

# STATE PLAN FOR INDEPENDENT LIVING (SPIL) FOR VIRGINIA FOR 2017-2019

**APPROVED BY THE ACL**

**SEPTEMBER 1, 2016**

## **General Information**

Designated Agency Identification

State: Virginia

Agency: Virginia Department of Rehabilitative Services

Plan for: 2017-2019

Submitted in fiscal year: 2016

## **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.

Virginia Department for Aging and Rehabilitative Services

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.

N/A

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.

Virginia Statewide Independent Living Council

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. 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. 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. 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 is James A. Rothrock, Commissioner.

## **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;

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.

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. 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.

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. Yes

2.5 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. Yes

2.6 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. 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. 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. 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.

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. 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. 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. 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. 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. 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, 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.

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. 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. 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. 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.

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. 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. 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).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 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, 2016.

### **Section 9: Signature for SILC Chairperson**

Name: Lauren Snyder Roche

Title: Virginia SILC Chairperson

Signed- Yes

Date signed05/20/2016

Section 9: Signature for DSU Director

Name James A. Rothrock

Title Commissioner

Signed- Yes

Date signed05/25/2016

### **Section 9: Signature for Separate State Agency for Individuals Who Are Blind**

Is there a Separate State Agency for Individuals Who Are Blind- No

Name/A

Title

Signed- No

Date signed

# **PART II: NARRATIVE: SECTION 1 - GOALS, OBJECTIVES AND ACTIVITIES**

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

### **1.1 Goals and Mission**

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.

Goal Name: Mission of the VASILC

Goal Description:

The Virginia Statewide Independent Living Council will promote policies, programs and activities to maximize independence of people with disabilities by: developing, monitoring, reviewing and evaluating the State Plan for Independent Living; supporting and expanding the state network of Centers for Independent Living; creating a culture for full integration and independence, advocating systems change for full access and equality in community life; educating policy makers and stakeholders about the importance of independent living, developing a strategy for collaboration among stakeholders in the disability community; leading to full inclusion and independence of people with disabilities in the Commonwealth.

Goal Name: Mission of Virginia Association of Centers for Independent Living (VACIL)

Goal Description:

People with disabilities will have a community-based, consumer-directed service delivery system.

Goal Name: Mission of the Department for Aging and Rehabilitative Services (DARS) - DSE

Goal Description:

The Department for Aging and Rehabilitative Services, in collaboration with community partners, provides and advocates for resources and services to improve the employment, quality of life, security, and independence of older Virginians, Virginians with disabilities, and their families.

Goal Name: Goal I

Goal Description:

The CIL network promotes and implements transition, the fifth core CIL service.

Goal Name: Goal II

Goal Description:

Culturally and linguistically diverse populations are more knowledgeable of CIL services and the IL philosophy.

Goal Name: Goal III

Goal Description:

The IL network supports the expansion of Independent Living Centers to all geographical areas of the state.

Goal Name: Goal IV

Goal Description:

Increased options for community-based living and integration are available to people with disabilities.

### 1.2 Objectives

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

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Goal I	<p>Objective 1.1 - The network of the CILs implements the fifth core service to ensure that people with disabilities have a smooth transition into the community or remain in the community.</p> <p>Measurable indicators:</p> <p>Number of CIL consumers who transitioned from a nursing facility</p> <p>Number of CIL consumers who were prevented from entering a nursing facility due to CIL services</p> <p>Number of youth consumers who received federally-defined transition services from the CILs</p> <p>Quarterly CIL reports about implementation activities</p> <p>Final report of best practices in providing the 5th core service</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>Part B Funding amounts allocated for CIL contracts:</p>	10/01/2016	09/30/2019

	<p>\$359,000 in Year 1; \$364,000 in Year 2 and \$369,000 in Year 3.</p> <p>Part B Funding amounts allocated for Coordination contract: \$15,000 in Years 1, 2 and 3.</p> <p>Timeframe for Interim Progress: Quarterly</p> <p>Activities:</p> <p>Year 1 - Developing, reviewing and awarding a grant application package and deliverables, e.g., transition from a nursing facility, prevention of entering into a nursing facility, and youth with disabilities transition services, for available Part B IL funding.</p> <p>IL Partner(s) Responsible: DARS</p> <p>Year 1 - Developing a grant application and deliverables to VACIL to coordinate the grant activities of the CILs and provide technical assistance.</p> <p>IL Partner(s) Responsible: DARS</p> <p>Years 1, 2, 3 - Developing, operationalizing, and documenting best practices in the fifth core service.</p> <p>IL Partner(s) Responsible: CILs, VACIL, SILC</p>		
<p>Goal I</p>	<p>Objective 1.2 - Prospective youth with disabilities are identified and targeted for outreach activities concerning the IL movement and philosophy.</p> <p>Measurable indicators:</p> <p>Number of youth who enroll as a NCIL or APRIL member</p> <p>Number of youth who attend the Annual Conference on Independent Living</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>One hundred percent of Part B funding expended in Years 1, 2, 3</p> <p>Part B Funding amounts allocated: \$3,800 in Years 1, 2, 3</p> <p>Timeframe for Interim Progress: Quarterly</p>	<p>10/01/2016</p>	<p>09/30/2016</p>



	<p>Activities:</p> <p>Years 1, 2, 3 - Identifying youth to become National Council on Independent Living (NCIL) or Association of Programs for Rural Independent Living (APRIL) members for one year, up to two youth referred by each CIL, using Part B funds to pay for the memberships.</p> <p>IL Partner(s) Responsible: CILs, SILC</p> <p>Years 1, 2, 3 - Identifying one youth from Virginia to attend the NCIL Conference in Washington, DC.</p> <p>IL Partner(s) Responsible: CILs, SILC</p>		
Goal II	<p>Objective 2.1 - The SILC will provide information about IL services to various demographics, addressing both cultural and linguistic needs.</p> <p>Measurable indicators:</p> <p>Number of languages utilized for website, materials and brochure content.</p> <p>Number of minority candidates identified for potential SILC membership.</p> <p>Number of nomination forms submitted to the Secretary of the Commonwealth to obtain identified appointments of individuals.</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>Fifty percent (50%) increase in the number of applications for consideration of appointment by minority candidates to the SILC, as reported by the Secretary of the Commonwealth.</p> <p>Timeframe for Interim Progress: Yearly.</p> <p>Activities:</p> <p>Years 1, 2, 3 - Providing the content of the SILC website, materials, and brochures in identified languages.</p> <p>IL Partner(s) Responsible: SILC</p> <p>Years 1, 2, 3 - Attending regional events with culturally</p>	10/01/2017	09/30/2019

	<p>diverse audiences to provide information about the SILC.</p> <p>IL Partner(s) Responsible: SILC, CILs</p> <p>Years 1, 2, 3 - Pursuing and identifying appointments of culturally and linguistically diverse candidates.</p> <p>IL Partner(s) Responsible: SILC, CILs, IL Community Partners</p> <p>Years 1, 2, 3 - Supporting and recommending culturally and linguistically diverse candidates to the Secretary of the Commonwealth for appointments.</p> <p>IL Partner(s) Responsible: SILC</p> <p>Year 1, 2 - Making available and participating in a webinar on cultural diversity for SILC membership.</p> <p>IL Partner(s) Responsible: SILC</p> <p>Years 1, 2, 3 - Producing posters for CILs to place in their lobbies so that consumers can indicate what language interpreter they might need.</p> <p>IL Partner(s) Responsible: SILC, CILs</p>		
<p>Goal II</p>	<p>Objective 2.2 - The Centers for Independent Living increase outreach efforts to identified culturally and linguistically diverse populations in their catchment areas.</p> <p>Measurable indicators:</p> <p>Number of consumers who are self-identified as culturally/linguistically diverse individuals</p> <p>Number of CIL staff who are fluent in languages other than English</p> <p>CIL 704 Annual Reports</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>A 10% increase in number of CIL consumers who are self-identified as culturally/linguistically diverse individuals</p> <p>Part B Funding amounts allocated: \$650 in Years 1,2,3</p> <p>Timeframe for Interim Progress: Quarterly</p>	<p>10/01/2017</p>	<p>09/30/2019</p>

	<p>Activities:</p> <p>Years 1, 2, 3 - Placing posters in the CIL lobbies so that consumers can indicate what language interpreter they might need.</p> <p>IL Partner(s) Responsible: CILs</p> <p>Years 1, 2, 3 - Comparing 704 CIL data with regional population statistics to identify populations for outreach.</p> <p>IL Partner(s) Responsible: SILC, CILs</p> <p>Year 1, 2, 3 - Participating in a webinar on cultural diversity for CIL staff.</p> <p>IL Partner(s) Responsible: CILs</p>		
Goal III	<p>Objective 3.1 - The Virginia Association of Centers for Independent Living (VACIL), in collaboration with the SILC, identifies an existing consumer-directed CIL that will provide guidance and mentoring in unserved geographical areas of the state, e.g., Planning Districts 13, 14, 17 and the lower part of 9.</p> <p>Measurable indicators:</p> <p>Number of CILs that provide input about the Planning Districts with the purpose of deciding on a targeted area.</p> <p>Number of CILs that submit a proposal in response to the RFP.</p> <p>Amount of Part B funds awarded to a CIL.</p> <p>Quarterly reports of activities from the CIL grantee.</p> <p>Number of organizations that are equipped to pursue funding at the end of Year 3.</p> <p>Geographical Scope: The lower part of Planning District 9.</p> <p>Part B Funding amounts allocated: \$25,000 in Year 1, \$20,000 in Year 2, \$15,000 in Year 3</p> <p>Three Year Performance Targets:</p> <p>Seventy percent (70%) of the CILs will provide input about unserved planning districts.</p>	10/01/2016	09/30/2019

