

State: WASHINGTON

# **DRAFT**

## **STATE PLAN FOR INDEPENDENT LIVING (SPIL)**

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

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM  
PART B**

**CENTERS FOR INDEPENDENT LIVING (CIL) PROGRAM  
PART C**

**FISCAL YEARS 2020-2021**

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State of: Washington

## **PART I: Assurances**

### **Section 1: Legal Basis and Certifications**

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*

**YES**

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*

**YES**

1.3 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. *34 CFR 364.21(a)*

**YES**

1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*

**YES**

1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. *34 CFR 76.104; 34 CFR 80.11(c)*

**YES**

1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. *34 CFR 76.104(a)(4) and (8)*

**YES**

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to

receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson, and the Director WA State Division of Vocational Rehabilitation. 34 CFR 76.104(a)(5) and (6)

## **Section 2: SPIL Development**

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;
- The development and support of a statewide network of centers for independent living; and
- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities. *34 CFR 364.20(f)*

**YES**

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. *34 CFR 364.20(g)(1)*

**YES**

2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:

- appropriate and sufficient notice of the public meetings;
- reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
- public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. *34 CFR 364.20(g)(2)*

**YES**

2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. *34 CFR 364.20(h)*

**YES**

The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. *34 CFR 364.28*

**YES**

2.5 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. *34 CFR 364.20(e)*

**YES**

### **Section 3: Independent Living Services**

3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. *34 CFR 364.43(b)*

**YES**

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. *34 CFR 364.43(c)*

**YES**

3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

- The availability of the CAP authorized by section 112 of the Act;
- The purposes of the services provided under the CAP; and
- How to contact the CAP. *34 CFR 364.30*

**YES**

3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

**YES**

### **Section 4: Eligibility**

4.1 Any individual with a significant disability, as defined in *34 CFR 364.4(b)*, is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request

referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. *34 CFR 364.40(a), (b) and (c)*

**YES**

4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. *34 CFR 364.41(a)*

**YES**

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. *34 CFR 364.41(b)*

**YES**

## **Section 5: Staffing Requirements**

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. *34 CFR 364.23(a)*

**YES**

5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- With individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- In the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act. *34 CFR 364.23(b)*

**YES**

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *34 CFR 364.24*

**YES**

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *34 CFR 364.31*

**YES**

### **Section 6: Fiscal Control and Fund Accounting**

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. *34 CFR 364.34*

**YES**

### **Section 7: Recordkeeping, Access and Reporting**

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- The amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- The amount of that portion of the cost of the project or undertaking supplied by other sources;
- Compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- Other information that the commissioner determines to be appropriate to facilitate an effective audit. *34 CFR 364.35(a) and (b)*

**YES**

7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. *34 CFR 364.36*

**YES**

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. *34 CFR 364.37*

**YES**

## **Section 8: Protection, Use, and Release of Personal Information**

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). *34 CFR 364.56(a)*

**YES**



**Section 9: Signatures**

As the authorized signatories, we will sign, date and retain in the files of the state agency(ies) and the Statewide Independent Living Council the Part I: Assurances, 1-8, and the separate Certification of Lobbying forms ED-80-0013 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2019.

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SIGNATURE OF SILC CHAIRPERSON DATE

Keith James, WASILC Chair  
NAME OF SILC CHAIRPERSON

---

SIGNATURE OF DSU DIRECTOR DATE

Robert Hines, Director WA State Division of Vocational Rehabilitation  
NAME AND TITLE OF DSU DIRECTOR

N/A

---

SIGNATURE OF DIRECTOR OF THE SEPARATE DATE  
STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

N/A

---

NAME AND TITLE OF THE DIRECTOR OF THE SEPARATE STATE AGENCY FOR  
INDIVIDUALS WHO ARE BLIND

State of: Washington

## **PART II: Narrative**

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

#### 1.1 Goals and Mission – 34 CFR 364.42(b)(1)

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Mission: “People with disabilities in Washington State live independently and participate fully in their community.”

Goal 1: Advocacy: Washingtonians with disabilities receive necessary supports and services to become more independent in their community of choice.

Goal 2: Community Living: Washingtonians with disabilities receive the community based supports they need to live in the community with greater independence.

Goal 3: Network support, capacity, and sustainability: The Independent Living Network operates effectively, is adequately funded, and has the capacity to expand.

