

# **State Plan for Independent Living (SPIL) for Minnesota for 2017-2019**

## **General Information**

Designated Agency Identification

State: Minnesota

Agency: Minnesota Vocational Rehabilitation Services

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0040-01](#) in the Grant Award screen.

# 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.

MN DEED-VRS. The MN SILC states that DEED/VRS is officially Minnesota's Designated State Entity.

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.

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.

### Minnesota 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 Kim Peck, Director, Vocational Rehabilitation Services and Carol Pankow, Director, State Services for the Blind.

## 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 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2016.

#### Section 9: Signature for SILC Chairperson

Name Heather Allyn

Title SILC Chair

Signed? Yes

Date signed 06/09/2016

#### Section 9: Signature for DSU Director

Name Kim Peck

Title Director, Vocational Rehabilitation Services

Signed? Yes

Date signed

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

Is there a Separate State Agency for Individuals Who Are Blind? Yes

Name Carol Pankow

Title Director, State Services for the Blind

Signed? Yes

Date signed 06/09/2016

## **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:SILC Mission

Goal Description:

SILC Mission: The Minnesota Statewide Independent Living Council advances the philosophy of independent living and promotes the integration and full inclusion of people with disabilities into Minnesota communities.

Goal Name:SILC Vision

Goal Description:

SILC Vision: The Minnesota Statewide Independent Living Council will engage Minnesota communities to recognize and champion the critical needs of people with disabilities and promote statewide coverage by Centers for Independent Living.

Goal Name:VRS Mission

Goal Description:

Vocational Rehabilitation Services Mission: Empower Minnesotans with disabilities to achieve their goals for employment, independent living and community integration.

Goal Name:SSB Mission

Goal Description:

State Services for the Blind Mission: To facilitate the achievement of vocational and personal independence by Minnesotans who are blind, visually impaired or deaf blind.

Goal Name:Goal A.

Goal Description:

Strengthen the Infrastructure of Minnesota's Independent Living Program.

Goal Name: Goal B.

Goal Description:

Create and Promote the Minnesota Independent Living Brand.

Goal Name: Goal C.

Goal Description:

Position MNSILC/CILs as Leaders and Champions of Independent Living.

## 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 A.                  | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p> <p>Objective A1: Strengthen the CIL Network.</p> <p>Activities:</p> <p>Year 1:</p> <ul style="list-style-type: none"> <li>?Work cooperatively with MACIL (Minnesota Association of Centers for Independent Living) to prepare and carry out 2017 Legislative Agenda.</li> <li>?Continue to provide Part B funds, as outlined in the resource plan, to CILs to support the general operations of the Centers.</li> <li>?Maintain and increase funding for Centers for Independent Living services to promote expansion and statewide coverage.</li> <li>?Develop a report on the ROI (Return on Investment) for Center services.</li> </ul> | 10/01/2017            | 09/30/2019          |



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|  | <p>Year 2:</p> <p>?Continue to work cooperatively with MACIL to prepare and carry out the 2018 Legislative Agenda.</p> <p>?Continue to provide Part B funds, as outlined in the Resource Plan, to CILs to support the general operations of the Centers.</p> <p>?Maintain and increase funding for Centers for Independent Living services to promote expansion and statewide coverage.</p> <p>?Add ROI information to the MNSILC Annual Report and MNSILC Olmstead Report.</p> <p>Year 3:</p> <p>?Continue to work cooperatively with MACIL to prepare and carry out 2019 Legislative Agenda.</p> <p>?Continue to provide Part B funds, as outlined in the Resource Plan, to CILs to support the general operations of the Centers.</p> <p>?Maintain and increase funding for Centers for Independent Living services to promote expansion and statewide coverage.</p> <p>?ROI information is put into the MNSILC Annual Report and MNSILC Olmstead Report.</p> <p>?Expand efforts to support MACIL legislative efforts using existing online platforms.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>CIL funding is increased so that CILs move closer to the amount identified in the Network of Centers Plan that would allow CILs to more fully serve their catchment areas and take on serving the unserved counties in Minnesota. Additionally CILs must receive COLAs for each year.</p> <p>Timeframe for Interim Progress:</p> |  |  |
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|         | <p>2017: Substantial funding increase plus COLA.</p> <p>2018: COLA increase.</p> <p>2019: Substantial funding increase plus COLA.</p>   |            |            |
| Goal A. | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p> <p>Objective A-2: Expand the diversity and capacity of the Minnesota Statewide Independent Living Council so that the Council is in a better position to fulfill its statutory duties as defined under WIOA.</p> <p>Activities:</p> <p>Year 1:</p> <ul style="list-style-type: none"> <li>? Prepare SILC Recruitment materials and attend one targeted job fair to expand diversity and increase public input on the Council.</li> <li>? Conduct internal SILC survey of knowledge/skills/connection of current and new SILC members.</li> <li>? Continue funding attendance at conferences and trainings for SILC members and CIL visits to Council meetings.</li> <li>? Continue to fund SILC Coordinator.</li> <li>? Create and publish an Annual Report.</li> </ul> <p>Year 2:</p> <ul style="list-style-type: none"> <li>? Evaluate the use of a job fair as a venue for recruiting and make recommendations for targeting recruiting in the future.</li> <li>? Increase the number of venues attended by at least one in order to recruit and increase the diversity of the applicants to the Council. This could include but is not limited to an additional job fair, state conference such as ARC or Aging and Disability, etc.</li> <li>? Use the internal survey results to enhance recruitment efforts that increase SILC diversity.</li> </ul> | 10/01/2017 | 09/30/2019 |

