and PPR	SILC, CIL	Yearly
	3.3 Increase awareness of IL Philosophy and the IL Network		PPR	SILC, CIL	Yearly

	<p>Indicator 1: SILC will have presentations from community partners at 3 of their quarterly meetings/year</p> <p>Indicator 2: SILC will develop annual IL Network brochure from CIL and DSB PPR's data and stories for distribution.</p> <p>Indicator 3: SILC and CILs will promote and identify each other and the IL Network on their websites and other social media by 9.30.21.</p> <p>Indicator 4: Each CIL will provide 3 informational or presentation pieces to a healthcare, transportation, housing or organization per year.</p>	<p>Agenda and any materials provided by presenter</p> <p>Collect data from PPR</p> <p>SILC and CILs will share information regarding their organization</p> <p>Number of presentations</p>	<p>Printed IL Network Brochure</p> <p>SILC and CIL websites are updated with information</p> <p>Overview to SILC quarterly and PPR</p>		
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### 1.5 Financial Plan

<b>Fiscal Year(s): 1<sup>st</sup> Year</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities	Retained by DSE for Administrative costs
<b>Title VII Funds</b>					
Chapter 1, Part B Funds	0	413,685			0
Chapter 1, Part C Funds			1,660,463		

<b>Other Federal Funds</b>					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$254,000				
<u>CARES Act Funds</u>			1,360,922		
Social Security Reimbursement					
Other	\$100,000 DOH contract for WASILC CIEP program				
<b>Non-Federal Funds</b>					
State Funds		45,965			
Other					

<b>Fiscal Year(s): 2<sup>nd</sup> Year</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities	Retained by DSE for Administrative costs
<b>Title VII Funds</b>					
Chapter 1, Part B Funds	12,411	380,590			20,684
Chapter 1, Part C Funds			1,660,463		
<b>Other Federal Funds</b>					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	254,000				
Social Security Reimbursement					
Other	100,000				

	DOH contract for WASILC CIEP program				
<b>Non-Federal Funds</b>					
State Funds	1,379	42,288			2,298
Other					

<b>Fiscal Year(s): 3<sup>rd</sup> Year</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities	Retained by DSE for Administrative costs
<b>Title VII Funds</b>					
Chapter 1, Part B Funds	16,547	376,454			20,684
Chapter 1, Part C Funds			1,660,463		
<b>Other Federal Funds</b>					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	254,000				
Social Security Reimbursement					
Other	100,000 DOH contract for WASILC CIEP program				
<b>Non-Federal Funds</b>					
State Funds	1,839	41,828			2,298
Other					

Sources, uses of, and efforts to coordinate funding to be used to accomplish the Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

Part B funds support the framework through which the State Plan for Independent Living objectives support the IL services for Washington. Delineated in the State Plan for IL are specific objectives for the CILs and Department of Services for the Blind (DSB) Younger Blind Program. All CILs that serve Washington receive Part C Funds.

Washington CILs receive funding through the following sources: Title VII Part C from the Administration for Community Living. Four of the five CILs will receive Title VII Part B fund. The DSE will provide the 10% state match for the CILs and the Department Services for the Blind will provide 10% state match for funds they receive. The CILs also negotiate for grants, contracts, and fee-for-services with a variety of entities to provide specific activities other than the five core services. If available, DSB also will use Social Security reimbursement funding from the DSB Vocational Rehabilitation Program.

Title VII, Part B federal funding distribution to the IL partners by the DSE is through a contract/grant process per the Goals and Objectives and Financial Plan in the SPIL and in accordance with state policies and procedures. DSB's Younger Blind Program uses Part B funding to provide IL services. All projects must operate within the intent of the SPIL and are subject to consistent and equitable reporting and review processes as indicated in the SPIL. Projects may remain the same or change based on approved SPIL objectives.

The SILC receives funding from DVR through Title I, Innovation & Expansion funds, of the Vocational Rehabilitation Act and will receive Part B funding in year two & three based on the funding formula. The SILC resource plan includes adequate administrative cost of the council, which may include but not limited to staff funding, council funding to execute the duties and functions of the Council, and operations. This allows full realization of the mission, goals, and objectives of the State Plan for Independent Living.

The SILC will work on the following authorities as described in the Rehabilitation Act reauthorized in 2014; Systems Advocacy, Resource Development activities and perform functions as determined to be appropriate by the Council.

In FY2020, Washington State IL programs were funded in the following approximate amounts: Title VII Chapter 1 Part C, \$1,660,463; Title VII Chapter 1 Part B, \$413,685; state funds match, \$45,965. Washington will have carryover Part B funds due to the increase of Part B funds as notified in the NOA, dated 8.5.20, and unspent contracted Part B funds by CILs. The NOA funds will be added to FFY21 Part B funds available and distributed according to the formula. The Part B funds carryover from the CILs will be reallocated back to the CIL in their FFY21 contract per SILC approval.

Funding Formula: Year 1: 0% to DSE, 84% to CILs to be distributed per CIL formula, and 16% to DSB. Year 2: DSE 5%, remaining split is: SILC 3%, CILs 80% (per CIL formula), and DSB 12%. Year 3: DSE 5%, remaining split is: SILC 4%, CILs 80% (per CIL formula), and DSB 11%. CIL formula is as follows: Center for Independence 34.48%, Alliance of People with disAbilities 31.04%, Central Washington Disability Resources 17.24%, and Disability Action Center-NW, Inc. 17.24%.

Added to the next funding distribution total are any unspent Part B funds distributed to any entity and for which has not been an approved carryover request. These funds will be redistributed to all entities based on that year's distribution formula.

CILs plans for CARES Act funding is as follows:

- Alliance of People with disAbilities: \$368,558
- Center for Independence: \$520,000
- Central WA Disability Resources: \$260,000
- Spokane Center for Independence: \$212,364
- Disability Action Center: \$0\* Disability Action Center receives CARES Act funds as listed in the Idaho State Plan (\$442,450)

## Section 2: Scope, Extent, and Arrangements of Services

### 2.1 Services

Services to be provided to persons with disabilities that promote full access to community life including geographic scope, determination of eligibility and statewideness.