#### 1.2 Objectives – 34 CFR 364.42(a)(1) and (d); 34 CFR 364.32; 34 CFR 364.33

1.2A Specify the objectives to be achieved and the time frame for achieving them.

**Goal 1: Advocacy: Washingtonians with disabilities receive necessary supports and services to become more independent in their community of choice.**

**Objective 1.1**: Housing: Individuals with disabilities have access to integrated, affordable, and accessible housing within the community of their choice.

Activity 1.1.A: Advocate for integrated, affordable and accessible housing

Indicator 1.1.A.a: CILs and SILC will present or participate at 12 external housing seminars, legislative events, conferences or community events/meetings to educate participants on independent living needs of persons with disabilities and the need for integrated, affordable, and accessible housing.

Activity 1.1.B: Create awareness of housing accessibility issues to businesses, housing providers, developers, etc.

Indicator 1.1.B.a: SILC and 75% of CILs provide resources on home ownership, housing first, universal design, visit-ability, home modification, and other relevant services on their websites.

Activity 1.1.C: Create housing coalitions/partnerships regarding increasing housing opportunities for individuals with disabilities.

Indicator 1.1.C.a: Two housing coalitions/partnerships created regarding increasing housing opportunities for individuals with disabilities.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Washington Department of Housing; Washington Department of Aging and Disability Services; Aging and Disability Resource Centers; Area Agencies on Aging; Washington Workforce Commission (Fair Housing), local housing coalitions; Washington Veterans Commission; Disability of Rights Washington; Washington State Affordable Housing Corporation, Local Housing Authorities, other local and state agencies and organizations

**Funding Sources:** Title VII Part B; Title VII Part C; Program Funds; Unrestricted Funds

**Objective 1.2:** Transportation: Individuals with disabilities have access to integrated, affordable, and accessible transportation in their community.

Activity 1.2.A: Advocate and provide information and education on transportation options both locally and statewide.

Indicator 1.2.A.a: CILs and SILC will present and/or participate at 12 external transportation seminars, legislative events, conferences or community events/meetings to educate participants on independent living needs of persons with disabilities and the need for integrated, and accessible transportation.

Indicator 1.2.A.b: At least 75% of CILs provide at least 1 presentation to individuals with disabilities, including youth per month.

Activity 1.2.B: Host meeting with partners regarding transportation issues for people with disabilities across the state.

Indicator 1.2.B.a: SILC and CILs coordinate at least one transportation forum with individuals with disabilities, youth with disabilities and partners.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Washington State Department of Transportation, Disability Rights WA, The Arc, Dept. of Aging and Disability Services, other local and state agencies and organizations

**Funding Sources:** Title VII Part B; Title VII Part C

**Goal 2: Community Living: Washingtonians with disabilities receive the community based supports they need to live in the community with greater independence.**

**Objective 2.1:** Emergency Preparedness: State and local emergency management departments and community partners include individuals with disabilities in all aspects of planning, responses, and recovery of emergency preparedness.

Activity 2.1.A: CILs provide information about personal emergency preparedness

Indicator 2.1.A.a: 75% of CILs will provide emergency preparedness information or training to individuals with disabilities including youth with disabilities.

Activity 2.1.B: Coalition of Inclusive Emergency Planning (CIEP) Manager provides technical assistance on access and function needs and builds network and awareness on emergency preparedness, disaster, and recovery.

Indicator 2.1.B.a: CIEP holds networking/informational meetings annually; 4 activities

Indicator 2.1.B.b: CIEP gives presentations; 6 activities

Indicator 2.1.B.c: CIEP provides technical assistance to emergency managers; 2 activities.

Indicator 2.1.B.d: CIEP conducts outreach to underserved areas; 3 activities

Indicator 2.1.B.e: CIEP manager provides technical assistance to 3 organizations. This may include emergency management plans, developing disability advocacy groups, and/or working with statewide organizations.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** State Emergency Management Department; Office of the Deaf and Hard of Hearing, Federal Emergency Management Agency, Red Cross, and other local and state agencies and organizations who are stakeholders in this process such as , DD, mental health, county and public health, HUD, veterans, etc.

**Funding Sources:** Title VII Part B; Title VII Part C

**Objective 2.2:** Advocate for the inclusion of independent living philosophy in work readiness programs at the state and local level.