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|  | <p>? Continue to fund MNSILC member attendance at conferences, trainings, and learning opportunities.</p> <p>? Continue to fund SILC Coordinator.</p> <p>? Create and publish an Annual Report.</p> <p>? Investigate the most effective strategies for communicating with youth.</p> <p>Year 3:</p> <p>? Develop a recommendation on venues and next steps for recruitment activities.</p> <p>? Continue to fund MNSILC member attendance at conferences, trainings, and learning opportunities.</p> <p>? Continue funding for SILC Coordinator.</p> <p>? Implement at least one strategy for communicating and involving youth. This might include things like, but not limited to events at Centers and social media.</p> <p>? Investigate and research the pros and cons of the Council becoming a 501C3 entity.</p> <p>? Investigate and research the need for the Coordinator position to become full time.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>Diversity increases by at least 3 members over this time frame, strengths of members improved and expanded, and necessary funding provided.</p> <p>Timeframe for Interim Progress:</p> <p>2017: increase diversity by 1 member and funding allotted.</p> <p>2018: increase diversity by 1 member and funding allotted.</p> <p>2019: increase diversity by 1 member and funding allotted.</p> |  |  |
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| <p>Goal A.</p> | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p> <p>Objective A-3: Strengthen the partnership between DEED/VRS, SSB, MNSILC, and CILs.</p> <p>Activities:</p> <p>Year 1:</p> <ul style="list-style-type: none"> <li>? Increase CIL Director and CIL staff attendance at SILC meetings and conferences.</li> <li>? Create a shared online information platform for CIL and SILC information.</li> <li>? Plan and hold an IL conference (SILC and CILs).</li> <li>? Continue to provide Part B funds, as outlined in the Resource Plan, to SSB to support Outreach Activities.</li> </ul> <p>Year 2:</p> <ul style="list-style-type: none"> <li>? Continue to provide funding assistance to allow other CIL representative participation (other than the appointed representative) at SILC meetings.</li> <li>? Maintain the online platform for SILC and CIL information.</li> <li>? Analyze results of IL conference.</li> <li>? Continue to provide Part B funds, as outlined in the Resource Plan, to SSB to support Outreach Activities.</li> <li>? Begin preparations for SPIL Development: develop a time line, gather information, etc.</li> <li>? Get SILC members involved in CIL community activities.</li> </ul> <p>Year 3:</p> <ul style="list-style-type: none"> <li>? Continue to provide funding assistance to allow other CIL representative participation (other than the appointed representative) at SILC meetings.</li> <li>? Continue and complete SPIL Development.</li> </ul> | <p>10/01/2017</p> | <p>09/30/2019</p> |
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|                | <p>? Conduct a hearing for the draft SPIL.</p> <p>? Continue to provide Part B funds, as outlined in the Resource Plan, to SSB to support Outreach Activities.</p> <p>? Maintain the online platform for SILC and CIL information.</p> <p>? MNSILC members continue to be involved in identified CIL activities.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>MNSILC, CILs, and DSU increase the number of collaborative activities by 15 %.</p> <p>Timeframe for Interim Progress:</p> <p>2017: 5% increase.</p> <p>2018: 5% increase</p> <p>2019: 5% increase</p> |                   |                   |
| <p>Goal B.</p> | <p>Goal B. Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B1: Develop and implement a plan/strategy for universal recognition.</p> <p>Activities:</p> <p>Year 1:</p> <p>? Investigate and research what it takes to create and promote an IL brand.</p> <p>? Build consensus around next steps and how it will be funded.</p> <p>Year 2:</p> <p>? Implement the plan for creating a statewide IL brand: contacting professionals who might help with this,</p>   | <p>10/01/2017</p> | <p>09/30/2019</p> |

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|                | <p>searching for people willing to work pro-bono, or searching for an intern.</p> <p>? Collect consumer personal stories that assist in promoting the IL identity, focusing on all disabilities, age ranges, different ethnicities etc.</p> <p>Year 3:</p> <p>? Continue implementing the plan for recognition as recommended including activities such as using social media, a marketing blitz, using an icon graphic, etc.</p> <p>? Evaluate the efforts of implementation to date and determine any needed steps for the future.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>An IL Brand is created and beginning to be used.</p> <p>Timeframe for Interim Progress:</p> <p>? 2017: Plan developed.</p> <p>? 2018: First steps of implementation begin and personal stories are collected.</p> <p>? 2019: Brand is beginning to be used in Minnesota.</p> |                   |                   |
| <p>Goal B.</p> | <p>Goal B. Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B2: Recognize and celebrate IL Philosophy.</p> <p>Activities:</p> <p>Year 1:</p> <p>? Brainstorm and build consensus around ways in which recognition and celebrations can occur.</p> <p>Year 2:</p> <p>? Implement at least one strategy from the plan such as identifying the specific type of recognition like a business that has put IL philosophy into action or a community that</p>   | <p>10/01/2017</p> | <p>09/30/2019</p> |

