**State Plan For   
Independent Living**

**(SPIL)**

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

**Subchapter B - Independent Living Services**

Subchapter C - Centers for Independent Living

**State:**

**FISCAL YEARS:**

**Effective Date: September 30, 2020 through September 29, 2023**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (OMB 0985-0044). Public reporting burden for this collection of information is estimated to average 240 hours per response, including time for gathering and maintaining the data needed and completing and reviewing the collection of information. The obligation to respond to this collection is required to receive financial assistance (Title VII of the Rehabilitation Act of 1973, as amended.

**Executive Summary**

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

* 1. Mission:

Individuals with disabilities in Nevada will have access to the information, resources and services necessary to meet their personal independent living needs.

* 1. Goals:

Goals of the IL Network for the three-year period of the plan include:

**Goal 1: Improve Access to Independent Living Supports and Services.**

**Goal 2: Improve Awareness of Independent Living Network and Philosophy.**

**Goal 3: Improve the Effectiveness and Efficiency of the Independent Living Network.**

1.3 Objectives

Objectives 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.

**Goal 1: Improve Access to Independent Living Supports and Services.**

**Objective 1A: Provide support for new community services and services with the highest need throughout the State.**

* **Fund at least one competitive subgrant for services needed each year. – Grantees will provide the SILC with a quarterly report.**
* **Provide ongoing support for the State-funded Independent Living Program that services all Nevada Counties. – IL Program Progress report will be shared quarterly or more often if services and/or service providers change.**
* **The SILC will evaluate nursing home transition needs statewide and advocate for coverage of gaps in services along with supporting community and CIL efforts to address them.**

**Objective 1B: Provide support to the Centers for Independent Living for new and ongoing services.**

* **Provide supplemental funding for proposed and approved services. – CILs will provide quarterly reports to the SILC for all supported activities and for all other notable CIL activities throughout the year.**
* **The CILs will provide quarterly reports on requests for services from consumers so the SILC has valid and current network data on the needs for individuals with disabilities.**
* **The IL Network will collaborate with community partners to facilitate a plan for disaster and emergency preparation statewide during the first and second year.**

**Goal 2: Improve Awareness of Independent Living Network and Philosophy.**

**Objective 2A: Establish a statewide, unified Independent Living message and a formal presentation to be offered to our network of partners.**

* **The SILC will create a presentation that encompasses a unified IL message by the end of the first year.**
* **The SILC will provide this presentation to the network of partners by the end of the second year.**
* **The SILC will present this as a training at National Conference Workshops during the third year.**

**Objective 2B: Collaborate with community partners regarding legislative issues for disability and IL philosophy advocacy, education and outreach.**

* **The SILC will establish formal collaborations with the Commission on Services for Persons with Disabilities and the Governor’s Council on Developmental Disabilities to address education and outreach regarding disability legislative issues, including but not limited to integrated employment in Nevada by the end of the first year.**

**Objective 2C: Develop a youth presence in the IL Network.**

* **Add policies that incorporate youth involvement in Council activities, including defining SILC youth membership by the end of the first year.**
* **Establish at least one youth scholarship program that allows at least one youth to attend APRIL each year from the SILC’s annual travel budget.**
* **Collaborate with the CILs to establish youth participation in IL activities within the IL Network by the end of the third year.**

**Objective 2D: Utilize the new Nevada SILC website to promote the IL Philosophy and share IL news on a monthly basis.**

* **The website will be updated monthly by a designated SILC member with news and new information regarding IL.**
* **The website will be used to promote IL Services throughout the State by advertising partners and providing educational articles and links to resources on our platform.**

**Goal 3: Improve the Effectiveness and Efficiency of the Independent Living Network.**

**Objective 3A: SILC members and Executive Team will attend trainings and conferences to improve processes.**

* **All new SILC members will attend at least one SILC Congress to learn member roles and responsibilities during their first term.**
* **The SILC Chair and Executive Director will attend at least one conference workshop or training per year, bringing a summary report back to the full Council.**