<b>Table 2.1A: Independent living services</b>	<b>Provided using Subchapter B</b>	<b>Provided using other funds</b>	<b>Provided by</b>
Core Independent Living Services, as follows:	Yes	Yes	CIL, DSB
- Information and referral	Yes	Yes	CIL, DSB
- IL skills training	Yes	Yes	CIL
- Peer counseling	Yes	Yes	CIL
- Individual and systems advocacy	Yes	Yes	CIL
▪ Transition services including:			
▪ Transition from nursing homes & other institutions			
▪ Diversion from institutions			
▪ Transition of youth (who were eligible for an IEP) to post-secondary life			
Counseling services, including psychological, psychotherapeutic, and related services	Yes	Yes	DSE, DSB

<b>Table 2.1A: Independent living services</b>	<b>Provided using Subchapter B</b>	<b>Provided using other funds</b>	<b>Provided by</b>
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities) Note: CILs are not allowed to own or operate housing.	Yes	Yes	CIL
Mobility training	Yes	Yes	CIL, DSB
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	Yes	Yes	CIL, DSB
Personal assistance services, including attendant care and the training of personnel providing such services	Yes	Yes	DSE, DSB
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	Yes	Yes	CIL, DSB
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	Yes	Yes	CIL, DSB
Education and training necessary for living in the community and participating in community activities	Yes	Yes	CIL, DSB
Supported living	No	Yes	CIL
Transportation, including referral and assistance for such transportation	Yes	Yes	CIL, DSB
Physical rehabilitation	No	No	
Therapeutic treatment	No	No	
Provision of needed prostheses and other appliances and devices	Yes	Yes	DSB
Assistive Technology	Yes	Yes	CIL, DSB
Individual and group social and recreational services	Yes	Yes	CIL
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	Yes	Yes	CIL, DSB
Services for children with significant disabilities	Yes	Yes	CIL
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	Yes	DSE
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	Yes	CIL
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	Yes	Yes	CIL
Other necessary services not inconsistent with the Act	Yes	Yes	CIL



## 2.2 Outreach

Identify steps to be taken regarding statewide outreach to populations that are unserved or underserved by programs that are funded under Title VII, including minority groups and urban and rural populations.

The definition of unserved and underserved depends much on the locale. Each CIL service area has different groups that are unserved or underserved based on analysis of their own service data in comparison to local demographics. Geographic location as a function of unserved and underserved across the state is partially dependent on CIL Part C service boundaries and partially dependent on factors such as the impact of homelessness in all areas, overwhelming population numbers in some partially served urban areas, and distances between areas within a rural CIL's expansive service area.

For the purpose of this SPIL unserved and underserved populations are:

- a. those that are in the 18 counties that receive no Part C funded services;
- b. those that live in an area with Part C services but are so far from an office location that they are virtually unserved;
- c. those that are part of a demographic that is underserved in multiple ways such as those that are homeless, and;
- d. members of disability and minority populations that are comparatively underserved in particular locations.

The IL network makes determinations of the highest priorities using information provided by the SILC members and the CILs, following a philosophy of extending impact while minimizing harm on current activities. For example, while it may be possible to fund a small new project in an entirely unserved geographical area with Part B funds, doing so would result in significant negative impact by totally removing funding in an area that is currently at least minimally served. Such a transfer of funding would simply move the unserved/underserved location from the currently unserved area to the formerly served area, resulting in no general improvement.

Instead, it is the intent of the SPIL to minimally adjust current funding distribution to maintain existing services to the greatest extent possible, while allowing for flexibility in extending at least some services, both individual and community, to unserved and underserved populations identified based on local analysis and common knowledge of service boundaries. The SPIL intends CILs and others that may receive Part B or other funding appropriate for the purpose include specific outreach to these unserved and underserved populations. In this way, it is possible to address the varying needs throughout the state, at least some degree.

Unserved and underserved are identified beyond obvious geographic identification areas not receiving services from CILs. Also defined as underserved and/or unserved are specific populations of people of differing cultural and economic backgrounds and with different disabilities that underrepresented in CIL service data. Again, this will differ according to

region. Underserved homeless populations are underserved especially in some urban locations, though they exist in more hidden fashion in rural areas as well. The west side of Washington has very large numbers of minority populations that are traditionally underserved, Latino/Latina groups are underserved in central and eastern Washington, and American Indian tribes are underserved across the state.

The IL network will actively work together to continually identify unserved and underserved populations as described and will collaborate on finding solutions to extending services accordingly.

### 2.3 Coordination

Plans for coordination of services and cooperation among programs and organizations that support community life for persons with disabilities.

Coordination/cooperation between the SILC and other key players is essential to maintain and expand the Independent Living Network in Washington State particularly as resources dwindle, need increases, and challenges become increasingly complex to solve. Developing common goals and strategies with key organizations can also help educate them regarding Independent Living Philosophy and the importance of empowering people with disabilities. Examples of outcomes the SILC hopes to achieve from these working relationships include:

- Reaching unserved and underserved individuals of minority backgrounds, disability groups, and geographic areas through organizations that serve them or have close cultural ties;
- Accessing decision makers who can resolve barriers regarding lack of adequate housing, transportation, employment, funding etc.;
- More comprehensively addressing complex needs such as those faced by individuals who want to transition from nursing homes and institutions into the community
- Educating key policy makers and elected officials to better understand independent living issues through sharing resources and information; and
- Fostering meaningful critical thinking and problem solving at all levels.

The primary collaborating entities in the implementation of the Washington SPIL are the SILC, the CILs, and the Designated State Entity (DSE) at Washington Division of Vocational Rehabilitation, as well as the strong partnership with the Washington Department of Services for the Blind. SILC members who are directly affiliated with Centers for Independent Living, Tribal Vocational Rehabilitation Program, Department of Veterans Administration, Edith Bishel Center for the Blind and Visually Impaired, Northwest ADA Center, Washington State Rehabilitation Council and King County Transit.

The SILC is responsible for the review and implementation of the plan. The SPIL Committee will convene with SILC representation to develop a new oversight, review, and data collection process. This process will include a plan to increase participation from interested community members and key stakeholders to include DVR, DSB, and other agencies and organizations.

There are four Washington CILs and one Idaho CIL serving 21 of the 39 counties in Washington State. Through new and developed relationships at the local level, CILs provide services to consumers related to SPIL initiatives. They will be encouraged to track and report relevant outcomes to help the SILC determine success and direction of various activities. DVR and DSB actively serve as ex officio members of the SILC providing technical assistance, information and resources when requested.

Other entities who may provide feedback and may contribute to implementation of the SPIL include; The Governor's Committee on Disability Issues and Employment, Developmental Disability Council, Washington Office for the Deaf and Hard of Hearing/Centers for the Deaf and Hard of Hearing, Washington Assistive Technology Act Program, Commission on Hispanic Affairs, African American Commission, Washington State Department of Transportation Disability Advisory Committee, Washington Human Rights Commission, Traumatic Brain Injury Council, Aging and Disability Resource Centers, Department of Social and Health Services Emergency Management Division, and Disability Rights Washington.