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|                | <p>has improved access for people with disabilities to community life.</p> <p>Year 3:</p> <p>? Implement at least one additional strategy from the plan such as presenting a plaque to a chosen group or individual.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>A plan for recognizing IL in Minnesota exists. Recognition event(s) has occurred.</p> <p>Timeframe for Interim Progress:</p> <p>2017: A plan for recognition is developed.</p> <p>2018: A specific first recognition is identified.</p> <p>2019: Nominations are sent in and winner is identified and recognized by MNSILC, CILs and DEED/VRS/SSB.</p> |                   |                   |
| <p>Goal B.</p> | <p>Goal B. Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B3: Energize the disability community to advocate for themselves.</p> <p>Activities:</p> <p>Year 1:</p> <p>? Brainstorm and build consensus around strategies that will assist in building the capacity of the disability community to advocate for themselves.</p> <p>Year 2:</p> <p>? Implement at least one strategy from the plan. An example might be creating an opportunity for local city officials to dialog with members of the disability community.</p> <p>Year 3:</p>  | <p>10/01/2017</p> | <p>09/30/2019</p> |

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|                | <p>? Increase the number of grassroots efforts to have the disability community advocate for themselves.</p> <p>Geographic Scope:</p> <p>Statewide.</p> <p>Three Year Performance Target:</p> <p>The Council assists at least 3 Centers in specified advocacy activities each year.</p> <p>Timeframe for Interim Progress:</p> <p>2017: A plan for specific ways in which to assist the disability community in advocating is developed.</p> <p>2018: Strategies are implemented and first activities begin.</p> <p>2019: Additional activities occur.</p>   |                   |                   |
| <p>Goal C.</p> | <p>Goal C. Position MNSILC/CILs as Leaders and Champions of Independent Living.</p> <p>Objective C1: Create a shared public policy agenda for IL in Minnesota.</p> <p>Activities:</p> <p>Year 1:</p> <p>? Investigate and research how to create an effective public policy agenda.</p> <p>? Explore and identify the policy priorities.</p> <p>? Research effective ways in which to disseminate information on IL public policies and develop a plan for using those strategies.</p> <p>Year 2:</p> <p>? Create policies as identified.</p> <p>? Implement at least one strategy for disseminating public policy information such as an addition to the website, email or Twitter.</p> | <p>10/01/2017</p> | <p>09/30/2019</p> |



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|                | <p>Year 3</p> <p>? Create policies as identified.</p> <p>? Implement at least one strategy for disseminating public policy information such as an addition to the website, email or Twitter.</p> <p>Geographic Scope:</p> <p>Statewide.</p> <p>Three Year Performance Target:</p> <p>Public policy (ies) created and publicized through multiple venues.</p> <p>Timeframe for Interim Progress:</p> <p>2017: Examine how to create an effective public policy.</p> <p>2018: Decide where to begin in developing public policy and begin writing.</p> <p>2019: Continue developing policies and begin to disseminate through multiple modes.</p> |                   |                   |
| <p>Goal C.</p> | <p>Goal C. Position MNSILC/CILs as Leaders and Champions of Independent Living.</p> <p>Objective C2: Expand the MNSILC/CIL legislative influence through educational contacts or opportunities in communities.</p> <p>Activities:</p> <p>Year 1:</p> <p>? Establish a SILC/CIL Legislative Committee to Plan a strategy for legislative meetings.</p> <p>? Educate Council members using Legislative process experts (basic, intermediate, and advanced) Possible experts may include but are not limited to MN Council of Non-profits, U of M, State operated Services, Extension ,services, Sue Abderholden, etc.</p>                         | <p>10/01/2017</p> | <p>09/30/2019</p> |

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|  | <p>? Make appointments and visit with the Governor, State, and Federal Legislators and provide them with IL information. Assess what other information they would find helpful.</p> <p>Year 2:</p> <p>? Strengthen relationships with Governor and legislators (local, state, and federal) by consistent contacts, sharing additional information, etc.</p> <p>? A MACIL representative gives an annual update on legislative activities.</p> <p>? Train new MNSILC members on legislative process and advocacy during orientation.</p> <p>? Other MNSILC members receive review training on legislative process and advocacy.</p> <p>? Develop a plan for holding an ?IL Day at the Capitol? event.</p> <p>Year 3:</p> <p>? Strengthen relationships with Governor and legislators (local, state, and federal) by consistent contacts, sharing additional information, etc.</p> <p>? A MACIL representative gives an annual update on legislative activities.</p> <p>? Train new MNSILC members on legislative process and advocacy during orientation.</p> <p>? Other MNSILC members receive review training on legislative process and advocacy.</p> <p>? Conduct an IL Day at the Capital.</p> <p>Geographic Scope: Statewide.</p> <p>Three Year Performance Target:</p> <p>Legislators are willing to support IL funding and IL issues affecting people with disabilities.</p> |  |  |
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|   | <p>Timeframe for Interim Progress:</p> <p>2017: Consistent visits with legislators occur, strengthening those relationships.</p> <p>2018: Legislators know what the SILC and CILs are and have some knowledge of IL.</p> <p>2019: Legislators are willing to support IL funding and IL issues affecting people with disabilities.</p>  |            |            |
| <p>SILC Mission</p> <p>SILC Vision</p> <p>Goal A.</p> <p>Goal B.</p> <p>Goal C.</p> | <p>NOTE 1: MNSILC reserves the right to use any of the Authorities granted under WIOA to SILCs if the need arises for this SPIL period. These Authorities are as follows:</p> <ol style="list-style-type: none"> <li>1. Work with centers for independent living to coordinate services with public and private entities in order to improve services provided to individuals with disabilities.</li> <li>2. Conduct resource development activities to support the activities described in the plan or to support the provision of independent living services by centers for independent living.</li> <li>3. Perform such other functions, consistent with the purpose of this chapter and comparable to other functions described in this subsection, as the Council determines to be appropriate.</li> </ol> <p>NOTE 2: All eight Executive Directors of the Centers for Independent Living have signed the SPIL. These Directors are Don Brunette (Access North), Nate Aalgard (FREEDOM), Cara Ruff (Independent Lifestyles), Jesse Bethke Gomez (MCIL), Randy Sorensen [Director Representative to the SILC] (OPTIONS), Vicki Dalle Molle (SEMCIL), Alan Augustin (SMILES), Melissa Doherty (SWCIL). Signature Pages available upon request.</p> | 10/01/2017 | 09/30/2019 |