Activity 2.2.A: Advocate for the inclusion of independent living philosophy in work readiness programs at the state and local level.

Indicator 2.2.A.a: Advocate for the inclusion of independent living philosophy in work readiness programs at the state and local level. 6 activities

Indicator 2.2.A.b: SILC participate in WSRC and Blind SRC

Indicator 2.2.A.c: At least one CIL and the SILC will participate at GCDE quarterly meetings.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Dept. of Vocational Rehabilitation, Dept. Services for the Blind, Work Source, and other local and state agencies and organizations who are stakeholders in this process such as , DD, mental health, county and public health, HUD, veterans, etc.

**Funding Sources:** Title VII Part B; Title VII Part C

**Objective 2.3:** Individuals with disabilities from underserved and unserved populations will have increased access to Independent Living Services from a Center for Independent Living or Department of Services for the Blind.

Activity 2.3.A: Advocate and provide information and education on Independent Living Philosophy and Services to underserved and unserved populations.

Indicators 2.3.A.a: Two coalitions/partnerships created regarding increased access to Independent Living Services for individuals with disabilities who are unserved and underserved.

Indicator 2.3.A.b: CILs and/or SILC will host and/or attend 12 outreach events targeting unserved and underserved populations.

**Goal 3: Network support, capacity, and sustainability: The Independent Living Network operates effectively, is adequately funded, and has the capacity to expand.**

**Objective 3.1:** People with disabilities have access to affordable & accessible housing.

Activity 3.1.A: CIL Director(s) presentations at each SILC quarterly meeting.

Indicator 3.1.A.a: CIL presentations given at SILC quarterly meeting; 4 activities

Activity 3.1.B: CIL Directors and SILC annually meet for professional development and/or share best practices.

Indicator 3.1.B.a: SILC/CILs have 1 collaborative meeting

Activity 3.1.C: SILC produces annual IL Network brochure as marketing collateral for the SILC and CILs.

Indicator 3.1.C.a: SILC develops and produces annual IL Network brochure. Distributes to CILs and SILC members

Indicator 3.1.C.b: SILC/CILs distribute IL Network brochure in outreach and advocacy; 12 activities

Activity 3.1.D: Increase awareness in disability community of IL Philosophy and disability advocacy.

Indicator 3.1.D.a: SILC promotes IL philosophy/disability voice to community partners; 12 activities

Indicator 3.1.D.b: CILs promote IL philosophy/disability voice to community partners; 12 activities

Indicator 3.1.D.c: SILC to develop marketing plan with content to educate Washingtonians about IL philosophy, IL network, and SILC/CIL functions

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Dept. of Vocational Rehabilitation, Dept. Services for the Blind, Work Source, and other state and other local and state agencies and organizations who are stakeholders in this process such as , DD, mental health, county and public health, HUD,

veterans, etc.

**Funding Sources:** Title VII Part B; Title VII Part C

**Objective 3.2:** Peer Review Development

Activity 3.2.A: Develop peer review plan and process.

Indicator 3.2.A.a: Convene at least 3 meetings between SILC/CIL/DSE to discuss and develop peer review plan.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Dept. of Vocational Rehabilitation, Dept. Services for the Blind, and other stakeholders

**Funding Sources:** Title VII Part B; Title VII Part C

**Objective 3.3:** Statewide Consumer Survey Evaluation Plan Development

Activity 3.3.A: Develop a Statewide consumer survey evaluation plan

Indicator 3.3.A.a: Convene at least 2 meetings between SILC and CIL Directors to discuss and develop statewide evaluation plan.

**Lead Organizations:** CILs and WASILC

**Potential Partners:** Individuals with disabilities

**Funding Sources:** Title VII Part B; Title VII Part C

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under Title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts;

Specific Washington State unserved or underserved IL populations targeted for outreach efforts include; youth, the Deaf and hard of hearing, mental health, cognitive, blind and low vision and minority groups as determined by the region or community. The Washington State Independent Living Council and the Network of Centers for Independent Living recognizes that all counties and areas currently served by a Center for Independent Living are underserved. Due to stagnant Federal funding and no State funding the Independent Living needs in their service areas are greater than the resources and capacity available to the Centers for Independent Living in Washington.