CILs coordinate services locally with school districts providing Special Education Services, county organizations providing Developmental Disabilities Services, medical and mental health providers including County Public Health and Mental Health, HUD and other housing programs, public para-transit transportation, and private providers, Veterans' programs, financial assistance programs including Social Security, SNAP and TANF. As well as peer and advocacy organizations. IL services provided by CILs are very different from those provided by the Department of Services for the Blind (DSB), the Independent Living Skills Program (ILSP) and Older Blind Program (OBP). Both programs are encouraged to network for information exchange and clients may be served by a CIL and by the DSB ILSP and OBP as needed to meet the unique IL needs of each individual.

The primary objective of local coordination is to ensure services are not duplicative while demystifying service delivery processes for everyone, streamlining service delivery whenever possible, and assisting consumers in getting their needs met. SILC members and staff, as well as CILs educate other service providers about the importance of IL services provided through IL philosophy.

Identified, as a critical need during SPIL public forums and local coordination are systemic issues like accessible transportation and housing, lack of resources, information, and continuing or finding services for transition aged youth. The disability populations and racial/ethnic groups that are likely to benefit most by coordinated service efforts outlined in the SPIL are groups identified using strategies described in Section 2.2. Centers coordinate services in rural areas by networking with a wide range of local service providers, and the SILC will assist by targeting outreach and service delivery coordination to unserved counties and populations.

## Section 3: Network of Centers

### 3.1 Existing Centers

Current Centers for Independent Living including: legal name; geographic area and counties served; and source(s) of funding. Oversight process, by source of funds (e.g., Part B, Part C, state funds, etc.) and oversight entity.

All Centers in WA State receive Part C funds and four of five CILs receive Part B funds. The CILs also receive state match, local, and other private funding resources. Idaho CIL, Disability Action Center-NW, Inc. (DAC) provides services to Asotin, Garfield, and Whitman Counties with Idaho Part C funds. DAC does not receive Part B funds for those counties. Spokane Center for Independent Living (SCIL) receives Part C funding but does not receive Part B funding for their region. DAC has a Part B contract with DSE to provide services in the Spokane service region. Though not a Center for Independent Living, the Department of Services for the Blind receives Part B funding to support the Young Blind Program (serving Blind/Low Vision to people under 55 who are not seeking employment).

The IL Network will come together to identify and develop a statewide plan that may include the following; emergency preparedness and response to ongoing COVID-19 and other disasters the state and Region X may experience and capacity building for the IL Network to address unserved/underserved areas of the state as it relates to COVID-19 and other disasters. Washington state and Region X Emergency Management Department, Health Departments and other state and local agencies have been actively planning for a regional earthquake.

#### **CARES Act summary for FFY2021 is as follows:**

**Alliance of People with disAbilities:** Alliance will use CARES Act funding in three primary areas: acquisition of technology to reach people with a disability who are more isolated due to COVID, outreach and marketing to increase knowledge of programs and services to support individuals with disabilities experiencing increased isolation due to COVID, and services beyond core services to people with disabilities impacted by isolation and/or contraction of COVID. Acquisition of technology will include, but is not limited to, purchase of equipment/software for staff to allow connecting with consumers remotely, purchase of equipment/software to create an online teaching theater to produce online learning opportunities related to Independent Living, purchase of equipment/software to produce audio recordings of trainings and information related to Independent Living, purchase of equipment to create a lending program of technology for consumers to allow access to online resources and purchase of items needed to support innovative methods such as mobile service delivery. Intended to inform people with disabilities experiencing isolation due to COVID about CIL services, outreach and marketing materials will be, but are not limited to, the following forms: print, digital, audio or mixed media. Additional services to consumers will include, but are not limited to, food assistance (provision of food or means to acquire food), providing financial assistance to access transportation, housing assistance (financial assistance for payments of rent, mortgages, fees or temporary costs associated

with housing), payment of utilities, purchase of supplies such as PPE or cleaning, and providing training on and access to technology (through purchase or lending) for access to online content. Alliance will also assist participants with transitioning from dangerous institutional settings to safer community settings of their choice and may provide financial assistance for transportation, housing or food access needs related to the transition. Alliance intends to respond to COVID related issues in collaboration with the other Washington CILs, regional IL projects and National Partners to provide enhanced responsiveness to COVID and other potential local, regional and national disasters that may involve sharing costs outside of Alliance's service area to support maximum impact. Alliance will also participate in advocacy and education related to disparate impacts for people with disabilities in health equity, housing and access to services. Alliance may hire temporary staff to administer any part of this plan.

**Center for Independence:** CFI will hire temp staff to serve more people and may provide the following to participants: food assistance, supplies (such as PPEs but not limited to), rental assistance, transportation, increase access to internet/technology (by purchasing or lending), provide training on technology, advocacy services and other services that are directly related to COVID. Staff will also assist participants with transitioning from dangerous institutional settings to safer community settings of their choice. CFI will conduct extensive outreach and advertising to unserved areas. When there are opportunities to partner with other agencies or other CILs in Washington state, CFI will collaborate in order to better serve people with disabilities and address the issues related to COVID. CFI will provide services and activities that address the shortage of accessible housing and provide systems advocacy to ensure health equity in medical settings.

**Central WA Disability Resources:** Central Washington Disability Resources covers five counties throughout Central Washington Grant, Chelan, Kittitas, Yakima and Douglas. Central Washington Disability Resources intends to focus its Cares Act funding in the following capacities. The Cares Act Funding Policies and Funding will be consistent with Federal Funding Guidelines and Administration, and Central Washington Disability Resource's Policies and Procedures.

**Technology:** Central Washington Disability Resources will purchase appropriate and updated technologies to better assist how our staff can connect with our consumers who face isolation or who are unable to leave their homes due to the COVID-19 virus. This will also guide and support possible financial assistance to help people move from dangerous institutionalization to safer community settings of their choices;

**Temporary Employment:** Central Washington disability Resources will hire for a temporary position to assess any barriers related to COVID-19 that affect persons with disabilities. This includes monitoring social media and providing any related COVID information in regard to social media platforms to meet the growing concerns and barriers.

**PPE Equipment:** Central Washington Disability Resources will purchase and provide PPE equipment to ensure the safety of its employees and consumers that we serve.

**Collaboration:** Funding will also be used to collaborate with community based organizations, emergency responders, and local agencies in CWDR's 5 service counties, as

each county works through the designated Phases set forth by the State and Local governments, and to ensure that individuals with disabilities are provided with equitable, accessible services, and the ability to obtain emergency services during any type of pandemic or disaster.

**Funding:** CARE's Act Funding will be identified and coded separately from any other Federal, State, and Local Funding. Accounting for the CAREs Act funding will be consistent with the Federal Funding Guidelines.