**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

? Seniors with disabilities ? Veterans with disabilities ? Youth with disabilities ? Diverse populations ? People with Disabilities in unserved/underserved populations ? People in all geographic locations across the State

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

Statewide

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

The working relationship that has been established between the SILC, DEED/VRS, SSB and the 121 Projects of the Red Lake Nation and the White Earth Reservation shall be maintained. The SILC, DEED/VRS, SSB and respective CILs and the State's 121 Project leaders shall continue to seek new ways to provide services with the recognition that the team approach provides the greatest means to an end, irrespective of differing cultures and geographical distances. The SILC, DEED/VRS, and SSB shall continue to network and collaborate with American Indian leaders and agencies and will encourage strong, collaborative relationships with CILs in the same geographical area as tribal communities throughout Minnesota.

Each CIL has provided services to at least one minority population in its service area and has established a collaborative relationship with at least one community partner working with targeted minority populations in that same geographic location. Each CIL will continue to provide services, build on these collaborative partnerships and/or will develop services tailored to other minority populations in its catchment area.

Under this SPIL, the SILC, DEED/VRS, and SSB will continue to identify innovative approaches to outreach in rural, urban and suburban areas. In addition, the SILC, DEED/VRS, SSB and the Centers will provide, upon request, all informational materials in alternative formats and languages.

The SILC, VRS, DEED/SSB and Centers will collaborate and contribute to outreach efforts, as follows:

?Distribution of appropriate materials developed by the SILC, DEED/VRS, SSB and Centers.

?Establishment of a Legislative Committee to help plan legislative educational contacts and approaches.

?Continuing ongoing training opportunities for members of the SILC, CILs, VRS, and SSB.

?Focus recruitment activities for the SILC on recruiting members who better represent the diversity of Minnesota.

?Exploring and developing a plan for increased outreach/communication with youth.

?Collaboration efforts with the 121 Projects.

?The Network of CILs will continue to work on planning for statewide coverage through the CILs.

?Developing a plan for and implementing increased ways in which to communicate a variety of sorts of information and outreach with the community statewide.

### 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   | 104181             |             | 127000                 | 74169                 |
| Title VII Funds Chapter 1, Part C   |                    |             | 1082485                |                       |
| 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)                         | 20000              |             |                        |                       |
| Other Federal funds - other   |                    |             |                        |                       |
| Non-Federal funds - State funds   |                    |             | 2261000                |                       |
| Non-Federal funds - Other   |                    |             |                        |                       |

|       |        |   |         |       |
|-------|--------|---|---------|-------|
| Total | 124181 | 0 | 3470485 | 74169 |
|-------|--------|---|---------|-------|

Year 2 - 2018 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   | 107177             |             | 127000                 | 71173                 |
| Title VII Funds Chapter 1, Part C   |                    |             | 1082485                |                       |
| 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)                         | 20000              |             |                        |                       |
| Other Federal funds - other   |                    |             |                        |                       |
| Non-Federal funds - State funds   |                    |             | 2761000                |                       |
| Non-Federal funds - Other   |                    |             |                        |                       |
| Total   | 127177             | 0           | 3970485                | 71173                 |

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   | 123181             |             | 121000                 | 61169                 |
| Title VII Funds Chapter 1, Part C   |                    |             | 1082485                |                       |
| 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)                         | 20000              |             |                        |                       |

|                                 |        |   |         |       |
|---------------------------------|--------|---|---------|-------|
| Other Federal funds - other     |        |   |         |       |
| Non-Federal funds - State funds |        |   | 2761000 |       |
| Non-Federal funds - Other       |        |   |         |       |
| Total                           | 143181 | 0 | 3964485 | 61169 |

### **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.**

All Chapter I, Title VII Parts B and C funds awarded under the contract by the DEED/VRS shall be utilized for direct provision of independent living services to consumers, the general operation of the Centers and/or for the enhancement, expansion or initiation of independent living services, which includes SILC operating expenses, contracts to Centers, as well as the State Independent Living Services (SILS) outreach activities offered by State Services for the Blind (SSB).

**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.**

State ?General Operating? and Federal Title VII Part C funds shall continue to be awarded only to those eligible Centers meeting the standards and assurances established in Section 725 of the Rehabilitation Act (34 CFR 366.63) and Minnesota Statute 268.01 (Subd 8).

In determining funding levels for any Center, only Title VII Part C and State IL funds shall be considered under this SPIL. Specific dollar amounts for State and Federal funds are reflected in the resource plan. The methodology for distribution and service provision is explained further in the Network Plan.

**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.**

DEED/VRS and SSB provide, as an in-kind service, any print materials needed by members of the SILC in alternate formats. These formats include, but are not limited to: Braille, CD ROM, computer disk or audio tape. DEED/VRS also provides, as an in-kind service, staff support to the SILC, technical assistance, mailing, postage, website hosting/updating, and other assistance as necessary. The amount of funding is reflected in the resource plan and provided in support of the SILC resource plan.