	<p>One-hundred percent (100%) of Part B budgeted funds (\$60,000) will be expended by Year 3.</p> <p>Timeframe for Interim Progress: Quarterly</p> <p>Activities</p> <p>Year 1 - Obtaining input from the network of CILs about the IL needs within the Planning Districts and deciding on a targeted area.</p> <p>IL Partner(s) Responsible: DARS, VACIL</p> <p>Year 1 - Developing a Request for Proposal (RFP).</p> <p>IL Partner(s) Responsible: DARS</p> <p>Year 2 - Awarding Part B IL Funds to the grantee by mid-year.</p> <p>IL Partner(s) Responsible: DARS</p> <p>Year 2 - Awarding the continuation of funds.</p> <p>IL Partner(s) Responsible: DARS</p> <p>Years 2, 3 - Receiving ongoing reports from the grantee about progress and barriers.</p> <p>IL Partner(s) Responsible: DARS, SILC, CIL grantee</p> <p>Years 2, 3 - The SILC and VACIL will work together to define an acceptable base funding amount for a Center for Independent Living, based on all financial factors available.</p> <p>IL Partner(s) Responsible: SILC, VACIL</p> <p>Year 3 - Ensuring that there is a grassroots organization equipped to pursue local, state and/or federal funding to establish a CIL in the unserved area.</p> <p>IL Partner(s) Responsible: CIL grantee</p>		
Goal III	<p>Objective 3.2 - The SILC and the network of the CILs will raise awareness of the IL philosophy and services in geographically unserved and underserved areas.</p> <p>Measurable indicators:</p> <p>Number of individuals who live in the unserved areas</p>	10/01/2016	09/30/2019

	<p>identified to serve as potential SILC members.</p> <p>Number of nomination forms submitted to the Secretary of the Commonwealth to obtain identified appointments.</p> <p>Geographical Scope: Planning Districts 13, 14, 17 and the lower part of 9.</p> <p>Part B funds allocated: \$500 in Years 1,2,3</p> <p>Three Year Performance Target:</p> <p>Fifty percent (50%) increase in the number of applications for consideration of appointment to the SILC as reported by the Secretary of the Commonwealth.</p> <p>One hundred percent (100%) funds expended to provide financial support for the VACIL Annual Report.</p> <p>Timeframe for Interim Progress: Yearly.</p> <p>Years 1, 2, 3 - Providing financial support to the Virginia Association of Centers for Independent Living (VACIL) to develop, print, and disseminate their annual report, an outreach tool used to promote the IL philosophy and services.</p> <p>IL Partner(s) Responsible: VACIL, SILC</p> <p>Years 1, 2, 3 - Pursuing and identifying appointments of potential candidates who reside in unserved/underserved geographical areas.</p> <p>IL Partner(s) Responsible: SILC, CILs</p> <p>Years 1, 2, 3 - Supporting and recommending potential candidates who reside in unserved/underserved geographical areas to the Secretary of the Commonwealth for appointments.</p> <p>IL Partner(s) Responsible: SILC</p>		
Goal IV	<p>Objective 4.1 - The SILC works with the Department of General Services (DGS) to ensure that new and existing facilities are fully accessible to individuals with disabilities.</p> <p>Measurable indicators:</p> <p>Number of SILC meetings held with DGS representative(s).</p>	10/01/2016	09/30/2019

	<p>Number of recommendations made to DGS regarding identified accessibility issues.</p> <p>Number of reports and updates provided to the SILC.</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>To establish a mutually beneficial and effective collaboration between the SILC and DGS regarding the accessibility of state buildings and facilities.</p> <p>Timeframe for Interim Progress: Quarterly</p> <p>Activities:</p> <p>Year 1 - Inviting key partners from DGS to SILC meetings to inquire about the decision-making process and mechanisms used to determine accessibility, to ensure compliance with applicable codes.</p> <p>IL Partner(s) Responsible: SILC, DGS</p> <p>Years 1, 2 - Reviewing the accessibility policy and processes of DGS and identifying any areas of concern.</p> <p>IL Partner(s) Responsible: SILC, DGS, CILs</p> <p>Years 2, 3 - Receiving routine updates and monitoring results.</p> <p>IL Partner(s) Responsible: SILC</p>		
Goal IV	<p>Objective 4.2 - The SILC reviews the accessibility of key state websites to ensure compliance with applicable state and federal laws.</p> <p>Measurable indicators:</p> <p>Number of SILC meetings held with Virginia Information Technologies Agency (VITA) representative(s).</p> <p>Number of recommendations made to VITA regarding identified accessibility issues.</p> <p>Number of reports and updates provided to the SILC.</p> <p>Geographical Scope: Statewide.</p>	10/01/2016	09/30/2019

	<p>Three Year Performance Target:</p> <p>To establish a mutually beneficial and effective collaboration between the SILC and VITA regarding state website accessibility for Virginians with disabilities.</p> <p>Timeframe for Interim Progress: Quarterly</p> <p>Activities:</p> <p>Year 1, 2, 3 - Monitoring the overall progress of the accessibility levels of the state’s websites and identifying areas of strengths and barriers.</p> <p>IL Partner(s) Responsible: SILC, DARS, VITA</p> <p>Years 1, 2, 3 - Communicating with key partners from the Virginia Information Technologies Agency (VITA) to inquire about the decision-making process and mechanisms used to determine accessibility.</p> <p>IL Partner(s) Responsible: SILC, VITA</p> <p>Years 1, 2, 3 - Reaching out to state agency heads to advocate for continued compliance and improvements.</p> <p>IL Partner(s) Responsible: SILC, CILs</p>		
Goal IV	<p>Objective 4.3 - The SILC supports local, state, and federal advocacy efforts for policy changes in community integration.</p> <p>Measurable indicators:</p> <p>Number of Public Housing Agencies (PHAs) that establish an MFP priority or priority for people with disabilities.</p> <p>Number of Virginia Housing Development Authority (VHDA) local agents that establish an MFP priority or priority for people with disabilities.</p> <p>Number of Consolidated Plans that were modified to improve opportunities for people with disabilities.</p> <p>Number of changes to Consolidated Plans and PHA Plans to address universal design.</p> <p>Number of local transit plans improved for people with disabilities.</p>	10/01/2016	09/30/2019

	<p>Number of entities increasing transportation options for people with disabilities.</p> <p>Percentage increase of the number of people using the Public Partnerships (PPL) consumer-directed attendant directory.</p> <p>Geographical Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>Fifty percent increase in the number of consumers and stakeholders participating in the local housing planning processes.</p> <p>Fifty percent increase in the number of PHA plans and VHDA local agent Plans changed to establish priority for people with disabilities.</p> <p>Fifty percent increase in the number of consolidated plans modified to improve opportunities for people with disabilities.</p> <p>Fifty percent increase in the number of transit plans modified to increase transportation options for people with disabilities.</p> <p>Timeframe for Interim Progress: Quarterly</p> <p>Activities:</p> <p>Years 1, 2, 3 - Collaborating with other state agencies and partners to address affordable and accessible transportation and housing options.</p> <p>IL Partner(s) Responsible: VACIL, SILC, Office of Community Integration (Olmstead), Department of Behavioral Health and Developmental Services.</p> <p>Years 1, 2, 3 - Increasing the capacity for individual support providers, including support service providers (SSPs), personal care assistants (PCAs) and all classifications of interpreters for people with disabilities.</p> <p>IL Partner(s) Responsible: VACIL, SILC, Virginia Department for the Deaf and Hard of Hearing, DARS.</p>		
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## 1.2 Objectives

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

The Virginia SILC and CIL Executive Directors entered into intensive discussions about outreach to targeted populations during SPIL Development Meetings which took place regularly beginning in January, 2015. The SILC and CILs identified four populations that will be targeted for CIL programs utilizing these sources: 1) CIL quarterly Part B programmatic reports; 2) CIL annual 704 reports; 3) Statewide needs assessment, 2012; 4) SPIL 2017-2019 public comment survey; and 5) Ongoing dialogue with consumers, stakeholders and CIL staff. A thorough analysis contributed to identifying these targeted populations over the next three years, as the fifth core service is being implemented: 1) Individuals living in nursing homes or other segregated settings who desire to move to the community (Objective 1.1); 2) Individuals who are prevented from entering a nursing facility by CIL services (Objective 1.1); 3) Youth with disabilities in need of transition services (Objective 1.1), and 4) Minority populations as identified by 704 data (Objectives 2.1 and 2.2).