**Objective 3B: The SILC will develop a resource development plan.**

* **The Nevada SILC will research other SILCs’ resource development plans and compile a list of ideas to adopt based on feasibility in the first year.**
* **A resource development plan will be completed and ready to be implemented by the end of the current SPIL, utilizing consultants and/or a contracted expert selected by the SILC to assist in achieving an optimal result.**
* **The SILC will, at least annually, evaluate the data collected in the newly established data hub to improve the quality of the data parameters and increase community partner participation by at least 20% each year as reflected in the number of participants to build strong community ties and more shared resources.**

**Objective 3C: The SILC will Negotiate with the DSE to Obtain 100% staff support that is fully supervised and evaluated by the SILC, alone.**

1.4 Financial Plan

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.

**The SILC’s resource plan is funded both by Federal Part B dollars and the State General Funds’ match, equaling 10% cash match toward staff salaries. The SILC uses State contract and sub-grant fiscal procedures to fulfill SPIL objectives, and makes all final determinations regarding hired staff and sub-grantees. The DSE works collaboratively with the SILC to ensure the State process is followed and monetary distributions are timely and accurate.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fiscal Year(s): 2021** | | | | | |
| **Sources** | **Projected Funding Amounts and Uses** | | | | |
|  | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities | Retained by DSE for Administrative costs |
| **Title VII Funds** |  |  |  |  |  |
| Chapter 1, Subchapter B (including state match) | 101,615.09 | 170,000 | 40,000 | 27,101 | 10,161.51 |
| Chapter 1, Subchapter C |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion) |  |  |  |  |  |
| Social Security Reimbursement |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** |  |  |  |  |  |
| State Funds | 74,349.00 | 1,499,826.00 |  |  |  |
| Other |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fiscal Year(s): 2022** | | | | | |
| **Sources** | **Projected Funding Amounts and Uses** | | | | |
|  | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities | Retained by DSE for Administrative costs |
| **Title VII Funds** |  |  |  |  |  |
| Chapter 1, Subchapter B (including state match) | 101,615.10 | 170,000 | 40,000 | 27,101 | 10,161.51 |
| Chapter 1, Subchapter C |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion) |  |  |  |  |  |
| Social Security Reimbursement |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** |  |  |  |  |  |
| State Funds | 81,476.06 | 1,499,826 |  |  |  |
| Other |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fiscal Year(s): 2023** | | | | | |
| **Sources** | **Projected Funding Amounts and Uses** | | | | |
|  | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities | Retained by DSE for Administrative costs |
| **Title VII Funds** |  |  |  |  |  |
| Chapter 1, Subchapter B (including state match) | 101,615.10 | 170,000 | 40,000 | 27,101 | 10,161.51 |
| Chapter 1, Subchapter C |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion) |  |  |  |  |  |
| Social Security Reimbursement |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** |  |  |  |  |  |
| State Funds | 85,840.76 | 1,499,826 |  |  |  |
| Other |  |  |  |  |  |

1.5 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.

**The SILC will use consumer satisfaction surveys from the State IL Program and an additional general satisfaction survey beginning at the start of the SPIL to evaluate consumer satisfaction. Additionally, the SILC will continue to collect survey data through the end of the final year of the SPIL by having the survey available on the new website. Consumers will be encouraged to complete the survey at all events, including outreach, attended by SILC throughout the three-year term.**

**The SILC is also developing a data hub, or disability statistics compendium for their network of partners to contribute disability data This goal is to have the information compiled in one place to better evaluate the SPIL and independent living needs on an ongoing basis. The compendium is scheduled to be live by December 31, 2020. Promotion of the compendium will begin 3 months prior to the launch so data can be entered by partners once it is live. In the first year, the SILC will analyze the data quarterly to inform efforts to promote the compendium with partners and grow the data sources feeding into it.Annually, the SILC will analyze the data to guide SILC efforts within the SPIL, including advocacy for independent living services with state leaders.**