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

MNSILC, Centers for Independent Living, DEED/VRS and SSB have collaborated on this SPIL including the development of the Resource Plan. The amounts indicated have been deemed necessary, appropriate and in compliance with the intent of WIOA.

## **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 2017-2019 SPIL are in accordance with, or compliment the independent living programs and services provided by DEED/VRS, SSB and Minnesota's eight Centers. The independent living services offered by the Centers are consumer-driven and unduplicated; furthermore, these services are consistent with the philosophy of the program as defined in section 701 of the Act and 34 CFR 364.2.

### **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.**

In developing the goals and objectives of the 2017-2019 SPIL, the SILC, CILs, DEED/VRS and SSB reviewed the following: 704 Part I and II data, consumer satisfaction survey results, interviews with CIL staff and board members, public forum feedback, CIL work plans, and other data and reports completed for the purposes of developing the SPIL. Minnesota's eight Centers for Independent Living, the SILC, DEED/VRS and SSB participated in a two-day SPIL planning retreat, where goals and objectives for the SPIL were developed collaboratively.

## **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, CILs, DEED/VRS and SSB will facilitate communications, coordinate and cooperate with other agencies and groups through inclusion, networking and information dissemination. One Center director, selected by the Centers' directors shall be a voting member of the SILC. Ex-officio SILC members may include representatives from the Minnesota Developmental Disabilities Council, the State Council on Disability, State Services for the Blind, Vocational Rehabilitation Services, the Department of Human Services and other public or private agencies serving people with disabilities. In-service training from various community-based and governmental service-providers shall be scheduled during both regular SILC meetings and out state SILC training meetings. In addition, the SILC shall continue to select a voting member to serve as the SILC's representative on various councils including, but not limited to the State Rehabilitation Council General and State Rehabilitation Council for the Blind. The SILC may have ex officio representatives from other councils including the Governor's Council on Developmental Disabilities and the Minnesota State Council on Disability.



## **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.

To avoid unnecessary duplication and to advance independent living services statewide, the CILs and DEED/VRS will collaborate with state, local, and various service providers through scheduled meetings, focus groups and a review of data collected. DEED/VRS and Minnesota's CILs regularly share information and coordinate activities related to the following services:

Special Education

Vocational Education

Developmental Disabilities Services

Public Health

Mental Health

Housing

Transportation

Veterans Services

## **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.

Utilizing the Minnesota Department of Employment and Economic Development's (DEED) statewide Workforce Centers, State Services for the Blind (SSB) provides IL services through SSB's Senior Services Unit (SSU). SSU delivers services with a streamlined paperwork system. Provision of direct services to customers is totally funded by Title VII OB and state dollars. Title VII, Part B funds are used in part to provide outreach to unserved or underserved populations, including minority groups and urban and rural populations.

## 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  | Yes  |
| Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities) | No                                    | Yes  | No   |
| Rehabilitation technology  | No                                    | Yes  | Yes  |
| Mobility training  | No                                    | Yes  | No   |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services   | No                                    | Yes  | Yes  |

|  |     |     |     |
|--|-----|-----|-----|
| Personal assistance services, including attendant care and the training of personnel providing such services   | No  | No  | Yes |
| Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services  | No  | No  | Yes |
| Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act                           | Yes | No  | Yes |
| Education and training necessary for living in the community and participating in community activities   | No  | Yes | Yes |
| Supported living   | No  | Yes | Yes |
| Transportation, including referral and assistance for such transportation  | No  | Yes | Yes |
| Physical rehabilitation  | No  | Yes | Yes |
| Therapeutic treatment  | No  | Yes | Yes |
| Provision of needed prostheses and other appliances and devices  | No  | Yes | Yes |
| Individual and group social and recreational services  | No  | Yes | Yes |
| Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options   | No  | Yes | Yes |
| Services for children with significant disabilities  | No  | Yes | Yes |
| Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities | 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 | Yes |
| Other necessary services not inconsistent with the Act   | No | Yes | Yes |

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

? Through the establishment of a legislative committee, MNSILC is working to build stronger relationships with the Governor and State and Federal legislators. This is accomplished by providing educational materials and engaging them in dialog about independent living with the hope that they will know who MNSILC and Center for Independent are and what we each do as well as needs and issues that exist for people with disabilities in Minnesota. They will also work to organize and support IL Day at the Capital.

? The Outreach committee will be looking at how to create an IL Brand, increasing our modes of effective communication to better match the range of populations and locations in the State, identify and support the recognition of advancement of IL in Minnesota, and how to reach out to youth and help them learn about and become involved in IL related activities. This will support outreach to rural communities and youth as well as potentially reaching other underserved/unserved populations.

? Intentional focus is being placed on increasing funding for Centers. Work will be done through the Network of Centers Committee. This is based on our needs assessment from the current SPIL. This is top priority in this SPIL due to historic funding issues and the addition of a 5th Core service with no funding attached.

? MNSILC, CILs, and our designated state partners (VRS, SSB) will increase our shared activities over the next three years working together and strengthening our relationship and the IL Network.

? MNSILC is doing a survey of members to highlight strengths and connections each member has in order to build the capacity of the Council to meet its obligations. In addition, we are placing emphasis on our recruitment (adding more diverse members, broadly defined) of new members in order to better reflect the changing population of Minnesota.

? MNSILC will hold a Professional Development Conference for SILC members and CIL staff as well as interested others such as VRS IL staff or SSB staff to enhance knowledge and skill development as well as offer the opportunity for networking in order to strengthen the IL Network.