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

Outreach efforts by both the Statewide Independent Living Council and the network of the CILs will continue in the unserved geographical areas of the state. Content filled discussions about those areas have created a stark understanding that limited resources hinder the development of new Centers. These geographical areas are targeted for technical assistance and mentoring through the SILC, the Virginia Association of Centers for Independent Living, and the DSE. Development resources for grass-roots, consumer-based organization have been identified within the proposed SPIL budget (Objectives 3.1 and 3.2). Currently, the unserved counties are: 1) Lower part of PLANNING DISTRICT 9: Rappahannock, Culpeper, Madison and Orange Counties. 2) PLANNING DISTRICT 14: Buckingham, Cumberland, Amelia, Prince Edward, and Nottoway Counties. 3) PLANNING DISTRICT 13: Charlotte, Lunenburg, Halifax, Mecklenburg and Brunswick Counties. 4) PLANNING DISTRICT 17: Richmond, Northumberland, and Lancaster Counties. These outreach plans align with the CIL Expansion Plan detailed further in Section 3.2.

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

Virginia is a geographically and culturally diverse state consisting of distinct urban, suburban and rural regions. Although the overall population of Virginia has grown by less than one percent in each year since 2010, the growth rates between cities and counties are uneven, with more growth taking place in urban areas. The Centers for Independent Living have long implemented specific and flexible strategies to address the needs of local populations residing in their respective catchment areas.

The SILC and the CILs recognize that certain ethnic and minority groups may benefit from outreach and education about the IL philosophy and programs. The Hispanic population in Virginia is the fastest-growing minority, while the Asian population is the second. The SILC will continue to conduct a comprehensive analysis of 704 reports completed by Virginia's seventeen CILs and compare with the most recent census data (Objective 2.2). Each Center will be asked to identify one minority population

and identify strategies specific to serving that population. Data will be collected and shared for possible replication of best practices. This additional step with Virginia’s Network of CILs is necessary due to the large and diverse cultural and linguistic populations.

Strategies for outreach have been written into this SPIL and include producing posters for the CILs to place in their lobbies for consumers to request interpreters, providing opportunities for trainings in cultural diversity for SILC members and CIL staff, and producing SILC materials in identified languages (Objectives 2.1 and 2.2).

Lastly, the Virginia SILC will promote and recommend appointments to the Council and other Virginia Boards and Commissions of individuals with significant disabilities from those targeted minority groups identified by various community partners (Objective 2.1). Under Objective 3.2, the SILC will also support and recommend potential Council members from unserved/underserved geographical areas of the state, continuing its past successful efforts.

### 1.3 Financial Plan

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	21130	359000		44950
Title VII Funds Chapter 1, Part C			1635806	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				

Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	30410			
Other Federal funds - other			600000	
Non-Federal funds - State funds			4827857	
Non-Federal funds - Other	47231			
<b>Total</b>	<b>98771</b>	<b>359000</b>	<b>7063663</b>	<b>44950</b>

Year 2 - 2018 Approximate funding amounts and uses

<b>Sources</b>	<b>SILC resource plan</b>	<b>IL services</b>	<b>General CIL operations</b>	<b>Other SPIL activities</b>
Title VII Funds				
Title VII Funds Chapter 1, Part B	21130	364000		39950
Title VII Funds Chapter 1, Part C			1635806	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	30410			
Other Federal funds - other			600000	
Non-Federal funds - State funds			4827857	
Non-Federal funds - Other	47231			
<b>Total</b>	<b>98771</b>	<b>364000</b>	<b>7063663</b>	<b>39950</b>

Year 3 - 2019 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	21130	369000		34950
Title VII Funds Chapter 1, Part C			1635806	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	30410			
Other Federal funds - other			600000	
Non-Federal funds - State funds			4827857	
Non-Federal funds - Other	47231			
Total	98771	369000	7063663	34950

**1.3B 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 will support SPIL Goals I, II and III, and the specified objectives. Goal I and its corresponding objectives were developed to provide funding to the seventeen CILs to implement the federally-mandated fifth core service of transition. This mandate was established as a result of the Workforce Innovation and Opportunity Act (WIOA), but there have been no additional federal funds appropriated to implement the service, which actually has three components. Non-competitive grants to the seventeen CILs, awarded and monitored by the DSE, will total \$359,000 in Year 1, \$364,000 in Year 2, and \$369,000 in Year 3. Best practices in providing the fifth core service will be developed and operationalized among the Virginia CILs. The Virginia Association of Centers for Independent Living (VACIL) will be awarded \$15,000 each year to coordinate the transition project by acting as a statewide

Part B Coordinator. The role of the VACIL Coordinator is to organize the Part B CIL activities explained in Objective 1.1, specifically by: facilitating monthly conference calls with Part B CIL staff, providing training and technical assistance as needed, facilitating relationships between the CIL network and community and state agency partners, identifying best practices, acting as a mentor to Part B staff, and representing CIL interests on various boards and councils, such as the Disability Commission. Part B Coordination activities will document successes and barriers in implementing the fifth core service through quarterly programmatic reports that are submitted to the SILC and DSE. Federal Part C funds are utilized for the ongoing maintenance of the CILs.

The SILC will support a future generation of IL leaders by providing opportunities for youth with disabilities to become members of the National Council on Independent Living (NCIL) or Association for Programs in Rural Independent Living (APRIL) members, an allocation of \$200 per year. Additionally, the SILC, with assistance from the CILs, will select one youth with a disability to attend the Annual Conference on Independent Living in Washington, DC each year (\$3,500/year). Under Goal II, Part B funds of \$650 will be used to develop materials for each CIL office and sponsor training opportunities for SILC members and CIL staff, as a way of reaching out to minority populations about the IL services and philosophy.

The 2017 - 2019 SPIL will continue to address the expansion of the CIL network into a geographical region of the state that is currently unserved by a Center. The Council has planned for a total of \$25,000 In Year 1, \$20,000 in Year 2, and \$15,000 in Year 3, to be awarded to a CIL by the DSE to provide technical assistance and mentoring to a grassroots group in one of the identified regions. Part B funds will also be utilized to promote the IL philosophy and educate community partners about IL, as a part of its fulfillment of SILC statutory duties, by awarding \$500 per year to VACIL towards developing and printing their annual report.

Regarding Goals III and IV, the SILC anticipates that various state agencies and community partners will collaborate with the Council and engage in roundtable discussions about accessibility issues that impact the lives of individuals with disabilities. Any incidental costs for these two goals will be expended through the Resource Plan utilizing I&E funds to help defray operating costs of regular SILC meetings to address the issues stated in Goals III and IV.

The ten percent (10%) state-mandated match totals \$47,231 and will be expended for the full-time SILC Administrator position and one part-time (wage) administrative support position. Both positions will perform daily operational and functional duties that will support and carry-out the four SPIL goals, objectives and activities.

Chapter 2, Older Blind funds, are non-applicable to the SPIL.

**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.**

Virginia has in place a long-standing planning framework for federal and state funding, addressed further in Section 3, Design of the Statewide Network. Both federal and state funding is allocated using agreed-upon formulas set forth by the SILC, the network of the CILs and the DSE. General funds for the CILs total approximately five million dollars, with \$4.8 million in state general funds and \$600,000 in Title I Program Income funds (Social Security reimbursements). Federal Part C funds total over \$1.6 million

dollars. Six of the seventeen Centers for Independent Living are supported with both federal and state dollars for operations. However, Part B funding as delineated in the SPIL is typically awarded equally to all Centers to carry out specified SPIL goals and objectives in systems change advocacy and expanding CIL services. Virginia has been successful in coordinating federal, state and local dollars, thereby maximizing all funding streams.

**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.**

In-kind resources provided through the Department for Aging and Rehabilitative Services (DARS) are:

- Develop Requests for Proposals, grant packages and contracts
- Fiscal Services and budget assistance
- Processing of all bills/reimbursements related to the Council
- Provision of 1 FTE (SILC Administrator) and 1 part-time wage position (clerical support)
- Copier equipment, telephones, office furniture, filing cabinets, storage closet, supplies (paper, envelopes, postage, etc.), basic computer software and IT services, conference calling card, meeting rooms, video-teleconferencing equipment, fax, scanner, Internet access, Share Point and email
- Publication design services
- Website design and maintenance
- Public relations and marketing services for press releases and postings to the DARS Facebook page
- Survey design and analysis, and assistance with building databases

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

The Virginia SILC will not allocate more than 30% of Part B funds to the Resource Plan during the three SPIL years.

Travel and training expenses are forecasted and approved by the SILC, and are line items on the SPIL budget. Title I I& E and Title VII - Part B IL funds are used to cover these expenses. No state general funds are expended for the costs of travel, training, and incidentals.

## **1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans**

**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.**

The objectives of the Virginia SPIL are consistent with and further the purpose of Chapter 1 - Title VII of the Act, as stated in Section 701.

Objective 1.1 - The network of the CILs implements the fifth core service to ensure that people with disabilities have a smooth transition into the community or remain in the community. Consistent with: full inclusion, community integration, consumer control and choice, self-determination, supporting and expanding the provision of independent living services.