**Spokane Center for Independence:** The current pandemic coupled with Spokane Center for Independent Living moving locations, presents a unique opportunity for SCIL to upgrade its facilities and services to better serve the disabled and at risk community. Using COVID -19 Stimulus funds, SCIL is intent on hiring for the position of transition educator. This position will work with youth and elderly to educate on disaster preparedness. SCIL will be upgrading office computer systems to better enable access to client information, agency forms, and community resources. SCIL will be purchasing agency laptops and cell phones for staff to use remotely. SCIL will be purchasing new office furniture to accommodate easier cleaning and improve social distancing. SCIL will be purchasing additional personal protective equipment in accordance with governmental guidelines. SCIL is planning on updating agency brochures, website and other promotional resources to include information on COVID-19 and other emergency situations. SCIL in partnership with other Independent Living Centers within Washington State will be participating in a statewide COVID-19 awareness conference.

**Disability Action Center:** Throughout its service area of the ten northern Idaho and three Eastern Washington counties DAC will focus CARES Act funding toward these primary need areas: acquisition of technology to reach people with a disability that are more isolated due to COVID-19 and to ensure CIL staff are equipped to connect with consumers remotely; significant outreach and advertising to make people aware of CIL supports and services and to provide distance education and training; increased outreach, education, and support including possible financial assistance to help people move from dangerous institutional to safer community settings of their choices; specific individual service support to address COVID related transportation barriers that impact independence and/or access to services that support independence in family, home, community, and work; specific services that support individuals to avoid institutionalization including possible temporary housing support, provision of PPE, and all other IL services; advocacy and direct supports to improve remote access to Internet, phone, and other services necessary for remote access to services; and, support of innovative methods such as mobile presentation of services to reach people in the most rural areas. DAC intends to respond to COVID-related issues in collaboration with the other Idaho CILs and regional IL projects that may involve sharing costs outside of DAC's service area to support maximum impact. \* Disability Action Center receives CARES Act funds as listed in the Idaho State Plan

<b>Legal Name</b>	<b>Counties Served</b>	<b>Funding Source(s)</b>	<b>Oversight Process</b>	<b>Oversight Entity</b>	<b>SPIL Signatory (Yes/No)</b>
Alliance of People with disAbilities	West King County and East King County	Part B, Part C, CARES Act, grants	CIL submits monthly reports to SILC and DSE. CIL submits CIL PPR to SILC and ACL/OILP	DSE, ACL/OILP, SILC	Yes
Center for Independence	South King, Pierce, Thurston, Counties Island, San Juan, Snohomish, Skagit, and Whatcom	Part B, Part C, CARES Act, grants	CIL submits monthly reports to SILC and DSE. CIL submits CIL PPR to SILC and ACL/OILP	DSE, ACL/OILP, SILC	Yes
Central Washington Disability Resources	Chelan, Douglas, Grant, Kittitas, Yakima	Part B, Part C, CARES Act, grants	CIL submits monthly reports to SILC and DSE. CIL submits CIL PPR to SILC and ACL/OILP	DSE, ACL/OILP, SILC	Yes
Spokane Center for Independent Living	Ferry, Lincoln, Pend Oreille, Spokane, and Stevens	Part C, CARES Act,	CIL submits CIL PPR to SILC and ACL/OILP	ACL/OILP, SILC	Yes
Disability Action Center-NW, Inc.	Asotin, Garfield, and Whitman	Part B, *Part C and CARES Act are in Idaho State Plan	CIL submits monthly reports to SILC and DSE. CIL submits CIL PPR to SILC and ACL/OILP	DSE, ACL/OILP, SILC	Yes

### 3.2 Expansion and Adjustment of Network

Plan and priorities for use of funds, by funding source, including Part B funds, Part C funds, State funds, and other funds, whether current, increased, or one-time funding and methodology for distribution of funds. Use of funds to build capacity of existing Centers, establish new Centers, and/or increase statewideness of Network.

Minimum funding level for a Center and formula/plan for distribution of funds to bring each Center to the minimum. Exceptions must be explained with sufficient detail.

Action/process for distribution of funds relinquished or removed from a Center and/or if a Center closes.

Plan/formula for adjusting distribution of funds when cut/reduced.

Plan for changes to Center service areas and/or funding levels to accommodate expansion and/or adjustment of the Network.

Plan for one-time funding and/or temporary changes to Center service areas and/or funding levels.

The CILs report that the minimum funding level to sustain operations for a CIL to provide the five core services is \$570,000, in agreement with the National Council on Independent Living (NCIL) resolution passed in July 2014, at the NCIL national conference. Due to stagnant Federal funding levels and absence of State funding beyond the required 10% match to Part B funds, there would need to be a significant increased funding levels to achieve the \$570,000 minimum for each center.

Should any other sources of dedicated IL funding, including state funds, become available for general support of IL, they will be distributed to all existing CILs in equal measure up to the level identified above unless funds are specifically targeted from the source to a particular geographic region or for a particular defined purpose unique to one or more CILs. Once all CILs in the Network at the beginning of this SPIL period have reached their minimum funding levels, all additional general operation funds will be available for expansion into unserved areas.

**PART B INCREASES:** Distribution of any increases in Part B funds above COLA levels will be equally to Part B funded CILs up to the minimum funding level of \$570,000. If one CIL project reaches the minimum funding level through federal or state funds, all remaining funds will be distributed equally to other CIL projects that are still below the minimum level. Should additional funds become available beyond the \$570,000 minimum funding level for each CIL, potential expansion options will be determined by the SPIL Committee Expansion Guidelines.

**PART C INCREASES:** Distributions of any increases in Part C funds above COLA levels will be equally distributed to Part C funded CILs up to the minimum funding level of \$570,000. If one CIL project reaches the minimum funding level through federal or state funds, distribution of all remaining funds will be equally to other CIL projects that are still below the minimum level.

Should additional funds become available beyond the \$570,000 minimum funding level for each CIL, potential expansion options will be determined by the SPIL Committee Expansion Guidelines.

**EXPANSION GUIDELINES:** The SPIL Committee will recommend guidelines for developing proposed scopes of work for existing and/or new CILs, as defined by federal law, to expand IL core services into unserved areas.