The Centers for Independent Living have worked to diversify their funding sources and secure private sources of funding, but all of the Centers for Independent Living in

Washington rely on federal and state sources for their base funding. It is imperative for the Network to secure additional funding to ensure they can meet the needs and serve the counties and populations within their current service areas and priorities. The fact remains that as long as the Network continues to be underfunded, the current Network's service areas and populations will also continue to be underserved.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside; and

Of Washington State's 39 counties, all are underserved and 18 (Clallam, Jefferson, Grays Harbor, Pacific, Mason, Wahkiakum, Cowlitz, Clark, Skamania, Klickitat, Benton, Walla Walla, Columbia, Franklin, Adams, Ferry, Pend Oreille) are unserved with no Independent Living Center assigned. To target one or more geographic regions seems disingenuous, because of the expanse of the state and the relatively small areas that are routinely covered by the IL staff members. We know that we need to find new ways to reach out to more communities and find ways to bring services to individuals with disabilities living 50 or more miles away from a center for independent living or its satellite. CILs will be encouraged to give consideration to outreach to individuals residing in counties that document less than 3% of contribution to the 704 report data of individuals served.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

Each Center for Independent Living outreach plans include specific methods of outreach to unserved and underserved populations within their coverage areas.

The IL Network in Washington State is focused on demonstrating the need and benefit of IL services and receiving the funding and supports needed to provide current and expanded Independent Living Services for underserved and unserved areas. This will be achieved through expanded partnerships with existing service providers and established entities in unserved or underserved areas as well as exploring the use of technology to bridge service gaps. In addition, by also focusing on new funding opportunities and improving communication to policymakers and funders the current successes, the State Plan for Independent Living hopes to encourage efforts to expand financial resources to reach these populations

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

### 1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent

possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

**Year 1 – 2017 Approximate Funding Amounts and Uses**

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		365,000		
Title VII Funds Chapter 1, Part C			1,573,000	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)		674,000		
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal funds - other	254,000			
Non-Federal funds - State funds		41,000		
Non-Federal funds - Other				
Total	254,000	1,484,000	1,573,000	0

**3B Financial Plan Narratives**

1.3B (1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Part B funds support the framework through which the State Plan for Independent Living objectives are realized. Specific State Plan for IL objectives are delineated for the CILs and younger blind program in Objective 2.3. Part B funds support the IL services for Washington. Part C Funds are provided directly to each CIL that serves Washingtonians.



1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Each Washington CIL receives 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 (with the designated state match) through contract with the Washington Division of Vocational Rehabilitation, based on capacity of the CIL, to provide IL services to disability communities statewide including but not necessarily limited to youth. 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.

Title VII, Part B federal funding is distributed to the CILs by the DSE through a contract/grant process per the Goals and Objectives and 1.3 Financial Plan in the SPIL. The contract/grant process requires a clear and measurable statement of work based on objectives identified in the SPIL using the following priority:

- Current CILs that have existing Part B funded projects that comply with state and federal financial and program standards shall be funded at the same level as the prior year according to available funds. Projects may remain the same or change based on approved SPIL objectives;
- Current activities identified in SPIL objectives provided through entities other than CILs will be funded at a rate identified in the SPIL resource plan through contract/grant with the DSE.

The Department of Services for the Blind (DSB) IL programs receive funding through the following sources: Title VII Chapter 2 Older Individuals who are blind from the Rehabilitation Services Administration to serve individuals age 55 and older; Title VII Chapter 1 Part B. Title VII Chapter 1 Part B funds serve adults under age 55 who are not seeking employment. DSB provides state match required for federal Independent Living funding for Title VII Chapter 1 Part B and Chapter 2. If available, DSB also will use Social Security reimbursement funding from the DSB Vocational Rehabilitation Program.

The SILC is funded entirely by DVR through Title I of the Vocational Rehabilitation Act. In FY2018, Washington State IL programs were funded in the following approximate amounts: Title VII Chapter 1 Part C, \$1,573,000; Title VII Chapter 1 Part B, \$365,000; Title VII Chapter 2, \$674,000; Other federal funds, \$25,000; state funds, \$41,000.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

The Division of Vocational Rehabilitation provides website support and other services to support the SILC resource plan.

1.3B (4) Provide any additional information about the financial plan, as appropriate.

A 10% state match, from Washington State general funds is required with Title VII, Part B funding.