Objective 1.2 - Prospective youth with disabilities are identified and targeted for outreach activities concerning the IL movement and philosophy. Consistent with: consumer control, self-determination, individual and system advocacy, leadership, empowerment.

Objective 2.1 - The SILC will provide information about IL services to various demographics, addressing both cultural and linguistic needs. Consistent with: individual advocacy, empowerment, full inclusion, equal access.

Objective 2.2 - The Centers for Independent Living increase outreach efforts to identified culturally and linguistically diverse populations in their catchment areas. Consistent with: consumer control, self-determination, empowerment, full inclusion, community integration.

Objective 3.1 - The Virginia Association of Centers for Independent Living (VACIL), in collaboration with the SILC, identifies an existing consumer-directed CIL that will provide guidance and mentoring in unserved geographical areas of the state, e.g., Planning Districts 13, 14, 17 and the lower part of 9. Consistent with: promoting, expanding and improving the provision of IL services.

Objective 3.2 - The SILC and the network of the CILs will raise awareness of the IL philosophy and services in geographically unserved and underserved areas. Consistent with: promoting, expanding and improving the provision of IL services.

Objective 4.1 - The SILC works with the Department of General Services (DGS) to ensure that new and existing facilities are fully accessible to individuals with disabilities. Consistent with: equal access, full inclusion, empowerment, choice.

Objective 4.2 - The SILC reviews the accessibility of key state websites to ensure compliance with applicable state and federal laws. Consistent with: equal access, full inclusion, empowerment, choice.

Objective 4.3 - The SILC supports local, state, and federal advocacy efforts for policy changes in community integration. Consistent with: full inclusion, self-determination, equal access, community integration.

**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 flow of information between the Virginia CILs and the SILC is an ongoing process, and CIL input was crucial in developing the goals, objectives and activities of this SPIL. Beginning in January of 2015, the Virginia SILC assembled a SPIL Development Team and all CIL Executive Directors were invited to participate in the meetings (in person or via teleconference). The Directors were regularly received SPIL updates and received all SPIL planning documents, such as meeting agendas, drafts of goals/objectives/activities, and budget worksheets. The Directors continually assisted the SILC in creating a State Plan that would maximize the use of funds while addressing service needs of consumers. The SILC-CIL collaboration carried out the SPIL public comment process, which was conducted from November 2015 to February 2016 to solicit public input about IL service needs and the proposed 2017-2019 SPIL. Notices of the public comment process were sent via email to the CILs, inviting all consumers and stakeholders to participate in the survey. The CIL staff was instrumental in obtaining consumer responses, often using a one-to-one approach to provide information about the

State Plan and overall purpose of the survey. The survey generated over 860 responses, largely made possible due to the CIL involvement. An open dialogue and exchange of information between the CILs and the SILC also took place at the 2015 Virginia IL Conference in Richmond over a two-day period. The SILC sponsored a forum to bring together individuals with disabilities, CIL staff and service providers to discuss transition and community integration of young adults with disabilities. Lastly, the DSE requires that all seventeen Centers for Independent Living, regardless of funding, complete the federal 704 instrument and submit a copy of their report to the SILC. The Council continues to review these reports to gather information about CIL priorities and objectives, and to ensure that SPIL goals align accordingly.

It is important to note that the Executive Directors of all seventeen CILs in Virginia signed the State Plan for Independent Living. Their signatures have been kept on administrative file.

## **1.5 Cooperation, Coordination, and Working Relationships Among Various Entities**

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS 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.

The SILC has been successful in joining other state and community based agencies to promote independent living philosophy and services for individuals with disabilities. A meaningful and valuable partnership has long existed between the SILC and the network of the CILs. Representatives from the Virginia Association of Centers for Independent Living (VACIL) regularly attend SILC meetings and provide updates, often leading to problem solving and critical thinking discussions.

The SILC - DSE working relationship is also effective and mutually supportive. The Commissioner of the DSE is invited to attend each quarterly meeting to address the Council, followed by an open discussion session to enhance communication between the entities. These sessions are mutually beneficial in sharing IL issues and concerns, while proactively steering the future of the DSE/SILC partnerships. The Commissioner of DBVI also sends updates to the SILC by that agency's ex officio member. The Director of the Virginia Department for the Deaf and Hard of Hearing also serves as an ex officio, and routinely provides updates and project information. State agency staff, such as the building code official with Department of General Services and the webmaster with DARS, has attended SILC meetings to share information and participate in roundtable discussions about overlapping issues of concern.

SILC representatives officially serve on the following councils/boards, to maximize resources and coordinate statewide efforts:

State Rehabilitation Council of DARS

State Rehabilitation Council of DBVI

Community Integration Implementation Team

Several SILC and VACIL members serve on other planning bodies, and relevant information shared with the SILC:



Disability Commission

The Virginia Board for People with Disabilities

Youth Leadership Forum

Community Integration Advisory Commission

Blueprint for Livable Communities

Department for Behavioral Health and Developmental Services Settlement Agreement Stakeholder Group

Virginia Commonwealth University Partnership for People with Disabilities Stakeholder Group

Virginia Micro-board Association

Virginia Interagency Housing Committee

Virginia Housing and Supportive Services Integration Team

To illustrate how major partners in Virginia work together, the DSE, SILC, VACIL, DBVI and other state agencies have provided leadership to implement Virginia's Olmstead Plan and made yearly recommendations to the Governor concerning community integration of individuals with disabilities. VACIL provided consultation to the Department for Medical Assistant Services into its Money Follows the Person (MFP) Demonstration Project which will wind down in December of 2017, though the transition services will be absorbed under waivers. All collaborative efforts strive to increase community based supports and services that allow people with disabilities to live independently.

## **1.6 Coordination of Services**

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.

Due to limited funding and the current economic climate in Virginia, both the SILC and the network of the CILs are aware that services should not be duplicated. Referrals, therefore, are often made to other agencies such as the Agencies on Aging, Community Services Boards, the Veterans Administration, DBVI, the Department for the Deaf and Hard of Hearing, and colleges/universities/technical centers, as appropriate. Several of the CILs collaborate with the disAbility Law Center of Virginia to have office hours in which the staff comes to the CILs on specific days to provide one-to-one consultation to people with disabilities about advocacy and legal issues related to the rights as a person with a disability. These efforts are ongoing in order to facilitate the sharing of information and addressing potential problems among consumers, advocacy groups and local/state agencies. By continually communicating and staying involved with their community partners, the Virginia CILs avoid duplication of services and programs.

Each CIL receives and adheres to the Programmatic and Fiscal Policies and Procedures Manual that is authored by the DARS IL Unit. The manual makes it clear under services delivery that:

"The CIL shall seek other available resources in the community to avoid unnecessary duplication of services, and shall enter into cooperative agreements with other agencies and service providers when appropriate for the provision of effective and timely services."

The staff members of the Virginia CILs are proficient in providing I&R services to individuals requesting it. In addition, the CILs coordinate services with each of these programs:

**Special Education** - The CILs share information about IL services with school systems and participate in IEP meetings, as requested. Some members of the CIL Network serve in the State Special Education Advisory Committees. The SILC has representatives who serve on the Community Integration Advisory Commission alongside State Special Education officials.

**Vocational Education** - The CILs refer interested consumers to vocational and technical education programs and participate in individual employment planning. The CILs are vendors of the state VR system, using fee-for-service contracts, and provide prevocational services such as transportation planning, appropriate behavior and dress in the workplace, and using the computer to conduct a job search. Some CILs have information on-hand to give to consumers about employers who are interested specifically in hiring individuals with disabilities.

**Developmental Disabilities services** - CILs work with and refer to the local Community Services Boards. CIL representatives are participating in the DOJ/DBHDS housing workgroup and the Community Integration Advisory Commission. Several CILs are members of the Virginia Housing and Supportive Services Consortium in collaboration with other housing stakeholders to identify individuals with intellectual and development disability for housing placement who are included in the DOJ Settlement Agreement.

**Public Health** - CILs provide information about adequate health care and the availability of medical services and clinics to their consumers as needed. They advocate for equal and accessible healthcare services among medical service providers. They advocate to state officials for increased funding that would address the length of waiting lists for Medicaid waivers.

**Mental Health** - CILs work with and refer to the local Community Services Boards, as requested by consumers. Many CIL staff members have attended full day trainings on Mental Health First Aid.

**Housing** - CILs work with and refer consumers to the local public housing agencies, private landlords, and subsidized housing, to locate the most appropriate and individual choice. The CILs are providing public comment into regional consolidated and comprehensive plans, and promoting universal design.

**Transportation** - CILs work with and participate in local transportation planning groups and advisory councils to address scheduled and planned routes and the accessibility of bus stops. On a statewide level, the CILs have participated in forums regarding Virginia's long-range transportation plans and provided comment about the needs of individuals with disabilities.

**Veterans Services** - CILs work with and refer to local veterans /wounded warrior programs. For example, the disAbility Resource Center in Fredericksburg created an outreach program specifically for veterans.