- The SPIL committee will convene to determine possible expansion options based on the;
  - amount and type of funds available,
  - capacity and readiness of Center(s) to expand services,
  - location and,
- Geographic expansion may be in one or more of the counties or cluster of counties listed below that are currently unserved.
  - Coastal Region (Pacific, Grays Harbor, Jefferson, Clallam, Kitsap, Mason)
  - Okanogan Region
  - SE Washington Region (Columbia, Asotin, Whitman, Garfield)
  - SW Washington (Lewis, Cowlitz, Clark, Skamania, Klickitat, Wahkiakum)
  - Tri-Cities Region (Adams, Franklin, Benton, Walla Walla,)
  - other pertinent factors
- The SPIL committee will convene to identify a current CIL with the capacity to assume providing services.
- If there are more than one CIL, the SPIL committee will take a majority vote
- If no CIL is able to provide services in that area then, listed by priority:
  - other entities that are able to meet the federal definition of a CIL can be considered for a contract/grant to provide services
  - Funds are used for a one-time project identified by the SPIL committee
  - Part B funds are equally distributed to existing funded CILs with the intention of returning those funds to the local region once a CIL has the capacity to provide services in said region
- The SILC will review the plan of action and it will be forwarded to the DSE upon SILC approval.
- The DSE will then contract/grant with the CIL that will provide services in that area.

**NON-COMPLIANCE:** If any CIL fails to maintain compliance with section 725 Standards and Assurances, state or federal financial minimums or program requirements as determined through a state peer review process during the course of this SPIL and the Designated State Entity terminates the contract/grant, or it is unlikely a corrective action plan will result in timely compliance, or a corrective action plan fails to remediate non-compliance, then SPIL Committee Expansion Guidelines will be followed with two understandings; (1) the funding must attempt to continue to be used in the effected geographic areas, and (2) an expectation that to ensure continuity of services, the new provider/project collaborate with the local CIL to the greatest extent possible.

**CENTER CLOSURE:** If an existing Part C CIL closes due to relinquishment, termination, or other reason, the SILC will notify the ACL Administrator to hold a competition for the award to serve the same CIL service area.

**TIME-LIMITED FUNDS:** For Time-limited Title VII, Part B or C (for example, ARRA) funds made available for the general operation of CILs, refer to the priorities above for the type of funds

being distributed. No time-limited funds will be used to initiate a first time grant in an area that is currently unfunded.

The SPIL Committee will consider and recommend to the SILC the resolution of other unanticipated contingencies, as needed.

#### **Section 4: Designated State Entity**

Division of Vocational Rehabilitation will serve as the entity in Washington State designated to receive, administer, and account for funds made available to the state under Title VII, Chapter 1, Subchapter B of the Act on behalf of the State. *(Sec. 704(c))*

##### 4.1 DSE Responsibilities

- (1) receive, account for, and disburse funds received by the State under this chapter based on the plan;
- (2) provide administrative support services for a program under subchapter B, and a program under subchapter C in a case in which the program is administered by the State under section 723;
- (3) keep such records and afford such access to such records as the Administrator finds to be necessary with respect to the programs;
- (4) submit such additional information or provide such assurances as the Administrator may require with respect to the programs; and
- (5) retain not more than 5 percent of the funds received by the State for any fiscal year under Subchapter B. for the performance of the services outlined in paragraphs (1) through (4).

##### 4.2 Grant Process & Distribution of Funds

Grant processes, policies, and procedures to be followed by the DSE in the awarding of grants of Subchapter B funds.

The DSE will contract/grant with all entities receiving Part B funds as determined in the SPIL. The DSE will review the contracts/grants based on a process and protocol developed collaboratively with the SPIL Committee and DVR within the parameters of Washington State law. The Peer Review process will provide programmatic review and best practices along with the DSE fiscal review. Fiscal reviews will occur in accordance with the DSE's policies and procedures.

##### 4.3 Oversight Process for Subchapter B Funds

The oversight process to be followed by the DSE.

The DSE in accordance with the Assurance and Indicators will provide contract/grant oversight of the Part B funds to all funded entities. The DSE will collaborate with the SPIL Committee to develop a Peer Review process, which includes the fiscal component as required under federal law.

## The DSE

### 4.4 Administration and Staffing

Administrative and staffing support provided by the DSE.

DVR funds the SILC resource plan with Innovation & Expansion funds that includes 2 FTE for SILC administrative staff and support for activities of the Council and on behalf of the SILC. One FTE for Emergency Preparedness. The position is funded through a grant from the Department of Health. See section 5.1 Establishment of SILC on the process used for hiring, supervising, and firing of SILC staff.

Per the Executive Order 04-05 (see in section 5.1), “The Council shall not be subject to the supervision of a state agency. “ and “If the resource plan includes state staff support for the Council, recognize that the Council shall supervise and evaluate such staff in regards to performance of Council support functions.” The SILC and DSE has a strong mutual understanding of the roles of the SILC and DSE as it pertains to a conflict of interest. With that said, the SILC is in the process of developing further policy and procedures in partnership with the DSE to secure the foundation of SILC autonomy including staffing and conflict of interest.

The DSE will received 5% plus state match administrative Part B funds in Year 2 and 3. The DSE will provide a report of funds used yearly to the Council through the PPR report.

### 4.5 State Imposed Requirements

State-imposed requirements contained in the provisions of this SPIL including: (45 CFR 1329.17(g))

At this time, there are no additional state-imposed requirements that limit, expand, or alter the requirements of the SPIL. There is an Executive Order establishing the SILC as referenced in Section 5.1, The Establishment of the SILC.

### 4.6 722 vs. 723 State

Check one:

       722 (if checked, with move to Section 5)

       723 (if checked, will move to Section 4.4)

### 4.7 723 States

Order of priorities for allocating funds amounts to Centers, agreed upon by the SILC and Centers, and any differences from 45 CFR 1329.21 & 1329.22.

How state policies, practices, and procedures governing the awarding of grants to Centers and oversight of the Centers are consistent with 45 CFR 1329.5, 1329.6, & 1329.22.

## **Section 5: Statewide Independent Living Council (SILC)**

### 5.1 Establishment of SILC

How the SILC is established and SILC autonomy is assured.

The Washington SILC was established by Governor's Executive Order (EO) 04-05 in July of 2004. [http://www.digitalarchives.wa.gov/governorlocke/eo/eo\\_04-05.htm](http://www.digitalarchives.wa.gov/governorlocke/eo/eo_04-05.htm) The EO describes the purpose, structure and authority of the SILC.

Through Executive Order 04-05: the SILC is designated as a State Council and is subject to general provisions for state boards and commissions; the Washington Department of Social and Health Services Division of Vocational Rehabilitation provides staffing to the SILC; the Executive Director and staff are state employees, hired by the SILC and Executive Director; the Executive Director is supervised by the SILC and the Executive Director supervises staff.