As indicated in the objectives above, the SILC will continue to seek additional funding to support any and all aspects of independent living in the state as the opportunity arises. The possible amounts are unknown at this time, but resource development is considered an important part of this plan whether it be to continue existing project funding or acquiring resources for new projects that follow IL philosophy and further the IL services available in the state.

### 1.3 Compatibility with Chapter 1 of Title VII and the CIL Work Plans – 34 CFR 364.42(c) and (e)

#### 1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

Listed below are the goals and objectives and how they are consistent with and further the purpose of Chapter 1 - Title VII of the Act:

Goal 1: Advocacy: Washingtonians with disabilities receive necessary supports and services to become more independent in their community of choice. Objectives 1.1 and 1.2 are designed to increase access to affordable, integrated, and accessible housing and transportation. These objectives will promote the Independent Living Philosophy of peer support, self-help, self-determination, transition, equal access, and individual and system advocacy. They also promote the importance of providing, improving and expanding IL services.

Goal 2: Community Living: Washingtonians with disabilities receive the community based supports they need to live in the community with greater independence. Objective 2.1 is designed to increase individual awareness and preparedness in case of an emergency or disaster. This objective also supports systemic change in emergency planning and coordination through the statewide network and promotes the IL philosophy. Objective 2.2 is designed to increase access to competitive, integrated employment through IL philosophy advocacy with employment agencies and organizations. These objectives promote improved working relationships between the SILC, CILs, rehabilitation and other service providers, government agencies, private organizations, and the general public. Objective 2.3 is designed to provide the five core services for underserved and unserved populations of individuals identified as racial minorities, individuals with disabilities, individuals in particular counties, and youth.

These objectives also maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities, and promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of society.

Goal 3: Network support, capacity, and sustainability: The Independent Living Network operates effectively, is adequately funded, and has the capacity to expand. Objective 3.1 is

designed to promote the development of the IL network, educate on the IL philosophy, and increase capacity through visibility. The capacity building is both internal, SILC and CILs, and external, with existing partnerships and educating new stakeholders about IL. Objective 3.2 is designed to promote the IL philosophy and sustainability from peer to peer support by developing a peer review process. Objective 3.3 is designed to build capacity and provide a feedback loop through consumer evaluation.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The SPIL committee started meeting in March 2018 to discuss the prior SPIL and have in-depth conversations around how the CILs current work plan and the SPIL overlap. All Center directors are represented in the SILC and included in the SPIL Committee meetings. They contributed substantially to developing SPIL goals, objectives and activities.

A SPIL Committee of the SILC was established and included all five Center Directors and one SILC member. This group met monthly from March through August and then twice a month starting in September. The SPIL Committee held a two day summit in November and a one day summit in February 2019. Starting in March 2019 the SPIL committee met at least twice a month or more if need be to incorporate public comments, and SILC, DVR, DSB review of the SPIL. The first SPIL draft was reviewed at the April SILC meeting.

Eight public forums were held throughout the state from September to December and two surveys were on the SILC website soliciting public input. One survey for people with disabilities, families, and caretakers and one survey geared towards service providers. Six forums were held in collaboration with centers. Two forums were held in Vancouver and Kennewick where there are currently not centers. Centers and SILC staff- promoted the forums and Centers took the lead when forums were in their community. In Vancouver, SILC staff and a Center Director led the forum. In Kennewick a SILC member and SILC staff led the forum. We also used input given at panel discussions and public comments from the SILC quarterly meetings for the past three years. Center directors and staff provided input, along with the community, on SPIL goals and objectives. Information from these comments was used to refine SPIL activities.

1.4 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the CILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

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 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, and Juvenile Justice Center.

The SILC is responsible for the review and implementation of the Plan. The SPIL Committee will convene with SILC member(s) 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, DSE, and other agencies and organizations.

There are four Washington CILs (with two satellite CILs) and one Idaho CIL serving 21 of the 39 counties in Washington State. The CILs develop relationships at the local level and will 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 Commission, 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.

### 1.5 Coordination of Services – 34 CFR 364.27

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

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 and para-transit transportation providers, Veterans' programs, and financial assistance programs including Social Security benefits, , and peer and advocacy organizations. IL services provided by CILs are very different from those provided by the DSB ILSP and 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 individual's unique IL needs.

The primary objective of local coordination is to demystify service delivery processes for everyone, to streamline service delivery whenever possible, to ensure that services are not duplicated, and to get what is needed for clients. SILC members and staff, as well as CILs educate other service providers about the importance of IL services provided under the IL philosophy.