**Programs under XVIII - XX of the Social Security Act** - Several of the CILs are already providing SSA benefits planning (Work Incentives for Employment); one CIL is an employment network (EN) provider and provides support services for the Ticket to Work Program.

Money Follows the Person Demonstration Grant - The CILs have worked to create marketing materials and strategies to connect with individuals residing in nursing facilities who desire to transition. The CIL staff has provided training to the nursing facility employees about MFP and built ongoing relationships. All collaborative efforts strive to increase community based supports and services that allow people with disabilities to live independently.

### 1.7 Independent Living Services for Individuals who are Older Blind

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.

N/A; Virginia’s State Plan for Independent Living does not address IL services to older individuals who are blind/vision impaired. Additionally, the vocational rehabilitation services division of the blind and vision impaired (e.g., DBVI) will no longer serve in the DSU/DSE capacity.

## PART II: NARRATIVE: SECTION 2 - SCOPE, EXTENT, AND ARRANGEMENTS OF SERVICES

### 2.1 Scope and Extent

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 - Individual and systems advocacy	No	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	Yes	No

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	No
Rehabilitation technology	No	Yes	No
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	No
Personal assistance services, including attendant care and the training of personnel providing such services	No	Yes	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	No
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	No
Education and training necessary for living in the community and participating in community activities	No	Yes	No
Supported living	No	Yes	No
Transportation, including referral and assistance for such transportation	No	No	No
Physical rehabilitation	No	Yes	Yes

Therapeutic treatment	No	Yes	No
Provision of needed prostheses and other appliances and devices	No	Yes	No
Individual and group social and recreational services	No	Yes	No
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	No
Services for children with significant disabilities	No	No	No
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	Yes	Yes
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	Yes	No
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	Yes	No
Other necessary services not inconsistent with the Act	No	Yes	No

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

Because Virginia does not utilize Title VII, Part B funds for direct independent living services to consumers, the SILC and CILs do not establish service provision priorities in the SPIL. The ability to establish service priorities is delegated to each CIL, based upon the needs of individuals residing in their localities. This further incorporates the practice of consumer control in the design and operation of all CIL programs.

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**

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 Department for Aging and Rehabilitative Services, Virginia's DSE, does not provide IL services using Title VII, Part B funds. The DSE plans to award grant contracts to the seventeen CILs on a non-competitive basis to implement and operationalize the federally-mandated, fifth core CIL service. This implementation project is delineated under Objective 1.1 (Section 1.2). Additionally, the DSE will contract with VACIL to coordinate the activities of the fifth core service project on a statewide basis and develop best practices. Each CIL and VACIL will be required to submit a grant application package and proposed budget as part of the contracting process, followed by quarterly financial and program reports during the three-year cycle. These reports are received and reviewed by both DARS and the SILC (see Section 7, Evaluation). The DSE will also contract with a CIL, through an RFP, to provide mentoring to a grass-roots group in one of the unserved areas of the state, to be decided upon by the CIL network (Objective 3.1) in collaboration with the SILC. A grant application package will also be required, including narrative, measurable outcomes, and proposed budget.

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.

The responsibility for eligibility determination is delegated to the CILs.

## **PART II: NARRATIVE: SECTION 3 - DESIGN FOR THE STATEWIDE NETWORK OF CENTERS**

### **3.1 Existing Network**

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.

The existing network consists of seventeen fully functional and compliant CILs and three Satellite CILs covering all but 3 1/2 Planning Districts (PD) in the state. The 17 full-fledged Centers receive State General Funds and Federal Part B Funds. Six of the fifteen Centers also receive Federal Part C Funds. All Centers are actively involved as members of the Virginia Association of Centers for Independent Living, and are valuable partners of the SILC and the DSE. All Virginia CILs work cooperatively to provide a full complement of services and advocacy to consumers in the respective localities.

Although the Peninsula Center for Independent Living (PCIL) assists in providing services on the Eastern Shore, there is a state-funded Center located there. An agreement was put into place that assures PCIL will provide assistance with direct services, advocacy, and technical assistance to boost the relatively small amount of resources allocated to the state-funded Eastern Shore Center for Independent Living (ESCIL).

Service areas are based on availability of state and federal Parts B and C dollars, and can be changed within the three-year SPIL cycle. The service areas and demographics for Virginia CILs are listed below. All Centers, including those that are state funded, as well as those that are federally funded, are compliant to Section 725 (b) and (c) of the Act as documented in routine Site Visit reviews every three years.

### **FEDERALLY FUNDED PART C CENTERS FOR INDEPENDENT LIVING**

#### **ENDEPENDENCE CENTER OF NORTHERN VIRGINIA**

SPIL signatory

Area served - Cities of Arlington, Alexandria, Fairfax, Falls Church; Counties of Fairfax, Loudoun, Prince William. (Subsequent to the awarding of the original Part C grant funds for the Center, a Satellite Center was established using State dollars in Loudoun due to the large and dense population in that area and another Center was established serving an area which includes the County of Prince William.)

State Funding - \$447,608

Federal Part C Funding - \$347,649

Federal Part B Funding - \$24,630

\*Estimated Total Population - 1,938,443

\*\*Estimated Number of People with Disabilities - 220,983

\*\*\*Number of Consumers served 2015 - 691

#### **ENDEPENDENCE CENTER, INC.**

SPIL signatory

Area served - Cities of Norfolk, Virginia Beach, Chesapeake, Suffolk, Portsmouth; Counties of Chesapeake, Norfolk, Suffolk, Isle of Wight, Southampton, Franklin. (Subsequent to the original Part C grant for the Center, an additional Center was established that other serves an area which includes Franklin.)

State Funding - \$425,399

Federal Part C Funding - \$347,649

Federal Part B Funding - \$24,630

Estimated Total Population - 1,181,842

Estimated Number of People with Disabilities - 134,730

Number of Consumers served 2015 - 1,454

#### **PENINSULA CENTER FOR INDEPENDENT LIVING**

SPIL signatory

Area served - Cities of Hampton, Newport News, Williamsburg; Counties of James City, York, Poquoson, Northampton, Accomack. (Subsequent to the original Part C grant for the Center, an additional state-funded Center was established that serves an area which includes Accomack and Northampton Counties.)

State Funding - \$236,781

Federal Part C Funding - \$257,492

Federal Part B Funding - \$24,630

Estimated Total Population - 486,934

Estimated Number of People with Disabilities - 55,510

Number of Consumers served 2015 - 953

#### **RESOURCES FOR INDEPENDENT LIVING**

SPIL signatory

Area served - City of Richmond; Counties of Henrico, Chesterfield, Hanover, New Kent

State Funding - \$531,355

Federal Part C Funding - \$347,649

Federal Part B Funding - \$24,630

Estimated Total Population - 1,054,636

Estimated Number of People with Disabilities - 120,229

Number of Consumers served 2015 - 1,050

#### **BLUE RIDGE INDEPENDENT LIVING CENTER**

SPIL signatory



Area Served - Cities of Roanoke, Salem, Clifton Forge, Covington, and Vinton; Counties of Roanoke, Botetourt, Craig, Allegheny

State Funding - \$300,041

Federal Part C Funding - \$256,766

Federal Part B Funding - \$24,630

Estimated Total Population - 335,658

Estimated Number of People with Disabilities - 38,265

Number of Consumers served 2015- 551

#### **VALLEY ASSOCIATES FOR INDEPENDENT LIVING**

SPIL signatory

Area served - Cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro; Counties of Rockingham, Highland, Augusta, Bath, Rockbridge

State Funding - \$162,325

Federal Part C Funding - \$89,497

Federal Part B Funding - \$24,630

Estimated Total Population - 297,621

Estimated Number of People with Disabilities - 33,929

Number of Consumers served 2015 - 557

#### **STATE FUNDED CENTERS FOR INDEPENDENT LIVING**

##### **ACCESS INDEPENDENCE**

SPIL signatory

Area served - City of Winchester; Counties of Frederick, Clarke, Warren, Page, Shenandoah

State Funding - \$410,155

Federal Part C Funding - \$0

Federal Part B Funding - \$24,630

Estimated Total Population - 229,120

Estimated Number of People with Disabilities - 26,120

Number of consumers served 2015 - 422

##### **APPALACHIAN INDEPENDENCE CENTER**

SPIL signatory

Area Served - Cities of Abingdon, Galax and Bristol; Counties of Washington, Grayson, Smyth, Wythe, Bland, Carroll

State Funding - \$332,210

Federal Part C Funding - \$0

Federal Part B Funding - \$24,630

Estimated Total Population - 191,012

Estimated Number of People with Disabilities - 21,775

Number of Consumers served 2015 - 121

**CLINCH INDEPENDENT LIVING SERVICES**

SPIL signatory

Area served - City of Grundy; Counties of Dickenson, Buchanan, Russell, Tazewell

State Funding - \$252,037

Federal Part C Funding - \$0

Federal Part B Funding - \$24,630

Estimated Total Population - 110,381

Estimated Number of People with Disabilities - 12,583

Number of Consumers served 2015 - 343

**disABILITY RESOURCE CENTER**

SPIL signatory

Area served - City of Fredericksburg; Counties of Caroline, Spotsylvania, Stafford, King George