**The SILC currently reviews data gathered by the SILC’s Executive Director from the CIL’s, the Grants Management Advisory Council for the State’s needs assessment, the State’s IL Program, Nevada 211, the Department of Education, Vocational Rehabilitation, the Commission on Services for Persons with Disabilities, the State Rehabilitation Council and various other entities to gain a broad perspective of what services are needed and of the specific demographics of populations’ needs statewide. The objective of the SILC’s data hub is to combine all these sources’ data into one accessible place for ease of analysis. This is planned to gradually grow and improve over time, eventually eliminating the need to review each source independently, as this is very time-consuming. The purpose overall is to enable a meta-analysis of the entire State’s disability statistics and be able to clearly compare against SPIL objectives for ongoing evaluation.**

**The following table outlines the process and timeline the SILC will use to evaluate SPIL goals:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timeline** | **Goals** | **Objectives** | **Data to be collected** | **Data collection method** | **Organization primarily responsible for data collection** |
| *Throughout 3-year period* | *Improve Access to Independent Living Supports and Services* | *Provide support for new community services and services with the highest need throughout the State* | *Number of individuals on waitlists, reported services needed and any urgent change in service coverage.* | *Data Hub reports, reports from CIL’s and the State IL Program or current network partners.* | * *CIL* * *DSE* * *SILC* |
| *Throughout 3-year period* | *Same as above* | *Provide support to the Centers for Independent Living for new and ongoing services.* | *Number of individuals on waitlists, reported services needed, documented success of current services determined to be underserved if discontinued and any urgent or emergency change in services and/or coverage.* | *CIL reports* | * *CIL* |
| *Year 1* | *Improve Awareness of Independent Living Network and Philosophy.* | *Establish a statewide, unified Independent Living message and a formal presentation to be offered to our network of partners* | *Other SILCs’ websites and brochures, informal networking surveys at Il conferences and ILRU resources.* | *Members will communicate any findings to the Executive Director who will compile all data and create a draft message to be approved by SILC.* | * *SILC* |
| *Year 1* | *Same as above* | *Collaborate with community partners regarding legislative issues for disability and IL philosophy education and outreach.* | *Current or proposed legislation regarding individuals with disabilities.* | *Collect legislative information from the State, network partners, the legislative subcommittee of the Commission on Services for Persons with Disabilities and the Governor’s Council on Developmental Disabilities.* | * *SILC* * *CIL* |
| *Throughout 3-year period* | *Same as above* | *Develop a youth presence in the IL Network.* | *Other SILCs’ youth initiatives.* | *Review policies, programs and initiatives from other states.* | * *SILC* * *CIL* |
| *Throughout 3-year period* | *Same as above* | *Utilize the new Nevada SILC website to promote the IL Philosophy and share IL news on a monthly basis.* | *Quarterly reporting on website information to the SILC* | *Site Administrator and/or SILC ED will update and report* | * *SILC* |
| *Throughout 3-year period* | *Improve the Effectiveness and Efficiency of the Independent Living Network.* | *SILC members and Executive Team will attend trainings and conferences to improve processes.* | *Summary reports to SILC will be provided by all attendees.* | *Attendees will be notified of the expectation and offered any accommodations to assist in the process.* | * *SILC* |
| *Throughout 3-year period* | *Same as above* | *The SILC will develop a resource development plan.* | *The Data Hub reports will be presented to the SILC at least annually for review.* | *A contracted consultant along with Data hub reports will provide the necessary data for review.* | * *SILC* |
| *In the first year* | *Same as above* | *The SILC will Negotiate with the DSE to Obtain 100% staff support that is fully supervised and evaluated by the SILC, alone.* | *This is reflected in the three-year budget / financial plan as the DSE match will be provided for this purpose.* | *Progress will be reported quarterly* | * *DSE* * *SILC* |