Systemic issues like accessible transportation and housing, lack of resources and information, and continuing or finding services for transition aged youth identified as a critical need during the SPIL public forums. These systemic and educational issues are identified and will be address in the following objectives;

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 1.2B. 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 using strategies described in Objective 2.3.

The SILC will maintain organization and Board memberships for the specific purpose of coordinating activities and exchanging information. These include: the State Rehabilitation Council, Rehabilitation Council for the Blind, Washington Assistive Technology Act Program and Washington Access Fund, Governor's Committee on Disability Issues and Employment, and other organizations or boards consistent with SPIL initiatives.

## 1.6 Independent Living Services for Individuals who are Older Blind – 34 CFR 364.28

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

Services for the Blind uses Part B funds to provide IL skills training services adults, under age 55, who are not seeking employment. The Chapter 2 OBP serves adults age 55 and older. Both programs provide training in adaptive skills for vision loss, adjustment counseling, low vision aids and devices, and information/referral.

The DSB Younger Blind and Older Blind programs collaborate with Washington Assistive Technology Act Program to coordinate high tech device demonstration and loan to ILSTP and OBP clients; the programs also collaborate with the iCanConnect Program to provide training and communication devices to individuals who are deaf-blind. Services for the Blind participates actively in most SPIL initiatives. Their services are structured differently from those offered by centers, but are, nevertheless, valued by the communities they serve.

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

### 2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

<b>Table 2.1A: Independent living services</b>	<b>Provided by the DSU (directly)</b>	<b>Provided by the DSU (through contract and/or grant)</b>	<b>Provided by the CILs (Not through DSU contracts/ grants)</b>
Core Independent Living Services - Information and referral	No	Yes	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	Yes	Yes
Core Independent Living Services -	No	Yes	Yes

Individual and systems advocacy			
Counseling services, including psychological, psychotherapeutic, and related services	No	Yes	Yes
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)	No	Yes	Yes
Rehabilitation technology	No	Yes	Yes
Mobility training	No	Yes	Yes
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	Yes	Yes
Personal assistance services, including attendant care and the training of personnel providing such services	No	No	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	Yes
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	No	Yes	Yes
Education and training necessary for living in the community and participating in community activities	No	Yes	Yes
Supported living	No	No	Yes

Transportation, including referral and assistance for such transportation	No	Yes	Yes
Physical rehabilitation	No	No	No
Therapeutic treatment	No	No	No
Provision of needed prostheses and other appliances and devices	No	No	No
Individual and group social and recreational services	No	No	Yes
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	No	Yes	Yes
Services for children with significant disabilities	No	Yes	Yes
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	Yes	Yes	Yes
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	Yes	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	Yes	Yes
Other necessary services not inconsistent with the Act	No	Yes	Yes

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.



The State Plan for Independent Living Goals and Objectives have identified the following services as priorities during FFY2020-21 to address some of the issues, populations, and areas as targeted for outreach:

- Increased Systems Advocacy (Objective 1.1, 1.2, 2.1, 2B, 3.1)
- Services to unserved and underserved populations (Objective 2.3)
- Emergency Preparedness (Objective 2.1)
- Competitive Employment (Objective 2.2)
- Provide five core services (Objective 2.3)

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

N/A

## 2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

The Title VII Chapter 2 Department of Services for the Blind Independent Living Services Training Program DSB Younger Blind Program (YBP) and Older Blind Program (OBP) is managed entirely through contracts with third parties. Administration of the DSB YBP and OBP is sub-granted to the University of Washington Center for Technology and Disability Studies. Services are delivered statewide through contracts with qualified service providers.

Services for the Blind provides IL services to individuals under age 55 using Title VII Chapter 1 Part B IL funds, and Social Security Reimbursement funds provided by the VR program. The Part B services are provided by DSB staff.

DVR contracts with CILs using Title VII Chapter 1 Part B IL funds for IL services that support SPIL initiatives. DVR may also purchase IL services from CILs or other providers when those services are necessary for a VR customer to achieve an employment outcome.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

N/A

### **Section 3: Design for the Statewide Network of Centers**

#### **3.1 Existing Network – 34 CFR 364.25**

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

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 (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 SCIL, Spokane service region.