State Funding - \$276,692

Federal Part C Funding - \$0

Federal Part B Funding - \$24,630

Estimated Total Population - 350,535

Estimated Number of People with Disabilities - 39,961

Number of Consumers served 2015- 812

**DISABILITY RIGHTS & RESOURCE CENTER**

SPIL signatory

Area served - Cities of Martinsville, Danville; Counties of Patrick, Henry, Franklin, and Pittsylvania

State Funding - \$216,762

Federal Part C Funding - \$0

Federal Part B Funding - \$16,209

Estimated Total Population - 246,918

Estimated Number of People with Disabilities - 28,149

Number of Consumers served 2015- 47

### **EASTERN SHORE CENTER FOR INDEPENDENT LIVING**

SPIL signatory

Area served - Counties of Accomack, Northampton

State Funding - \$225,574

Federal Part C Funding - \$0

Federal Part B Funding - \$24,630

Estimated Total Population - 45,692

Estimated Number of People with Disabilities - 5,209

Number of Consumers served 2015 - 209

### **INDEPENDENCE EMPOWERMENT CENTER**

SPIL signatory

Area served - Cities of Manassas, Manassas Park, Warrenton; Counties of Prince William, Fauquier

State Funding - \$241,224

Federal Part C Funding - \$0

Federal Part B Funding - \$ 24,630

Estimated Total Population - 577,993

Estimated Number of People with Disabilities - 65,891

Number of Consumers served 2015 - 539

### **INDEPENDENCE RESOURCE CENTER**

SPIL signatory

Area served - City of Charlottesville; Counties of Albemarle, Fluvanna, Louisa, Greene, Nelson

State Funding - \$443,802

Federal Part C Funding - \$0

Federal Part B Funding - \$ 24,630

Estimated Total Population - 248,500

Estimated Number of People with Disabilities - 28,329

Number of Consumers served 2015 - 183

#### **JUNCTION CENTER FOR INDEPENDENT LIVING**

SPIL signatory

Area served - City of Norton; Counties of Lee, Scott, Wise

State Funding - \$376,793

Federal Part C Funding - \$0

Federal Part B Funding - \$ 24,630

Estimated Total Population - 91,830

Estimated Number of People with Disabilities - 10,469

Number of Consumers served 2015 - 852

#### **LYNCHBURG AREA CENTER FOR INDEPENDENT LIVING**

SPIL signatory

Area served - Cities of Lynchburg, Bedford; Counties of Amherst, Appomattox, Bedford, Campbell

State Funding - \$252,618

Federal Part C Funding - \$0

Federal Part B Funding - \$ 24,630

Estimated Total Population - 259,900

Estimated Number of People with Disabilities - 29,629

Number of Consumers served 2015 - 440

#### **NEW RIVER VALLEY DISABILITY RESOURCE CENTER**

SPIL signatory

Area served - Cities of Radford, Blacksburg, Christiansburg, Pulaski; Counties of Giles, Montgomery, Pulaski, Floyd

State Funding - \$79,949

Federal Part C Funding - \$0

Federal Part B Funding - to begin October 1, 2016

Estimated Total Population - 182,991

Estimated Number of People with Disabilities - 20,861

Number of Consumers served 2015 - N/A; first 704 due 12/16

### **SATELLITE CENTERS FOR INDEPENDENT LIVING**

Note: The three Satellite Centers in Virginia are not, at the present time, compliant with Section 725 of the Rehabilitation Act. The long-range goal is for each Satellite Center to break off from the Parent CIL and become an independent CIL, compliant with all Standards and Assurances outlined in the Act.

#### **CRATER DISTRICT CIL SATELLITE (Parent CIL: RIL)**

Area served - Cities of Colonial Heights, Emporia, Hopewell, Petersburg; Counties of Dinwiddie, Greensville, Prince George, Surry, Sussex

State Funding - \$74,227

Federal Part C Funding - \$0

Federal Part B Funding - \$0

#### **MIDDLE PENINSULA SATELLITE (Parent CIL: PCIL)**

Area served - Counties of Essex, Gloucester, King & Queen, King William, Mathews, Middlesex

State Funding - \$11,987

Federal Part C Funding - \$0

Federal Part B Funding - \$0

#### **LOUDOUN ENDEPENANCE CENTER SATELLITE (Parent CIL: ECVN)**

Area served - County of Loudoun

State Funding - \$11,987

Federal Part C Funding - \$0

Federal Part B Funding - \$0

\*Population according to 2015 Population Estimates, US Census Bureau

\*\*Disability percentage, all ages, all disabilities, non-institutionalized, male and female, residing in Virginia, according to Disability Statistics = 11.4%

\*\*\*Number of consumers served according to 2015 704 Reports

## 3.2 Expansion of Network

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).

1) The first priority is to achieve state-wide coverage and toward that end, VACIL and the SILC will target these Planning Districts that are completely UNSERVED including (in order of priority):

Planning District 9 (partial): The service area includes the counties of Rappahannock, Culpeper, Madison, and Orange;

Planning District 14: The district includes the Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward.

Planning District 13: The area covers the City of South Boston and the Counties of Brunswick, Halifax and Mecklenberg.

Planning District 17: The area includes the Counties of Lancaster, Northumberland, Richmond, and Westmoreland.

The above Planning Districts collectively total 7,202 square miles which are unserved by a CIL.

Note: As one Center gets awarded fully, the next one on the listing will become the priority.

2) Underserved areas in Virginia are identified by the presence of Satellite Centers. These Centers are intended to be full-fledged CILs with an independent Board of Directors as adequate funding becomes available. They serve discrete geographic areas from those of established Centers and are currently funded at a very minimum level with State dollars. Once statewide coverage is achieved, these Centers ideally would grow to meet the unmet needs of the communities that they are currently representing.

These areas where Satellite Centers currently exist include:

Planning District 19: The service area covers the cities of Colonial Heights, Emporia, Hopewell, and Petersburg, and the Counties of Dinwiddie, Greensville, Prince George, Surry, and Sussex.

Planning District 18: The service area includes the Counties of Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex.

A minimum funding of \$360,000 was originally adopted from a study by the National Council on Independent Living (NCIL) and recently adjusted by the Consumer Price Index to reflect 2016 dollars. This number will include both federal and state permanent Independent Living dollars. This level of funding provides the best opportunity for CILs to provide quality, comprehensive services to individuals with disabilities in their home communities.

If a currently funded Part C Center lost funding, due to unforeseen circumstances or non-compliance issues, Virginia would support a competitive RFP process in the same catchment area, taking precedence over current priorities laid out in previously stated priority positions. Notice inviting applications would be made and the SILC and DSE would support that group in federal and/or state application process.

Should additional Part C funds above COLA yet under the \$360,000 minimum become available (including existing State funds as a part of that total), VACIL and the SILC will make every attempt to utilize these funds in accordance with the stated priorities. If the available funds are insufficient to reasonably support the stated goals, these funds would then be distributed equally among the existing federally funded CILs.

### **3.3 Section 723 States Only**

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

## **PART II: NARRATIVE: SECTION 4 - DESIGNATED STATE UNIT (DSU)**

### **4.1 Administrative Support Services**

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.

The existing DSU, the Department for Aging and Rehabilitative Services (DARS), has accepted the role and the responsibilities of the DSE as identified in WIOA. DARS provides the administrative support of the State Independent Living Services (SILS) Part B program by developing and disseminating grant packages and awards, processing payments of Part B funds, tracking expenditures, tracking measurable outcomes, assuring compliance with state policies and procedures, and providing both fiscal and programmatic technical assistance. Administrative support also includes site visit reviews, audits as necessary, and staff training to both the SILC and the CIL staffs as requested. The IL Program Director's position is supported by state general funds.

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

Programs funded under Chapter I, Part B are carried out through a grant with each of the seventeen Centers for Independent Living, as delineated in Goal I (fifth core service - transition). Part B funds are also granted to the Virginia Association of Centers for Independent Living to coordinate the project by providing technical assistance and support to the CIL staff. Lastly, to grow and expand the CIL network and provide statewide coverage, a Part B grant will be awarded to a CIL to provide support to a local grass-roots group in an unserved area. Grants are administered by the Department for Aging and Rehabilitative Services (DARS). Report data and outcomes are shared on a quarterly basis with the SILC.

## Part II: Narrative: Section 5 - Statewide Independent Living Council (SILC)

### 5.1 Resource plan

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.

For more information, click the icon.

Funding for the SILC Resource Plan is utilized to carry out the statutory duties outlined in Section 705(c) of the Rehabilitation Act, as amended. Specifically, the resource plan expenditures include lodging, meals, and mileage to enable Council members and staff to attend quarterly meetings; training costs for staff and members; reasonable accommodations such as sign language interpreters and personal assistance services; equipment, postage, supplies, copier, printing and telecommunications. The salaries for the SILC Administrator and the administrative assistant are paid through state match funds.