The Executive Committee of the Council, with support from the DSE Human Resource Department, conducts the hiring process for the Executive Director. The Council reviews resumes, interviews, and hires the Executive Director. The DVR Director will submit the final paperwork for hire along with a background check to HR for completion of the hiring process. The SILC Executive Committee monitors, supervises and evaluates the SILC Executive Director per the Executive order referenced above. The Executive Director conducts the hiring, supervision, and evaluation of all SILC staff with the support of DSE HR.

### 5.2 SILC Resource plan

Resources (including necessary and sufficient funding, staff/administrative support, and in-kind), by funding source and amount, for SILC to fulfill all duties and authorities.

Process used to develop the Resource Plan.

Process for disbursement of funds to facilitate effective operations of SILC.

Justification if more than 30% of the Part B appropriation is to be used for the SILC Resource Plan.

The SILC resource plan allocation is \$254,000 funded by Title I General VR. The SILC will also receive Part B funds. In year one 0%, in year two, 3%, and year three, 4% as described in the funding plan. The SILC also receives \$100,000 Department of Health Grant for one staff person to run the Coalition of Inclusive Emergency Preparedness Program. The resource plan includes 3 FTE, staff travel for SILC business related to the SPIL, SILC member travel for meetings and other activities, reasonable accommodations for staff and members, rent, toll free number and teleconferencing, and general office supplies. General operations of the SILC, IL Network development, resource development, and IL Philosophy visibility through advocacy and marketing.

The SILC determines its annual budget for all resources allocated for its use, and assures that

all expenditures are appropriate. The budget is approved during public meetings where opportunity for public input is available. The SILC provides quarterly financial reports at its meetings, in order to publicly account for resources and expenditures. In addition, DVR records and processes all deposits and expenditures, provides necessary reports to federal and state entities, as the SILC's fiscal agent, and the SILC and DVR accounting reports are reconciled periodically as a means of checks and balances.

All financial transactions and record-keeping are made in compliance with applicable Payment Management System (PMS) fiscal and accounting requirements, as well as applicable DVR financial policies and procedures. The SILC submits all required reports and provides access to records to DVR auditors, as well as to the Office of Financial Management, or any of their duly authorized representatives, for the purpose of conducting audits, examinations and compliance reviews.

### 5.3 Maintenance of SILC

How State will maintain SILC over the course of the SPIL.<sup>1</sup>

The Washington SILC was established by Governor's executive Order EO 04-05 in July of 2004. [http://www.digitalarchives.wa.gov/governorlocke/eo/eo\\_04-05.htm](http://www.digitalarchives.wa.gov/governorlocke/eo/eo_04-05.htm) The EO describes the purpose, structure and authority of the SILC.

The SILC is designated as a State Board and is subject to general provisions for state boards and commissions. The SILC is housed within The Washington Department of Social and Health Services Division of Vocational Rehabilitation. The Executive Director and staff are state employees, hired by the SILC. The Executive Director is supervised by the Director of Vocational Rehabilitation as directed by the Secretary of the Department of Social and Health Services and by the Executive Committee of the SILC. The Executive Director supervises staff.

Member appointments: The SILC Executive Committee, consisting of the Chair, Vice Chair, and Secretary/Treasurer and the representative of Centers for Independent Living, recruits, screens, and recommends potential SILC members in order to maintain a balanced council and meet representation requirements, as well as recruiting to insure knowledge of IL services and philosophy, and diversity in geographic representation, disability type, race, gender, and age.

Applicants must complete the Governor's Application for Boards and Commissions online at: <http://www.governor.wa.gov/boards-commissions/board-and-commissions/apply-serve-board-or-commission-0>. SILC staff assists any applicant who requests help completing the online form. The Governor's Office forwards a copy of all applications for consideration by the SILC Executive Committee.

The Executive Committee reviews all applications, interviews each candidate, and checks references for other boards, commissions, and organizations the applicant may have been

involved with in the past.

The Executive Committee prepares a prioritized list of recommendations to present to the full Council. The Council votes on a slate of applicants for recommendation to the Governor's office. The Executive Director forwards the recommendation for consideration by the Governor's Office. The Governor generally accepts recommendations of the SILC; however, the Governor is not obligated to accept the SILC appointment recommendations and may initiate their own appointees. An appointment letter is sent to the applicant with a copy to SILC staff.

The CIL representative and ex officio members from DVR and DSB must complete the online application but are appointed by the Governor's Office without an interview process.

New member orientation: The Executive Committee, with input from the CILs, coordinates new member trainings to develop a knowledgeable and effective Council. Following appointment to the SILC, the member is given a Member Handbook and attends a New Member Orientation usually held at the next quarterly meeting. New members are encouraged to visit the CILs with travel expenses paid by the SILC. All members are required to complete online training for boards and commissions provided by the Governor's Office.

Compliance with term limits: The Governor's office notifies staff when SILC terms have expired. The SILC also maintains its own list of SILC member terms.

SILC Chair: The SILC chair is elected by the SILC.

SILC supervision and evaluation: The SILC Executive Director and SILC staff are state employees, and as such, all personnel rules and evaluation processes are conducted in accordance with state law.

SILC Executive Director: The DVR Director is required to have official sign-off on personnel issues. The DVR Director may or may not inform the SILC Executive Committee of any such actions. The SILC maintains oversight, management, and evaluation responsibilities. The SILC Executive Committee monitors and evaluates the SILC Executive Director with input from SILC members. The SILC recognizes that this could be a compliance issue.

SILC Administrative Assistant and Disability Integration Manager: Staff management, oversight, and evaluations are conducted by the SILC Executive Director.

SILC Contractors: Management, oversight, and evaluations of administrative support contracts are conducted by the SILC Executive Director or their designee. The SILC Executive Director maintains communication with SILC contractors to ensure that

contract activities are proceeding as planned and within specified timeframes, and approves contract payments. The SILC Executive Director, or his/her designee, may participate in contract compliance monitoring reviews conducted by DVR for all Part B contracts.

No conflict of interest is anticipated. It is agreed by the DSE and the SILC that:

- The legal purpose of the SILC is to carry out the State Plan for Independent Living;
- Executive Order EO 04-05 establishes the SILC as a distinct, autonomous, and separate program unit, and DVR shall not interfere with personnel management; The State Plan identifies the respective designated functions and responsibilities of and between the parties with regard to the implementation of the goals and objectives of the State Plan for Independent Living (SPIL).

DVR and the SILC have a long-term history of collaborative relationship. DVR and the SILC understand that the SILC is a distinct, autonomous, and separate entity from DVR. The respective functions and responsibilities of and between each party with regard to the implementation of the goals and objectives of the State Plan for Independent Living (SPIL), including the SILC resource plan are designated in the Plan. DVR further agrees that they shall not interfere with systemic change, capacity building, advocacy activities, budget, and personnel management of the SILC.