**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.

| **Table 2.1A: Independent living services** | **Provided using Subchapter B** | **Provided using other funds** | **Provided by** |
| --- | --- | --- | --- |
| Core Independent Living Services, as follows:   * Information and referral * IL skills training * Peer counseling * Individual and systems advocacy * Transition services including: * Transition from nursing homes & other institutions * Diversion from institutions * Transition of post-secondary youth (who were eligible for an IEP) to post-secondary life |  |  |  |
| X | X | CIL, DSE |
|  | X | CIL |
|  | X | CIL |
| X | X | CIL, DSE |
| Counseling services, including psychological, psychotherapeutic, and related services |  |  |  |
| 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. | X | X | CIL, DSE |
| Mobility training |  |  |  |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services |  | X | CIL |
| Personal assistance services, including attendant care and the training of personnel providing such services |  |  |  |
| Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services |  | X | CIL |
| 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 | X |  | DSE |
| Education and training necessary for living in the community and participating in community activities |  | X | CIL |
| Supported living |  |  |  |
| Transportation, including referral and assistance for such transportation | X | X | CIL, DSE |
| Physical rehabilitation |  |  |  |
| Therapeutic treatment |  |  |  |
| Provision of needed prostheses and other appliances and devices | X |  | DSE |
| Assistive Technology | X |  | DSE |
| Individual and group social and recreational services |  | X | 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 |  | X | CIL |
| Services for children with significant disabilities | X |  | DSE |
| 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 | X | X | DSE, CIL |
| Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future | X | X | DSE, CIL |
| Community awareness programs to enhance the understanding and integration into society of individuals with disabilities |  | X | CIL |
| Other necessary services not inconsistent with the Act | X | X | DSE, CIL |

2.2 Outreach

Identify steps to be taken regarding 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 SILC has focused efforts to develop a new brand for the IL network in Nevada, including a universal message about the SILC advocacy efforts and the IL network. While the SILC will develop a broad outreach plan that is targeted to increase awareness, recruit youth and provide ongoing communication with IL partners, specific efforts to target rural communities and minorities will be planned.**

**The SILC’s agreed upon universal message will be utilized during outreach to rural communities that are underserved. The information, along with consumer surveys and analysis from the data hub, will be compiled annually to be shared with the IL Network while assessing the SPIL. From the current SPIL outreach efforts, we know regular, ongoing visits to rural communities is needed to build trust and confidence in the SILC. The DSE has ongoing quarterly rural visits around the state and has invited the SILC to participate in these efforts to better utilize resources, in which the SILC designated the Executive Director to attend.**

**According to CIL data, Hispanic and other minority populations continue to be underserved and the SILC will invest time and effort into attending minority events and offering a Spanish translation of the SILC brochure alongside the CILs to help educate individuals regarding the difference between CILs and the SILC and to recruit new members to represent those populations. The SILC has also recruited a representative from the NAACP to represent the African American disability community. The SILC will reach out to individuals who are working with local tribes in the effort to educate tribal communities regarding the independent living philosophy and self-advocacy through SILC. The Northern CIL will provide additional orientation and mobility training to the blind community that is underserved, as well.**

* 1. Coordination

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

Would recommend the SILC cite quarterly meetings to include participation of the DSE, the two CIL directors and the rep from the state IL program. What other service coordination do you think needs to be recognized here? We know that WIOA is concerned about program and service duplication, this is an opportunity to address that.

In an effort to smooth statewide cooperation the leadership of our state’s CILs meets regularly.

**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., subchapter B, subchapter C, state funds, etc.) and oversight entity.

Northern Center for Independent Living (NNCIL) serves 16 of Nevada’s 17 counties including:

(County / Federal Designation)

Washoe / Urban

Carson City / Urban

Churchill / Rural

Douglas / Rural

Elko / Rural

Esmerelda / Frontier

Eureka / Frontier

Humboldt / Frontier

Lander / Frontier

Lincoln / Frontier

Lyon / Frontier

Mineral / Frontier

Nye / Frontier

Pershing / Frontier

Storey / Frontier

White Pine / Frontier

Southern Nevada Center for Independent Living (SNCIL):

Clark County / Urban and Rural

Primary funding for both centers comes from Title VII Part C funds. The oversight entity for both Nevada Centers is the Department of Health and Human Services Administration for Community Living (ACL). The oversight process includes review of individual Program Performance Reports submitted to the ACL by the Centers annually and on-site reviews as designated by ACL.