Washington CILs and the counties they serve:

- Alliance of People with DisAbilities - Seattle (King County), SPIL Signatory
- Alliance of People with DisAbilities - Bellevue (East King County), SPIL Signatory
- Center for Independence - Marysville (Island, San Juan, Snohomish, Skagit, and Whatcom Counties.)
- Center for Independence - Lakewood (South King, Pierce, Thurston, Counties)
- Central Washington Disability Resources - Ellensburg (Chelan, Douglas, Grant, Kittitas, Yakima Counties), SPIL Signatory
- Spokane Center for Independent Living - Spokane (Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties), SPIL Signatory
- Disability Action Center - NW, Inc. - Moscow, ID (Asotin, Garfield, and Whitman Counties.), SPIL Signatory

#### **3.2 Expansion of Network – 34 CFR 364.25**

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The CILs report that the minimum funding level to sustain operations for a CIL to provide the five core services is \$530,000, in agreement with the National Council on Independent Living (NCIL) resolution passed in July, 2015, 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 \$530,000 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:** Any increases in Part B funds above COLA levels will be distributed equally to Part B funded CILs up to the minimum funding level of \$530,000. 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 \$530,000 minimum funding level for each CIL, potential expansion options will be determined by the SPIL Committee Expansion Guidelines.

**PART C INCREASES:** Any increases in Part C funds above COLA levels will be distributed equally to Part C funded CILs up to the minimum funding level of \$530,000. 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 \$530,000 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
- That plan of action will be presented to the SILC for approval.
- The DSE will be notified of the plan of action and 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.

### 3.3 Section 723 States Only – 34 CFR 364.39

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

#### **Section 4: Designated State Unit (DSU)**

##### 4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

- Refer to the SPIL Instructions for additional information about administrative support services.

Administration of Part B dollars (through contract) from DVR to CILs.

Title VII Part B audits and related technical assistance for all CILs receiving Part B funds through contract with DVR.

##### 4.1B Describe other DSU arrangements for the administration of the IL program, if any.

DVR funds the SILC resource plan which includes 2 FTE for SILC administrative staff and support for activities of the SPIL.

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

##### 5.1 Resource plan – 34 CFR 364.21(i)

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

The SILC resource plan allocation is \$254,000 for the year, funded entirely by Title I VR. The resource plan includes 2 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. Each SPIL initiative will have a small working budget for travel and approved activities.

5.1B Describe how the following SILC resource plan requirements will be addressed:

- The SILC’s responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

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 is to submit 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.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

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.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

The 2020-2021 SPIL financial tables were developed based on realistic yet conservative revenue and expense projections, with consideration of historical data combined with current information. They assume that no more than 10% of the IL service delivery resources are available to implement SPIL objectives. The 2020-2021 SPIL goals and objectives were developed based on criteria that included careful consideration of the likelihood of an actual positive impact, based on what is realistically feasible to accomplish with our moderate funding and staffing levels.

The SPIL goals and objectives were also developed based on the belief that the best use of fluctuating, limited funds is continued advocacy/education activities and continued support of Washington State’s Network of CILs. Collaboration is an ongoing priority since it

maximizes efforts and limited resources. Based on conservative budget figures and developing SPIL goals and objectives within our financial and staffing means, the SILC resource plan is consistent with the existing resources expected to be allocated during the course of the one year SPIL period.

## 5.2 Establishment and Placement – 34 CFR 364.21(a)

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies.

- Refer to the SPIL Instructions for more information about completing this section.

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 SILC is situated in separate space from DVR. The Executive Director and staff are state employees, hired by the SILC. The Executive Director is supervised by the SILC and the Executive Director supervises staff.

## 5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b).

- Refer to the SPIL Instructions for more information about completing this section.

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.

#### 5.4 Staffing – 34 CFR 364.21(j)

Describe how the following SILC staffing requirements will be met:

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

SILC supervision and evaluation: The SILC Executive Director and the SILC Executive Assistant are exempt 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 of ED reviews and personnel issues, but the SILC maintains oversight, management, and evaluation responsibilities. The SILC Executive Committee monitors and evaluates the SILC Executive Director, and with input from SILC members.

SILC Administrative Assistant: 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 also 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.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office that would create a conflict of interest while assisting the SILC in carrying out its duties.

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).