## **Section 6: Legal Basis and Certifications**

### 6.1 Designated State Entity (DSE)

The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Subchapter B of the Act is Robert Hines Authorized representative of the DSE Division of Vocational Rehabilitation Title Director

### 6.2 Statewide Independent Living Council (SILC)

The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is Alyssa Adwell, Chair SILC.

### 6.3 Centers for Independent Living (CILs)

The Centers for Independent Living (CILs) eligible to sign the SPIL, a minimum of 51% whom must sign prior to submission, are:

Kimberly Meck, Alliance of People with disAbilities  
Leah Velasco, Center for Independence  
Mayra Colazo , Central Washington Disability Resources  
Mark Leeper, Disability Action Center-NW, Inc.  
William Kane, Spokane Center for Independence

#### 6.4 Authorizations

6.4.a. The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living.\] YES (Yes/No)

6.4.b. The SILC and CILs may legally carryout each provision of the SPIL. YES (Yes/No)

6.4.c. State/DSE operation and administration of the program is authorized by the SPIL. YES (Yes/No)

#### **Section 7: DSE Assurances**


Terry Redmon acting on behalf of the DSE Division of Vocational Rehabilitation located at 4565 7<sup>th</sup> Ave SE, Lacey WA 98504, 360.725.3610, terry.redmon@dshs.wa.gov *45 CFR 1329.11* assures that:

- 7.1. The DSE acknowledges its role on behalf of the State, as the fiscal intermediary to receive, account for, and disburse funds received by the State to support Independent Living Services in the State based on the plan;
- 7.2. The DSE will assure that the agency keeps appropriate records, in accordance with federal and state law, and provides access to records by the federal funding agency upon request;
- 7.3. The DSE will not retain more than 5 percent of the funds received by the State for any fiscal year under Part B for administrative expenses;<sup>1</sup>
- 7.4. The DSE assures that the SILC is established as an autonomous entity within the State as required in *45 CFR 1329.14*;
- 7.5. The DSE will not interfere with the business or operations of the SILC that include but are not limited to:
  1. Expenditure of federal funds
  2. Meeting schedules and agendas
  3. SILC board business
  4. Voting actions of the SILC board
  5. Personnel actions
  6. Allowable travel
  7. Trainings
- 7.6. The DSE will abide by SILC determination of whether the SILC wants to utilize DSE staff:
  1. If the SILC informs the DSE that the SILC wants to utilize DSE staff, the DSE assures that management of such staff with regard to activities and functions performed for the SILC is the sole responsibility of the SILC in accordance with Sec. 705(e)(3) of the Act (Sec. 705(e)(3), 29 U.S.C.796d(e)(3)).



- 7.7. The DSE will fully cooperate with the SILC in the nomination and appointment process for the SILC in the State;
- 7.8. The DSE shall make timely and prompt payments to Part B funded SILCs and CILs:
  1. When the reimbursement method is used, the DSE must make a payment within 30 calendar days after receipt of the billing, unless the agency or pass-through entity reasonably believes the request to be improper;
  2. When necessary, the DSE will advance payments to Part B funded SILCs and CILs to cover its estimated disbursement needs for an initial period generally geared to the mutually agreed upon disbursing cycle; and
  3. The DSE will accept requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as necessary when electronic fund transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

The signature below indicates this entity/agency's agreement to: serve as the DSE and fulfill all the responsibilities in Sec. 704(c) of the Act; affirm the State will comply with the aforementioned assurances during the three-year period of this SPIL; and develop, with the SILC, and ensure that the SILC resource plan is necessary and sufficient (in compliance with section 8, indicator (6) below) for the SILC to fulfill its statutory duties and authorities under Sec. 705(c) of the Act, consistent with the approved SPIL.<sup>1</sup>

<p style="text-align: center;">  <small>Terry Redmon (Nov 24, 2020 13:47 PST)</small></p> <hr style="border: 0.5px solid black;"/> <p>Signature: Terry Redmon, Interim Director, Division of Vocational Rehabilitation</p>	<p>Nov 24, 2020</p> <hr style="border: 0.5px solid black;"/> <p>Date</p>
--	--

Electronic signature may be used for the purposes of submission, but hard copy of signature must be kept on file by the SILC.

## **Section 8: Statewide Independent Living Council (SILC) Assurances and Indicators of Minimum Compliance**

### 8.1 Assurances

Alyssa Adwell acting on behalf of the SILC Washington State Independent Living Council located at 4565 7<sup>th</sup> Ave SE, Lacey, WA 98504, 509.521.9060, alyssa.adwell@gmail.com 45 CFR 1329.14 assures that:

- (1) The SILC regularly (not less than annually) provides the appointing authority recommendations for eligible appointments;
- (2) The SILC is composed of the requisite members set forth in the Act;<sup>1</sup>
- (3) The SILC terms of appointment adhere to the Act;<sup>1</sup>
- (4) The SILC is not established as an entity within a State agency in accordance with 45 CFR Sec. 1329.14(b);

- (5) The SILC will make the determination of whether it wants to utilize DSE staff to carry out the functions of the SILC;
  - a. The SILC must inform the DSE if it chooses to utilize DSE staff;
  - b. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.<sup>1</sup>
- (6) The SILC shall ensure all program activities are accessible to people with disabilities;
- (7) The State Plan shall provide assurances that the designated State entity, any other agency, office, or entity of the State will not interfere with operations of the SILC, except as provided by law and regulation and;
- (8) The SILC actively consults with unserved and underserved populations in urban and rural areas that include, indigenous populations as appropriate for State Plan development as described in Sec. 713(b)(7) the Act regarding Authorized Uses of Funds.<sup>1</sup>

### Section 8.2 Indicators of Minimum Compliance

Indicators of minimum compliance for Statewide Independent Living Councils (SILC) as required by the Rehabilitation Act (Section 706(b), 29 U.S.C. Sec 796d-1(b)), as amended and supported by 45 CFR 1329.14-1329.16; and Assurances for Designated State Entities (DSE) as permitted by Section 704(c)(4) of the Rehabilitation Act (29 U.S.C. Sec. 796c(c)(4)), as amended.