3.2 Expansion and Adjustment of Network

Plan and priorities for use of funds, by funding source, including Subchapter B funds, Subchapter 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.

The current FFY NNCIL Part C minimum funding level awarded by the Administration for Community Living is $266,443 for urban services and $206,479 for rural and frontier services.

The current FFY SNCIL Part C minimum funding level awarded by the Administration for Community Living is $262,358 for urban service areas and $211,723 for satellite services.

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

In the event that a center relinquishes funds or closes it is recommended that the monies be held by the Administration for Community Living while the ACL develops an RFP, distributes the opportunity and subsequently awards the grant following their protocol for awarding new funds.

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

We continue to have questions around this?

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

Re: the SILC’s annual $20,000 Part B funding for each center (SNCIL and NNCIL)

Funds allocated by the SILC for CIL service expansion/support will be used to expand statewide youth services and close the gap on the nursing home transition services in anticipation of the MFP program sun-setting in October 2020.

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

No plans for one-time funding and/or temporary changes. Emergency situations to be assessed will be addressed as needed. Both Centers willing to help as needed.

SNCIL will seek funding resources to provide Youth training and nursing home transition services. Youth training will include Independent Living training workshops to prepare for independent living and nursing transition services will consist of basic nursing home transition services. SNCIL will increase organizational capacity to decrease current waiting list of six to eight week to receive services. Should one-time funding and/or temporary funding become available SNCIL would distribute service resource guides to the Native American Community in Clark County.

NNCIL continues to seek funding for our newly developed blind/low vision programs. A specific need has been identified re: access to orientation and mobility training for consumers who fall outside service parameters of school district and VR.

**Section 4: Designated State Entity**

Nevada Aging and Disability Services Division will serve as the entity in Nevada 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 Nevada Aging and Disability Services Division follows policies and procedures set forth by the State of Nevada, in accordance with state and federal regulations for sub awarding federal funding. All subawards are approved by the SILC as close to the start of the federal fiscal year as possible.

When the SILC allocates funding for IL services but does not list a specific organization in the SPIL, a competitive process is used to subaward funds. The competitive process includes the following steps:

(A) Solicitation of Proposals – The SILC Executive Director will develop a Notice of Funding Opportunity (NOFO) which includes background and information about the source of the funding, the services being solicited and timelines for the application process. The NOFO template and application documents are provided to the SILC by the DSE, however the SILC has the ability to customize sections of the application documents including requirements for the Project Narrative, Goals and Objectives, Projected Output Measures, and other information deemed necessary by the SILC to evaluate a proposal. The DSE Grant Manager will work with the SILC Executive Director to adjust the application template as necessary to reflect the SILC’s proposal requirements.

Once the NOFO and Instructions are completed, it is published on the SILC’s website. Additionally, notifications are made via email to network partners by the SILC and the DSE to solicit proposals. The SILC Executive Director, who is fully supervised and evaluated by the SILC, is the main point of contact for the Notice of Funding Opportunity. The DSE Grant Manager is a secondary contact for questions related to the rules, regulations, and function of the application forms. The NOFO is open for no less than 30 days from the date of posting.

(B) Reviewing Proposals – The SILC Executive Director, the SILC chair (or another SILC member designated by the Chair), the DSE Representative and one outside reviewer will make up the Evaluation Committee. Each member will review and score the proposals independently. The scoring criteria is set by the SILC Executive Director and published in the NOFO. In the event, there needs to be additional discussion about the applications, a public meeting will be held to discuss the proposals. Applicants will be invited to this meeting to answer specific questions the committee may have. The SILC Executive Director will total the scores and develop funding recommendations for consideration by the SILC. In making funding recommendations, the total score, SILC priorities, and available funding will be considered.