Sources and Amounts (from SILC Resource Plan) - Year 1:

Title VII Funds, Chapter 1, Part B - \$21,130

Other Federal Funds, Section 101 (a)(18), I&E - \$30,410

Non-Federal Funds, State Funds (Title VII Part B State G/F match) - \$47,231

Sources and Amounts (from SILC Resource Plan) - Year 2:

Title VII Funds, Chapter 1, Part B - \$21,130

Other Federal Funds, Section 101 (a)(18), I&E - \$30,410

Non-Federal Funds, State Funds (Title VII Part B State G/F match)- \$47,231

Sources and Amounts (from SILC Resource Plan) - Year 3:

Title VII Funds, Chapter 1, Part B - \$21,130

Other Federal Funds, Section 101 (a)(18), I&E - \$30,410

Non-Federal Funds, State Funds (Title VII Part B State G/F match) - \$47,231

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 an annual budget for the resource plan and all programs which are guided through the SPIL, in concert with its CIL partners. Expenditures are paid and tracked through the DSE as the Fiscal Agent. All financial transactions and record-keeping are made in compliance with applicable EDGAR fiscal and accounting requirements, as well as applicable DARS financial policies and procedures. The SILC financial reports and records are subject to audits and compliance reviews, and are reconciled on a monthly basis by the Administrator. The Administrator has the responsibility of obtaining departmental approvals of all resource plan expenditures in advance. Invoices are paid within 30 days of receipt.

The SILC Executive Committee and full Council monitor the resource plan and programmatic budgets through quarterly reports which are presented at the SILC meetings. Grants and contracts are made according to the SPIL and are monitored by both the SILC and the DSE. All Virginia SILC meetings are open to the public and the corresponding supporting documents are available for the public's review. Comments from the public about any budgetary or spending concerns are taken and considered.

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

The SILC was created by an Act of the Virginia General Assembly in 1994 as outlined in Section 51.5-164 of the Code of Virginia:

51.5-164. Statewide Independent Living Council created.

The Statewide Independent Living Council is hereby created to plan, together with the Department, activities carried out under Title VII of the federal Rehabilitation Act of 1973 (29 U.S.C. 796 et seq.) and to provide advice to the Department regarding such activities. Membership and duties shall be constructed according to federal provisions. The Department shall provide staff support for the Council.

(1994, c. 81, 51.5-25.1; 2006, cc. 110, 169; 2007, cc. 473, 556; 2011, cc. 7, 166; 2012, cc. 803, 835.)

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

The 2017-2019 SPIL goals, objectives and activities were developed based on realistic and conservative financial projections. The SILC carefully considered input from the public, the CIL Directors, and CIL staff during SPIL development activities, in light of the current economic climate in the state and nation. The SILC, through the SPIL, will utilize limited funding to continue system change advocacy efforts and to support the implementation of a required fifth core service. These efforts are already in place within the CIL network and have obviously resulted in positive impacts on the lives of Virginians with disabilities. Based on limited staffing and funding levels, the resource plan is consistent with Virginia's available resources and the SPIL goals/objectives/activities are realistically feasible within the three-year period.

## **5.2 Establishment and Placement**

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.

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(1994, c. 81, 51.5-25.1; 2006, cc. 110, 169; 2007, cc. 473, 556; 2011, cc. 7, 166; 2012, cc. 803, 835.)

Additionally, the former DSUs, DARS and DBVI, entered into a cooperative agreement in past years that fully supported the necessary autonomy of the SILC as cited and mandated in both state and federal code. Both state agencies recognized that the decision making authority for SILC activities is the responsibility of appointed Council members. DARS and DBVI pledged to partner with the SILC in their mandate as the statewide planning authority for independent living and in its role as an autonomous, freestanding body that controls its own resource plan and programmatic (SPIL) budget. This agreement formally set the course for the full autonomy and independence of the Council which is still honored and respected today by state agencies. It is uncertain at this time if the agreement will be needed and continued, now that DBVI is no longer serving as the designated state entity. With the SILC's autonomy and independence ensured by the two state VR agencies, there are no immediate plans for the SILC to become a non-profit agency.

### **5.3 Appointment and Composition**

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.

Members of the Council are appointed by the Governor of Virginia. The SILC and the DSE recommend nominees to the Secretary of the Commonwealth for the Governor to consider for appointment as vacancies occur. These recommendations are based upon membership and composition requirements defined in Title VII of the Rehabilitation Act, as amended by WIOA. The CILs have been active in recruiting for the SILC as well, especially reaching out to new and former board members.

Yearly board profiles are submitted to the Secretary of the Commonwealth and contain detailed updates about membership composition and other pertinent matters. Other recommendations for appointments to the Council may be made from independent sources. Once the appointment is confirmed, a new member receives a comprehensive policy and procedures manual and attends an orientation session prior to voting at the first meeting. Existing members are invited to the orientations and may serve as mentors to assist in further developing a new member's qualifications. The SILC Administrator also keeps in frequent contact with new members to ensure that they understand the material and to answer any pertinent questions. One Virginia SILC member is a CIL Director nominated by the Virginia Association of Centers for Independent Living, and three members serve as non-voting, state agency representatives, including the DSE.

The Chair of the Council is elected by the membership for a one-year term with a limit of two terms. Council members are appointed for a three-year term with the possibility of reappointment to a second three year term. No member may serve more than two consecutive terms. This process is outlined within the bylaws of the Virginia SILC.

## **5.4 Staffing**

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.

The SILC Administrator is a state employee, and as such, all personnel rules and evaluation processes are conducted in accordance with the Commonwealth's law. The Administrator is not associated with Independent Living Section within DARS. While the Assistant Commissioner of DARS is required to have sign-off authority on performance reviews and personnel issues of the Administrator position, the SILC Chairperson maintains oversight and supervision of the position, as it relates to Council activities, and completes an addendum which is part of the yearly performance evaluation.

The sole administrative assistant is also a state employee, and all personnel rules and evaluation processes apply. Oversight, maintenance and evaluations are conducted by the Administrator.

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.

According to the SILC's Programmatic and Fiscal Policies and Procedures Manual, "The Executive Committee evaluates the performance of the Administrator and completes the evaluation form by the deadline set forth in the performance review cycle. The form is sent to the Administrator's supervisor as an addendum to overall performance evaluation. The Employee Work Profile (e.g., job description) is reviewed and updated yearly by the Administrator. The Administrator's immediate supervisor signs the profile and submits it to the Human Resources Unit of DARS." Additionally, the Administrator provides a written report of operational duties on a quarterly basis at each Executive Committee meeting. The Committee reviews and discusses the Administrator's job duties to ensure that daily operational functions of the SILC are carried out appropriately. Adjustments are made as needed, subject to full Council approval, and any final changes will be submitted to the Administrator's immediate supervisor.

## **PART II: NARRATIVE: SECTION 6 - SERVICE PROVIDER REQUIREMENTS**

Describe how the following service provider requirements will be met:

### **6.1 Staffing**

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

Virginia has a network of seventeen Centers for Independent Living which are fully compliant with the Standards and Assurances contained in Title VII of the Rehabilitation Act, as amended. Most all Independent Living money that comes to the Commonwealth is granted to the Centers and Satellite Centers. Each Center has separate grants through the Department for Aging and Rehabilitative Services

(DARS) for Title VII, Part B program activity and State General Fund dollars. State dollars also include a portion of Program Income funds which are generated by Federal dollars. Within both Part B and state contracts, each of the 17 CILs is required to meet with Section 725 of the Rehabilitation Act, Standards and Assurances. Virginia's monitoring and compliance mandates are met through each of the following:

**CIL SITE VISIT REVIEWS** -- DARS reviews five Centers each year using a modified version of the federal CIL Site Visit Instrument. Follow up reviews, as well as reviews responding to concerns, are also conducted. The reviews include DARS fiscal and program staff as well as a Peer Reviewer from the Virginia Association of Centers for Independent Living (VACIL). After the review is published in final form, it becomes a public document. Personnel at all Centers are specialists in Independent Living. Additionally, the IL Administrative staff at the DSE has several years of experience in Independent Living.

**CIL 704 REPORT REVIEW** - Each Center in Virginia, regardless of funding base, is required to complete a yearly 704 Report. Quarterly Reports, which are mandated by Grant Awards, are also generated by the 704 reporting format using Virginia's CIL data collection system I-Online. The DARS Independent Living Office and the SILC review reports and use the data from the reports on a regular basis.

**CIL SATISFACTION SURVEY** - The DSE and the network of CILs collaborate on a statewide CIL Consumer Satisfaction Survey, conducted when determined necessary and as resources allow. Data is analyzed by DARS Staff and shared with CILs, the SILC and often state legislators and policy makers.

**CIL POLICY MANUAL** - A CIL Policy Manual, generated by DARS, is shared with each CIL and contains state and federal requirements well as compliance mandates. The manual is reviewed and updated regularly.

**CIL TRAINING AND TECHNICAL ASSISTANCE** - DARS, the CILs and the SILC collaborate about statewide CIL trainings on a regular basis. DARS also provides regular technical assistance as requested, or as required if concerns about a particular CIL occur.

**CONTRACTUAL SIGNOFF OF STANDARDS AND ASSURANCES** - Each Center for Independent Living signs off on the Standards and Assurances when receiving state or federally funded Independent Living Grant Awards.