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.

Throughout the effective dates of this SPIL, independent living services will be provided through DEED-VRS contracts with the eight existing CILs. Contract activity and status for all grants are reported quarterly by the grantee, which includes financial status and program progress reports, written explanations of deviations from the contract's approved goals and objectives, and a report of changes in time lines or resource allocation. Consumer service data are reviewed, including data from the Annual 704 Part II reports and written or verbal input from consumers. Federal and State Monitoring and/or on-site compliance reviews of Centers for Independent Living are conducted annually by DEED/VRS. Each Center receiving Federal and State independent living funds undergoes an on-site compliance review every three years.

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.

Centers for Independent Living shall have sole authority in the determination of eligibility for services. The DEED/VRS does not impose any requirements pertaining to eligibility determination. During the on-site review process, DEED/VRS reviews the CILs policies related to eligibility determination to ensure that the CIL has met the requirement.

## **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 State of Minnesota has eight Part C Funded Centers for Independent Living with the following service areas designated. (A map is available upon request). Below is a listing of each Center, population, and counties.

Access North: Center for Independent Living of Northeastern Minnesota; (261,977); Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, Pine, St. Louis.

ILICIL: Independent Lifestyles Inc. A Center for Independent Living; (694,115); Benton, Chisago, Isanti, Kanabec, Kandiyohi, Meeker, Mille Lacs, Morrison, Sherburne, Stearns, Wright.

SMILES: Southern Minnesota Independent Living Enterprises and Services; (317,410); Blue Earth, Brown, Faribault, Le Sueur, Martin, McLeod, Nicollet, Sibley, Waseca, Watonwan.

Freedom: Freedom Resource Center for Independent Living; (263,539); Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Todd, Traverse, Wadena, Wilkin.

Options: Options Interstate Resource Center for Independent Living; (196,984); Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

SWCIL: Southwestern Center for Independent Living; (176,771); Big Stone, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine.

SEMCIL: Southeastern Minnesota Center for Independent Living; (500,966); Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona.

MCIL: Metropolitan Center for Independent Living; (3,041,456); Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

2014 estimates of county population, Minnesota State Demographic Center and the Metropolitan Council

Release Date: July 15, 2015

### 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).

The SILC, DEED/VRS, and Minnesota's eight Centers are committed to the continued expansion of services so that all Minnesotan's with disabilities will have access to Center services. We will engage Minnesota communities to champion the critical needs of people with disabilities and promote statewide coverage and advocate for full funding of the CIL network. This design sets forth necessary steps that will be taken to maximize the cooperation, coordination, and working relationships among Minnesota's SILC, CILs, DEED/VRS, and other State agencies as necessary.

Following is the order of priorities to be implemented with related funding changes.

1. Upon the availability of funding maintain eligible Centers' allocations at the same levels as in the previous year;
2. Upon the availability of funding, provide an annual cost of living increase to all eligible Centers;
3. Upon the availability of funding, funding will be allocated in the following phases;

#### Phase One

Increases in Part C and State funding will be allocated to the eight existing Centers in unequal distributions from least funded Centers to most funded Center until all Centers reach an equal level of \$500,000.00.

As additional Part C and State funds are received each Center shall receive equal disbursements to a level of 1.2 Million dollars giving each time to ramp up services in order to have a presence in much of its service area.

#### Phase Two

The total funding needed to realize the Vision of the SILC and Minnesota's eight Centers for Independent Living is 18.6 million. After the conclusion of Phase One (see above), funding will be distributed equally until funding caps are reached based on population, geographic factors and socio economic factors according to the Report Minnesota State Funding Formula for Centers for Independent Living Regions: Adapted from Indiana's Funding Allocation Model Formula, (C. J. McKinney and Patricia Yeager, 2015). Report is available upon request.

Any reductions in Part C funding shall be shared equally among the Centers. Reductions in State funding shall be shared by the percentage rate of the cut. Reductions in funding (State and Part C) experienced by Centers will be restored to the highest historic funded level of each Center. If additional funding is not at the level needed to replace all prior funding reductions, funds will be

restored in equal amounts for Part C and by the same percentage used to cut the funds for State funding.

### 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.

Minnesota's proposed order of priorities:

(a) In accordance with a State's allotment and to the extent funds are available, the order of priorities for allocating funds among centers within a State is as follows:

(1) Existing centers, as described in 34 CFR 366.23, that comply with the standards and assurances in section 725(b) and (c) of the Act and subparts F and G of this part first receive the level of funding each center received in the previous year.

(2) Existing centers that meet the requirements of paragraph (a)(1) of this section then receive a cost-of-living increase in accordance with procedures consistent with section 721(c)(3) of the Act. (b) If, after meeting the priorities in paragraphs (a)(1) and (2) of this section.

(1) Use the excess funds in the State to assist existing centers consistent with the State plan.

The SILC, CILs, and DEED/VRS have evaluated the logic related to starting new CILs, should additional resources be made available. Based on the geographic location and sparse population of the historic unserved counties it was determined that it would not be cost effective to initiate new CILs. The counties, in any combination, do not represent a large enough areas to support a standalone CIL as the population would be too small and/or the counties not concentrated to a single area, resulting in a service delivery approach that would not be cost effective.

CILs analyzed past services provided, ease of coverage for each unserved county, population characteristics and service coverage by other providers within the same areas of the State and made recommendations on what Counties were most logical for each CIL to absorb. The unserved counties in question, as outlined in the unserved/underserved Map (Map available upon request), in many cases have previously received services by CILs in close proximity to them. At this time however, State and/or Federal funds are not sufficient to consider these counties fully served.