Once funding recommendations are completed, these will be presented at the full SILC meeting for final funding decisions to be made. The Notice of Subawards are issued by ADSD to the chosen subrecipients.

(C) Evaluating Performance – Within the Notice of Subaward, the DSE includes a Statement of Work which outlines the Goals, Objectives, Activities, and Timelines for the project. The SILC develops a quarterly programmatic report which is used by subrecipients to report progress on the goals and outcomes included in the Statement of Work.

Fiscally, all subawards under ADSD must submit monthly requests for reimbursement (RFR) which includes the amount of funds spent by category for the month, the year to date amount, and balance of funds along with a detailed transaction list to show monthly expenses. Subrecipients are reimbursed within 30 days of the approved RFR. Subrecipients may request an advance of funds in their application. Advance requests are evaluated on a case by case and approved by the DSE Grant Manager and the SILC Executive Director.

ADSD also provides support to SILC subrecipients in the RFR process through our Grant and Project Specialist (GPS) and Fiscal Auditor positions. These teams within ADSD provide the day to day technical assistance to ensure all state and federal regulations are being followed. The SILC Executive Director is the subject matter expert and provides programmatic technical assistance to the subrecipient in accordance with SILC priorities.

Finally, the SILC Executive Director, the GPS, and Fiscal Auditor team will do a comprehensive onsite subrecipient monitoring of Part B subawards at least once in the first year of funding.

Subawards made for continuing funds follows the same process, except for a solicitation of proposals. Subrecipients must submit a new budget for each year of the project and may be required to submit a revised Project Narrative, if the SILC deems that necessary.

4.3 Oversight Process for Subchapter B Funds

The oversight process to be followed by the DSE.

As described in Sections 4.4 and 5.1, the SILC has accepted a DSE position to fulfill the SILC staff role of Executive Director. Within the DSE structure, the designated DSE representative (Social Services Chief I) performs administrative supervisory functions limited to timesheets, leave requests, compliance with state training requirements, etc. The SILC Chair is the Executive Director’s manager and has responsibility for directing her activities. In the previous SPIL, the Executive Director was stationed within the DSE location and split duties 50% for the SILC and 50% for the DSE. In this SPIL, the DSE has agreed to explore options with the SILC to dedicate this position 100% to the SILC in order to support autonomy and reduce potential for compromising the independence of the SILC.

The designated DSE Representative (Social Services Chief I) provides technical assistance to the SILC Executive Director as needed to ensure compliance with state and federal regulations.  ~~The DSE Representative works with the SILC Executive Director to develop and monitor the budget for timely obligations/spending and alignment with the SPIL.~~ Additionally, the DSE Representative provides a point of contact for community feedback on SILC activities. This allows the community to have continuous input into the oversight of the SILC. Feedback is documented and discussed with the SILC Executive Director and the SILC Chair. Actions to be taken are considered by the full SILC on an as needed basis.

Finally, the DSE is working with the SILC to allow for telecommuting options for the Executive Director, including a permanent workstation outside of the DSE location. This will further lend to the SILC’s autonomy and reduce the potential for conflict of interest.

4.4 Administration and Staffing

Administrative and staffing support provided by the DSE.

The Aging and Disability Services Division (ADSD) as the DSE, provides the following support to the SILC:

* Fiscal management – draws federal funds and prepares related reports, processes payments and reimbursements on behalf of the SILC in accordance with their budget, completes quarterly and annual SF-425 reports, provides required non-federal match and non-federal funds for any disallowed expenditures, and certifies annually all expenditures have been recorded appropriately in state accounting systems.
* Meeting support - provides administrative assistance to the SILC for the purposes of organizing and conducting public meetings in accordance with Nevada Open Meeting Laws.
* Administrative Support - supports the SILC in the development of the SPIL as necessary, provides technical assistance to develop an annual budget in accordance with the SPIL and Resource Plan, works with the SILC to establish and ensure autonomy, and carries out other duties as necessary to ensure compliance with federal and state requirements.