## **Section 6: Service Provider Requirements**

Describe how the following service provider requirements will be met:

### 6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

Contract monitoring: Washington CILs receive Part B funding along with other individualized funding through contracts with Washington State. Each CIL is required to maintain compliance with contract requirements, including compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific federal requirements noted in this section regarding personnel administration, personnel development, non-discrimination and effective communication, and affirmative action. DVR staff and the SILC ED review contract compliance on an ongoing basis per the peer review process in Objective 3.2.

704 review: All Washington CILs are required to prepare annual 704 reports, and submit a copy to the SILC. The SILC reviews all CIL 704 reports for significant accomplishments, barriers encountered, implementation of IL philosophy, outreach to underserved and unserved populations, and identified training needs. This information and data will be used to further the IL Network.

Technical assistance: DVR provides ongoing technical assistance to CILs as needed with contract reports, and/or CIL requests. Other input or inquiries about CILs may be referred to the SILC Executive Director WASILC, or CAP. Depending on the nature of

the input, concerns may cause a state review team to initiate further research via an on-site review, request for an audit, or involvement of appropriate contract, legal, public relations, or other departments within DVR.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described above) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding non-discrimination and effective communication.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described above) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding non-discrimination and effective communication

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described above) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding non-discrimination and effective communication

## 6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

Each CIL is required to maintain compliance with contract requirements (described in Section 6.1), including compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific federal requirements noted in this section regarding financial administration. Section 6.1 also describes the review of CIL 704 reports and available technical assistance applicable to this section.

### 6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific requirements in this section regarding record maintenance and disclosure.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific requirements in this section regarding record maintenance and disclosure.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific requirements in this section regarding record maintenance and disclosure.

### 6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific requirements in this section regarding eligibility for IL services of any individual with a disability.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific requirements in this section regarding eligibility for IL services of any individual

with a disability.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding eligibility for IL services of any individual with a disability.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding eligibility for IL services of any individual with a disability.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Contract/grant compliance reviews, peer review, SILC review of CIL 704 reports, and technical assistance (described in section 6.1) are used to assure that CILs are in compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific requirements in this section regarding eligibility for IL services of any individual with a disability.

#### 6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

Each CIL is required to maintain compliance with contract requirements (described in Section 6.1), including compliance with the Rehabilitation Act's Section 725 Standards and Assurances and the specific federal requirements noted in this section regarding Consumer Service Records, and Independent Living Plans. Section 6.1 also describes the review of CIL 704 reports and available technical assistance applicable to this section.

#### 6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

Each CIL is required to maintain compliance with contract requirements (described in Section 6.1), including compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific federal requirements noted in this section regarding notice about the Client Assistance Program. Section 6.1 also describes the review of CIL 704 reports and available technical assistance applicable to this section.

#### 6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Each CIL is required to maintain compliance with contract requirements (described in Section 6.1), including compliance with the Rehabilitation Act’s Section 725 Standards and Assurances and the specific federal requirements noted in this section regarding implementation of policies and procedures to safeguard client information. Section 6.1 also describes the review of CIL 704 reports and available technical assistance applicable to this section.

### **Section 7: Evaluation**

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program. 34 CFR 364.38.

#### Implementation Plan:

The SILC is responsible for the review and implementation of the Plan. The SPIL Committee will convene with SILC member(s) 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, DSE, and other agencies and organizations. Washington State Independent Living Council (WASILC) Staff will compile the data and this will be reported to the WASILC and Centers for Independent Living (CILs) on a semi-annual basis. Evaluation finding will be used to discuss needed improvements, revisions, or changes to the State Plan. Information and data on participation, resources, and activities underway will be collected from State Plan for Independent Living partners in the IL Network.

#### Progress on Objectives Plan:

The evaluation of progress on objectives of the State Plan will be performed by the WASILC on a quarterly basis. Evaluation finding will be used to discuss needed improvements, revisions to objectives or indicators. Information and data will be evaluated for each

objective, its corresponding activities, and indicators as appropriate as it is received from State Plan for Independent Living partners in the IL Network. A summary of the conclusions and finding will be posted online via the WASILC website for viewing by the public. The findings will be used to make recommendations for service delivery improvements and systemic changes.

Consumer Satisfaction Plan:

The evaluation of consumer satisfaction on a statewide basis will be developed per Objective 3.3 to 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.

**Section 8: State-Imposed Requirements**

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)

N/A