The agreed upon methodology is that those CILs that border the unserved Counties will amend their service area to include all the unserved Counties within the State. This approach is the most cost effective methodology in providing services to these Counties.

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.



Minnesota has a longstanding commitment to consumer participation in the development of independent living services and programs. In keeping with this commitment, there is substantial collaboration between DEED/VRS, SSB and the SILC in establishing funding priorities for Federal Title VII Parts B and C awards, in developing requests for proposals, in evaluating grant proposals, and in selecting the recipients of VRS Title VII Parts B and C contracts.

DEED/VRS monitors contract performance by the following three methods:

1. Contract activity and status are reported at a minimum quarterly but in some cases monthly, dependent on CIL preference. The review includes Financial Status and Program Progress Reports, written explanations of deviations from the contract's approved goals and objectives, and a report of changes in time lines or resource allocation.
2. Consumer service data are reviewed, including data from the Annual 704 Part II reports and written or verbal input from consumers.
3. Annual reviews are completed including a fiscal reconciliation audit of any grant exceeding \$50,000 and on-site compliance reviews of Centers for Independent Living. Each Center receiving Federal and State IL funds undergoes an on-site compliance review every three years. Those Centers not scheduled for an on-site compliance review during any year undergo an on-site monitoring by DEED/VRS IL Section staff.

The policies, practices and procedures for the award of contracts under Section 723 will continue as stated above. The Annual Performance Report (704, Part II) shall be utilized as the continuation application for Centers. In addition, DEED/VRS shall continue to compile and evaluate Centers' IL data on an annual basis, and provide recommendations, as appropriate, for improving IL service-delivery and IL program cost-effectiveness.

In conducting such on-site reviews, DEED/VRS shall utilize the HHS-ACL current review instrument, and will follow the on-site review procedures established under 34 CFR 366.38 (A), (B), (C), and (D).

## **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 principle staff assigned to the DEED/VRS independent living (Part C) Program is the Independent Living Specialist. The Independent Living Specialist has key responsibilities for the State and Federal (Parts B and C) independent living grant activities. Responsibilities for management oversight of the independent living activities reside with the Director of Vocational Rehabilitation Services. Staff from the DEED/VRS Administrative Services section also contributes to the administrative support of the DEED/VRS independent living activity (Parts B and C). Fiscal services staff set up state and federal accounts for grants, review financial reports, and participate in State monitoring and Federal on site compliance reviews.

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

Through an administrative agreement, the Independent Living sections of Vocational Rehabilitation Services (VRS) and State Services for the Blind (SSB) of the Minnesota Department of Employment and Economic Development (DEED) mutually agree to the terms and conditions for the provision of administrative support to MNSILC. This agreement is reviewed annually.

## **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.

Annually, \$305,350 of Title VII Part B funds shall be reserved for the SILC by DEED/VRS to support the 705(C) duties of the SILC, including the general operations of the SILC.

This amount includes the following activities:

? SILC Meetings: 8 per year except in year 3 when additional funds have been allotted for additional SPIL Development sessions.

? One forum or hearing annually.

? Educational/Training of SILC Members.

? Provision of reasonable accommodations.

? SILC Coordinator and staffing costs.

? Minutes/Note taker costs.

? Provision of Outreach to unserved/underserved populations (SSB).

? SILC Communications.

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.

MNSILC is responsible for the development and ongoing review of the annual budget for all resources allocated, as described in the resource plan. The SILC assures that all expenditures are in accordance with the resource plan in the approved SPIL. The annual budget is approved

during a regularly scheduled meeting. All SILC meetings are open to the public and dates/locations are posted in advance on the SILCs website, as well as in the Minnesota State Register. The SILCs Finance committee provides financial reports at each meeting. In addition, DEED/VRS records and processes all deposits and expenditures, and provides necessary reports to federal and state entities.

All financial transactions and record-keeping are consistent with applicable Uniform Guidance (2 CFR 200) fiscal and accounting requirements. The SILC and DEED/VRS make available all required reports and provide access to records, for the purpose of conducting audits, examinations and compliance reviews.

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

No conditions or requirements are included in the resource plan that may compromise the independence of the SILC.

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

The 2017-2019 SPIL goals and objectives were developed based on a review of past, present and future projections of funding. We believe that the funding sources and levels of funding contained in the SPIL are realistic at this time.

## 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.

The Minnesota Statewide Independent Living Council is an independent entity of state government and is not part of, or subordinate to any state agency. Through an administrative agreement, the Independent Living sections of Vocational Rehabilitation Services (VRS) and State Services for the Blind (SSB) of the Minnesota Department of Employment and Economic Development (DEED) mutually agree to the terms and conditions for the provision of administrative support to the SILC. This agreement is reviewed annually.

The SILC is established exclusively to fulfill the applicable provisions of the Rehabilitation Act of 1973, as amended.

## 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.

Applicants apply with the Minnesota Secretary of State's office. Applications are forwarded by the Secretary of State to the Governor's office, where they undergo a thorough screening process. Appointments are made by the Governor based on considerations that include, but are not limited to:

- ? Personal qualifications for service
- ? Statewide Representation
- ? Mandated Appointments
- ? Diverse disability, background and cultural representation

The Governor ensures that a majority of people serving on the council are qualified people with disabilities and appointees represent at least five major disability groups, as well as statewide representation.