4.5 State Imposed Requirements

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

* State law, regulation, rule, or policy relating to the DSE’s administration or operation of IL programs
* Rule or policy implementing any Federal law, regulation, or guideline that is beyond what would be required to comply with 45 CFR 1329
* That limits, expands, or alters requirements for the SPIL

Not Applicable

4.6 722 vs. 723 State

Check one:

\_\_X\_\_ 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 Nevada SILC is established through an Executive Order signed by Governor Sandoval September 5, 2017. The Order establishes the SILC as a council that may be incorporated as a private, non-profit entity, but not as an entity within a State agency. Currently, the SILC is not established as a non-profit; so, Aging and Disability Services Division, the current DSE, under the Nevada Department of Health and Human Services distributes the SILC’s Part B federal grant, working closely with the SILC to ensure an expedient process. Members are Governor-appointed by SILC endorsement and per the new SILC indicators and assurances (est. 2017) the DSE formally agrees to the SILC’s autonomy by signing this document.**

5.2 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.

**The SILC’s resources will support the daily needs of the Council for personnel, operating expenses, travel and administrative fees. The total resources used each year, $101,615.10, will be used to support personnel, operating, travel and administrative costs. Additional DSE match funds will be used to supplement staff salaries once approval is completed by the SILC and DSE, as needed to cover merit increases and benefits according to State position classifications. Prior to the approval of the shift in match funds to be included in the SILC’s resource budget, the DSE will provide the match within the State’s Independent Living Program as they have done so over the last 4 years.**

Process used to develop the Resource Plan.

**Cost estimates were established by analyzing the previous three years’ worth of resource spending along with the estimated known changes in office rent, salaries for staff, travel and operating expenses related to the new objectives. This funding is automatically drawn down through internal State processes and reported to the SILC quarterly. Travel is reimbursed by submitting a State reimbursement request and any relevant receipts through a travel clerk. Council members may request a travel advance instead of reimbursement, provided they refund the State any excess funds within 30 days of returning from the trip.**

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

**The SILC follows all State fiscal process for reimbursements and advances according to Aging and Disability Services Division policies. These policies include timely payments in compliance with the new DSE Assurances.**

5.3 Maintenance of SILC

How State will maintain SILC over the course of the SPIL.

**The SILC has an established onboarding process that includes attending at least one meeting prior to applying for and being endorsed by the Council for appointment by the Governor’s Office. The SILC Executive Director and the DSE Representative work together to ensure communication with the Governor’s Office is maintained and appointments as well as resignations or removals are timely and appropriate. The application for appointment is available online and assistance is provided, if needed, in completing and submitting it.**

**Per the SILC bylaws established 4/5/2019 there is no minimum or maximum number of members required other than the federal guidelines of maintaining a majority of individuals with disabilities who do not work for either a center or the State, as voting members and at least one center director on the Council. This allows the SILC to recruit the necessary members to advance the SILC’s purpose in the most efficient way possible.**

**The Chairperson and Vice-Chairperson are appointed by the majority vote of current members, and all members are appointed by the Governor after recommendations have been made by the Council. The Chair must be a voting member of the SILC. In the event of a vacancy, the SILC will recruit a new member to ensure compliance with Section 705(b). The DSE will assist the SILC with recruitment actions as needed to ensure compliance with federal guidelines.**

**The SILC has an established policy regarding the removal of a Council member should there be a violation of the code of ethics or if they acquire 2 or more consecutive unexcused absences from scheduled meetings. All meetings are posted in advance according to Nevada open meeting law requirements and there are multiple means listed and available for contacting either a Council member, the Executive Director or the SILC staff to inform them of any absence in advance of a meeting. There is no limit to the time prior to a meeting in which notice must be given other than it being prior to the start of the meeting.**