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.

Through Grant Awards each of Virginia's 17 CILs is required to meet mandates in the following areas:

**PERSONNEL ADMINISTRATION** (Sec. 12(c), 704(m) of the Act; 34 DFS 364.23)

**PERSONNEL DEVELOPMENT** (Sec. 12(c), 704 (m) of the Act; 34 CFR 364.24)

**AFFIRMATIVE ACTION** (Sec.704(m)(2) of the Act; 34 CFR 364.31)

**NONDISCRIMINATION** (34 CFR 76.500)

Additionally, each CIL receives and adheres to the Programmatic and Fiscal Policies and Procedures Manual that is authored by the DARS IL Unit, which addresses the provision of effective communication:

The CIL shall provide for effective communication with consumers and the community, including the use of TTYs and other existing adaptive telecommunications equipment, the provision of certified interpreters for the deaf, the provision of loop systems for hearing aid users, the provision of captioned video-taped materials, the provision of audio-taped or Braille copies of printed materials, the provision of qualified foreign, native, or preferred language interpreters, and other appropriate means of removing communication barriers.

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.

Independent Living Services, funded by federal Part C and Part B funds, state General Funds and other federal program funds, are provided by Centers for Independent Living that meet all personnel requirements cited within the Rehabilitation Act. Staff development is actively encouraged and reviewed by the DSE during the Site Visit process. Additionally, funds are periodically provided by the DSE to both strengthen existing staff and also assist them in acquiring new skills.

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.

All Centers for Independent Living in Virginia, as well as the DSE, have Affirmative Action Plans consistent with Section 503 of the Rehabilitation Act, as amended. Management-level Independent Living staff have a significant level of expertise in Independent Living, including one who was previously employed as an Executive Director of a CIL.

## **6.2 Fiscal Control and Fund Accounting**

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.

Through individual award documents and the CIL Policy Manual, and substantiated by regular Site Visits, each of the Centers within Virginia's CIL network is required to meet compliance with the Rehabilitation Act, as amended, Title VII Standards and Assurances and also Financial Requirements set forth therein (Sec 704(M)(3): 34 CFR 364-35) The Centers are also required to meet state fiscal standards and policies. Additionally, all Centers submit two separate quarterly fiscal reports, one for Part B grants and one for state grants. The fiscal reports are actively monitored by the DSE. The DSE maintains overall oversight and fiscal control for the Part B grant awarded to Virginia.

## **6.3 Recordkeeping, Access and Reporting**

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

Each of the 17 Centers for Independent Living is required to meet the following standards with regard to recordkeeping, access and reporting, as mandated by 34 CFR 364.35; CFR 364.36; 34 CFR 364.37.

Areas include:

MAINTENANCE OF RECORDS THAT FULLY DISCLOSE AND DOCUMENT INFORMATION LISTED IN 34 CFR 364.35.

SUBMISSION OF QUARTERLY AND ANNUAL PERFORMANCE AND FISCAL REPORTS AS DETERMINED BY BOTH RSA AND DARS.

ACCESS TO DARS AND RSA OFFICIALS TO INFORMATION LISTED IN 34 CFR 364.37, WITH REGARD TO AUDITS, EXAMINATIONS, SITE VISIT REVIEWS AND OTHER COMPLIANCE REVIEWS.

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

Each Center for Independent Living is required to submit annual performance and financial reports (consistent with the Federal 704 Report) to DARS, with copies to the Statewide Independent Living Council. Information contained in 34 CFR 364.37, regarding state funded Centers for Independent Living that receive minimal Part B funding (under \$30,000), is accessible by the Secretary through DARS.

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.

Information contained in 34 CFR 364.37, regarding state funded Centers for Independent Living that receive minimal Part B funding (under \$30,000), is accessible by the Secretary through DARS.

## **6.4 Eligibility**

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.

Through Grant Awards, each Center for Independent Living in Virginia's CIL network is required to maintain compliance with the Rehab Act's Section 725 Standards and Assurances and the following Federal requirements.

ELIGIBILITY (Secs.7(21)(B) and 703 of the Act; 34 CFR 364.51.

PROVISION OF SERVICES IN ACCORDANCE WITH THE INDEPENDENT LIVING PLAN, MUTUALLY AGREED UPON BY THE INDIVIDUAL WITH A DISABILITY AND THE CIL, UNLESS OTHERWISE WAIVED Sec. 364.52.

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.

Through Grant Awards, each Center for Independent Living in Virginia's CIL network is required to maintain compliance with the Rehab Act, as amended, Section 725 Standards and Assurances with regard to the Five Core Services. The referral process is active through each local Center for Independent Living. Both the CILs and DSE have strong and ongoing relationships with local, regional and statewide providers who serve people with disabilities.

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.

Eligibility for Independent Living Service under the SILS and CIL program meets the requirements of 34 CFR 364.51. Eligibility follows federal and state guidelines and assurance is established through Grant Awards and the CIL Policy Manual. During this SPIL, DIRECT SERVICES will not be provided under SILS.

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.

Application of eligibility requirements of all CILs in the Virginia CIL Network is met without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability. This is assured through the CIL Policy Manual as well as regular and routine Site Visits.

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.

N/A

## **6.5 Independent Living Plans**

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.

The provision of Independent Living services in accordance with an IL Plan complying with Section 364.52 is met by all Centers for Independent Living in the Virginia network. Following established guidelines, Plans are mutually agreed upon by the person with a significant disability and the independent living provider, unless a waiver is signed stating that a Plan is not necessary. Review and follow up on this happens through the State Site Review Process.

## **6.6 Client Assistance Program (CAP) Information**

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.

Through Grant Awards, each CIL is required to notify consumers served under Chapter 1, Title VII of the availability of the CAP program, using alternative formats as necessary or requested. This is monitored through the State Site Review Process.

## **6.7 Protection, Use and Release of Personal Information**

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.

Through Grant Awards, each CIL in the network is required to maintain release of personal information compliance under 34 CFR 364.56.

## **PART II: NARRATIVE: 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.

## Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
Goal I Goal II Goal III Goal IV	<p>SPIIL Implementation Timeline:</p> <p>One of the methods that the SILC employs to evaluate the effectiveness of the Plan is the SPIIL Implementation Timeline, which is developed by the SPIIL Goals/Operations Committee and tracks every goal, objective, activity and task. The Committee is a standing committee of the SILC that meets on a quarterly basis. The timeline review is a permanent and central item on the Committee agenda. The tracking is documented on a matrix and is shared with all SILC members and ex-officio representatives. The timeline specifies dates of reviews over a three-year period, tasks to be completed, and the responsible party/parties.</p>
Goal I Goal II Goal III Goal IV	<p>CIL Consumer Satisfaction Survey:</p> <p>Surveys are conducted by the funding agency, the Department for Aging and Rehabilitative Services, approximately every few years, as determined necessary by the IL Staff in cooperation with the CIL Directors. Surveys are typically mailed by the Department and analyzed by the Department's evaluation staff. The survey will be made available on-line through accessible methods.</p>
Goal I Goal II Goal III Goal IV	<p>Quarterly Progress Reports:</p> <p>At each quarterly meeting, SILC members will receive updates on ongoing areas of focus in relation to the SPIIL. The reports will focus on the overall, statewide progress made toward the SPIIL Goals on broad issues such as state website accessibility, state facility accessibility, youth involvement in SPIIL activities, and policy changes in community integration. The results are documented onto work plan matrix, and subsequently included in the 704 Reporting Instrument. These frequent and routine reports help the SILC to build a foundation of consumer needs and issues for the next SPIIL cycle, providing the SILC with preliminary findings in which to draft the first SPIIL for public commenting and consideration.</p>
Goal I Goal II Goal III	<p>Public input consisting of emails, survey responses, phone calls, and comments at meetings:</p> <p>Public input about the development and progress of the SPIIL is accepted at any time, and this statement is posted on the Virginia SILC website. Input can be</p>



Goal IV	submitted using a variety of methods (e.g., email, written correspondences, or telephonically), depending on the needs and preferences of the individual. The email address, phone and fax numbers for the SILC Administrator are published and made available to the public. Feedback from the public outside of the regularly scheduled meetings is collected by the Administrator and forwarded to the most appropriate party, Committee, and/or the full Council for further consideration and action.
Goal I Goal II Goal III Goal IV	Grantee Quarterly Reports:  Grant awards will be monitored for measurable outcomes through the grantee quarterly reporting format. Measurable outcomes will be aggregated to assess policy and programmatic changes throughout the State. On a yearly basis, goals, objectives and tasks, as well as grant awards, will be evaluated to ensure that appropriate changes can be made for the following year's tasks, thereby creating continuous monitoring and refining of the Plan. Additionally, the Part B Project Coordinator attends each SILC meeting and provides a progress report on Part B grant activities to the Council. Any questions or concerns about CIL Part B activities are addressed at this time between the SILC and the Coordinator in a proactive manner.

**PART II: NARRATIVE: SECTION 8 - STATE-IMPOSED REQUIREMENTS**

8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.

N/A