#### (a) STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS. –

- (1) SILC written policies and procedures must include:
  - a. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
  - b. A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law;
  - c. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
  - d. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
  - e. A process and timeline for advance notice to the public for SILC “Executive Session” meetings, that are closed to the public, that follow applicable federal and State laws;
    - i. “Executive Session” meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
    - ii. Agendas for “Executive Session” meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
  - f. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;

- g. A method for developing, seeking and incorporating public input into, monitoring, reviewing and evaluating implementation of the State Plan as required in 45 CFR 1329.17; and
  - h. A process to verify centers for independent living are eligible to sign the State Plan in compliance with 45 CFR 1329.17(d)(2)(iii).
- (2) The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
- (3) The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center's SILC training curriculum.
- (4) The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
- a. Adequate documentation of the State Plan development process, including but not limited to, a written process setting forth how input will be gathered from the state's centers for independent living and individuals with disabilities throughout the state, and the process for how the information collected is considered.
  - b. All meetings regarding State Plan development and review are open to the public and provides advance notice of such meetings in accordance with existing State and federal laws and 45 CFR 1329.17(f)(2)(i)-(ii);
  - c. Meetings seeking public input regarding the State Plan provides advance notice of such meetings in accordance with existing State and federal laws, and 45 CFR 1329.17(f)(2)(i);
  - d. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
    - i. proximity to public transportation,
    - ii. physical accessibility, and
    - iii. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.
  - e. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.
- (5) The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:
- a. Timely identification of revisions needed due to any material change in State law, state organization, policy or agency operations that affect the administration of the State Plan approved by the Administration for Community Living.
- (6) The SILC State Plan resource plan includes:
- a. Sufficient funds received from:
    - i. Title VII, Part B funds;

1. If the resource plan includes Title VII, Part B funds, the State Plan provides justification of the percentage of Part B funds to be used if the percentage exceeds 30 percent of Title VII, Part B funds received by the State;
  - ii. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;
  - iii. Other public and private sources.
- b. The funds needed to support:
  - i. Staff/personnel;
  - ii. Operating expenses;
  - iii. Council compensation and expenses;
  - iv. Meeting expenses including meeting space, alternate formats, interpreters, and other accommodations;
  - v. Resources to attend and/or secure training and conferences for staff and council members and;
  - vi. Other costs as appropriate.

The signature below indicates the SILC’s agreement to comply with the aforementioned assurances and indicators:

 <small>Alyssa D. Adwell (Nov 24, 2020 15:21 PST)</small>	Nov 24, 2020
Signature: Alyssa Adwell, Chair, WASILC	Date


Electronic signature may be used for the purposes of submission, but hard copy of signature must be kept on file by the SILC.

**Section 9: Signatures**

The signatures below are of the SILC chairperson and at least 51 percent of the directors of the centers for independent living listed in section 6.3. These signatures indicate that the Washington State Independent Living Council and the centers for independent living in the state agree with and intend to fully implement this SPIL’s content. These signatures also indicate that this SPIL is complete and ready for submission to the Independent Living Administration, Administration for Community Living, U.S. Department of Health and Human Services.

The effective date of this SPIL is October 1, **2020**

Washington State Independent Living Council

 <small>Alyssa D. Adwell (Nov 24, 2020 15:21 PST)</small>	Nov 24, 2020
SIGNATURE OF SILC CHAIRPERSON Alyssa Adwell	DATE

Alliance of People with disAbilities

  
kimberly heymann (Nov 24, 2020 13:49 PST)

SIGNATURE OF CIL DIRECTOR  
Kimberly Meck

Nov 24, 2020

DATE

Disability Action Center-NW, Inc.

  
Mark Leeper (Nov 24, 2020 14:43 PST)

SIGNATURE OF CIL DIRECTOR  
Mark Leeper

Nov 24, 2020

DATE

Center for Independence

  
Leah Velasco (Nov 24, 2020 15:11 PST)

SIGNATURE OF CIL DIRECTOR  
Leah Velasco

Nov 24, 2020

DATE

Central Washington Disability Resources

  
Mayra Colazo (Nov 24, 2020 15:38 PST)

SIGNATURE OF CIL DIRECTOR  
Mayra Colazo

Nov 24, 2020

DATE

Spokane Center for Independence

  
William Kane (Nov 25, 2020 14:20 PST)

SIGNATURE OF CIL DIRECTOR  
William Kane

Nov 25, 2020

DATE

Electronic signatures may be used for the purposes of submission, but hard copy of signature must be kept on file by the SILC.











# FINAL FFY 2021-23 WASILC SPIL to ACL 11.2020


Final Audit Report

2020-11-25


Created:	2020-11-24
By:	kimberly Heymann (kimberly@disabilitypride.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA06MV2iGjzDNux7PIhZfJTLE1ROBj81J9


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-  Document created by kimberly Heymann (kimberly@disabilitypride.org)  
2020-11-24 - 9:38:18 PM GMT- IP address: 73.193.28.135
-  Document emailed to Mark Leeper (mark@dacnw.org) for signature  
2020-11-24 - 9:45:37 PM GMT
-  Document emailed to Leah Velasco (leahv@cfisouth.org) for signature  
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-  Document emailed to Mayra Colazo (mayra@mycwwdr.org) for signature  
2020-11-24 - 9:45:38 PM GMT
-  Document emailed to William Kane (bill@scilwa.org) for signature  
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-  Document emailed to Alyssa D. Adwell (alyssa.adwell@gmail.com) for signature  
2020-11-24 - 9:45:38 PM GMT
-  Document emailed to Terry Redmon (terry.redmon@dshs.wa.gov) for signature  
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-  Document emailed to kimberly Heymann (kimberly@disabilitypride.org) for signature  
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-  Email viewed by Terry Redmon (terry.redmon@dshs.wa.gov)  
2020-11-24 - 9:46:39 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Terry Redmon (terry.redmon@dshs.wa.gov)  
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2020-11-24 - 10:37:33 PM GMT- IP address: 74.87.141.110


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2020-11-24 - 11:10:51 PM GMT- IP address: 173.160.172.5

 Document e-signed by Leah Velasco (leahv@cfisouth.org)  
Signature Date: 2020-11-24 - 11:11:12 PM GMT - Time Source: server- IP address: 173.160.172.5


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2020-11-24 - 11:13:27 PM GMT- IP address: 66.249.84.219


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Signature Date: 2020-11-24 - 11:21:52 PM GMT - Time Source: server- IP address: 73.109.245.54

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2020-11-24 - 11:36:19 PM GMT- IP address: 66.249.88.215

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Signature Date: 2020-11-24 - 11:38:08 PM GMT - Time Source: server- IP address: 75.142.151.145- Signature captured from device with phone number XXXXXXXX2483

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2020-11-25 - 10:20:13 PM GMT- IP address: 173.160.150.118

 Document e-signed by William Kane (bill@scilwa.org)  
Signature Date: 2020-11-25 - 10:20:54 PM GMT - Time Source: server- IP address: 173.160.150.118

 Agreement completed.  
2020-11-25 - 10:20:54 PM GMT