**In the event a new Executive Director must be hired under State employment, the Council Chair, Vice Chair, and an additional SILC member will be members of the interview panel and will make the final determination regarding who will be hired for the position. The DSE will assist in posting the position, providing the SILC with a list of candidates who have applied, and onboarding for position training and benefit purposes. In the event the Chair or Vice Chair is unavailable to participate in the hiring process, another Council member may serve on their behalf. The DSE will not supervise, direct or otherwise exercise any authority over the Executive Director regarding any SILC business once hired. This ensures SILC autonomy from the State agency. The DSE will advise and correspond with the SILC Chair and Executive Director regarding any State policies and/or procedures that pertain to State employment benefits and statutory and training requirements of State employees only in regard to his/her supervision. Secretarial staff support will be provided by the DSE to take meeting minutes, arrange travel, and maintain files for the SILC, as needed and will remain under the Executive Director’s supervision according to SILC indicators and assurances by ACL.**

**The Federal Part B money will be dispensed as the SILC directs in accordance with the State Plan for Independent Living and per ADSD and State policy. If there is a concern from the DSE that SILC is not expending funds appropriately, a resolution will be determined within the allowable time period for expending such funds so that no Part B dollars are unobligated according to the federal grant period.**

**Section 6: Legal Basis and Certifications**

* 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 Nevada Aging and Disability Services Division.

Authorized representative of the DSE Dena Schmidt, Administrator.

* 1. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

* 1. 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:

6.4 Authorizations

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

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

6.4.c. State/DSE operation and administration of the program is authorized by the SPIL.

(Yes/No)

**Section 7: DSE Assurances**

Dena Schmidt acting on behalf of the DSE NV Aging and Disability Services Division located at 3416 Goni Road, D-132, Carson City, NV 89706, [dschimdt@adsd.nv.gov](mailto:dschimdt@adsd.nv.gov), 775-687-4210 *45 CFR 1329.11* assures that:

7.1. The DSE acknowledgers 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 Subchapter B for administrative expenses;

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 want 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 Subchapter 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 Subchapter 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.

Dena Schmidt, Administrator

Name and Title of DSE director/authorized representative

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

8.1 Assurances

(name of SILC chairperson) acting on behalf of the SILC (Insert name of SILC) located at (insert address, phone number, and e-mail address) *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;
3. The SILC terms of appointment adhere to the Act;
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;
   1. The SILC must inform the DSE if it chooses to utilize DSE staff;
   2. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.
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.

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.

1. STATE INDEPENDENT LIVING COUNCIL INDICATORS. –
2. SILC written policies and procedures must include:
   1. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
   2. A method foridentifying and resolving actual or potential disputes andconflicts of interest that are in compliance with State and federal law;
   3. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
   4. 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);
   5. 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;
      1. “Executive Session” meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
      2. Agendas for “Executive Session” meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
   6. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;
   7. 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
   8. 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).
3. The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
4. The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center’s SILC training curriculum.
5. The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
   1. 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.
   2. Allmeetings 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);
   3. 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);
   4. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
      1. proximity to public transportation**,**
      2. physical accessibility, and
      3. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.
   5. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.
6. The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:
   1. 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.
7. The SILC State Plan resource plan includes:
   1. Sufficient funds received from:
      1. Title VII, Subchapter B funds;
         1. If the resource plan includes Title VII, Subchapter B funds, the State Plan provides justification of the percentage of Subchapter B funds to be used if the percentage exceeds 30 percent of Title VII, Subchapter B funds received by the State;
      2. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;
      3. Other public and private sources.
   2. 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:

Name of SILC chairperson

Signature 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 (name of SILC) 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, (year)

SIGNATURE OF SILC CHAIRPERSON DATE

NAME OF SILC CHAIRPERSON

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

NAME OF CIL DIRECTOR

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

NAME OF CIL DIRECTOR

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

NAME OF CIL DIRECTOR

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

NAME OF CIL DIRECTOR

(INSERT ADDITIONAL CILS AS NEEDED)

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