#### 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.

MNSILC currently employs a .5 staff. This person serves MNSILC in the role of a Coordinator. The Coordinator is supervised and evaluated by MNSILC's Chair. Supervision is ongoing and formal evaluation occurs at least once a year.

- 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.

N/A

## **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.

During the Federal onsite compliance review process, the DEED/VRS reviews position descriptions of CIL staff, board and volunteers. DEED/VRS utilizes the Federal compliance review instrument and applies all applicable Federal and State IL rules and regulations, including State Statute 268A.11, Subdivision 1-4, during such reviews.

- 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.

All of Minnesota's Centers employ staff who are able to communicate with a wide variety of individuals who may rely on alternative modes of communication. Whenever possible, CILs hire individuals who are proficient in a variety of alternative modes of communication, as well as individuals with a proficiency in various languages and cultures.

- 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.

All of Minnesota's Centers have staff development plans in place, which provide a wide variety of classes, trainings, and continuing education opportunities for both board and staff development. Staff development plans are reviewed during the Federal on site compliance review process. During the Federal onsite compliance review process, DEED/VRS reviews position descriptions of CIL staff, board and volunteers. DEED/VRS utilizes the Federal compliance review instrument and applies all applicable Federal and State IL rules and regulations, including State Statute 268A.11, Subdivision 1-4, during such reviews.

- 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 Minnesota's Centers take affirmative action to employ and advance in employment qualified individuals with significant disabilities. Over fifty percent of each Centers staff and board includes people with various types of disabilities. Affirmative Action policies are reviewed by DEED/VRS during the Federal on site compliance review process.

## 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.

These requirements are met through ongoing reviews and approvals/rejections of quarterly reports regarding contract activities, including: Financial status reports, program progress reports, budget, work plan, timelines, and resource allocation revisions to the approved contract. All Part B and C contracts include requirements that service providers comply with all applicable state and federal regulations, as well as fiscal control and fund accounting procedures. Contract audit language also advises grantees that service providers are subject to state and/or federal audits.

## 6.3 Recordkeeping, Access and Reporting

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

All recipients of financial assistance, through DEED/VRS grants/contracts, under parts B and C of chapter 1 of title VII of the Act, are required to maintain documentation on the amount and disposition by the recipient of 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, as well as other records.

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

All recipients of financial assistance, through DEED/VRS grants/contracts, under parts B and C of chapter 1 of title VII of the Act, are required to submit any and all applicable performance and financial reports, and are required to provide access to these reports, as defined in 34 CFR 364.36 and 364.37.

- 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.

All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act, are required to submit to the DSU, any and all applicable performance and financial reports, and are required to provide access to these reports, as defined in 34 CFR 364.36 and 364.37. All DEED

contracts include language pertaining to the access and full disclosure of all required reports and data.

#### 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.

In accordance with 34 CFR 364.40(a), all service providers must comply with, and assure that any individual with a significant disability, as defined in Sec. 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. To ensure compliance with the applicable regulations, eligibility requirements are reviewed during monitoring and Federal onsite compliance reviews of all service providers who receive financial assistance under Part B and C of chapter 1 of title VII of the Act.

- 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.

In accordance with 34 CFR 364.40(b), all service providers must comply with, and assure that 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. To ensure compliance with the applicable regulations, eligibility requirements are reviewed during monitoring and Federal onsite compliance reviews with all service providers who receive financial assistance under Part B and C of chapter 1 of title VII of the Act.

- 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.

In determining an individual's eligibility for IL services, all service providers must comply with the requirements set forth in 34 CFR 364.51. To ensure compliance with the applicable regulations, eligibility requirements are reviewed during monitoring and Federal onsite compliance reviews with all service providers who receive financial assistance under Part B and C of chapter 1 of title VII of the Act.

- 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.

In accordance with 34 CFR 364.41(a), all service providers must assure that eligibility requirements are applied without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services. To ensure compliance with the applicable regulations, eligibility requirements are reviewed during monitoring and Federal onsite compliance reviews with all service providers who receive financial assistance under Part B and C of chapter 1 of title VII of the Act.



- 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.

In accordance with 34 CFR 364.41(b), service providers DO NOT impose State or local residency requirements that would exclude under the plan any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. To ensure compliance with the applicable regulations, eligibility requirements are reviewed during monitoring and Federal onsite compliance reviews with all service providers who receive financial assistance under Part B and C of chapter 1 of title VII of the Act.

### 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.

All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act are required to notify all consumers of their right to develop or waive the development of an ILP. To ensure compliance with the applicable regulations, Section 364.52 requirements are reviewed by the DEED/VRS during monitoring and Federal onsite compliance reviews.

### 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.

During the intake process, all recipients of financial assistance under Chapter 1 that provide services to individuals with significant disabilities, advise those individuals seeking or receiving IL services about the availability of the Client Assistance Program under section 112 of the Act, the purposes of the services provided under such program, and information on the means of seeking assistance under such program. Accessible formats are provided as necessary.

### 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.

In accordance with 34 CFR 364.56(a), all service providers comply with and maintain policies and procedures for safeguarding all personal client information. DEED/VRS utilizes the ACL compliance instrument for determining compliance with Federal CIL standards, assurances and indicators.

## 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  |
|---|---|
| <p>SILC Mission</p> <p>SILC Vision</p> <p>Goal A.</p> <p>Goal B.</p> <p>Goal C.</p> | <p>The SILC, CILS, DEED/VRS, and SSB will continue to jointly gather consumer input and other data for the purposes of evaluating IL services statewide, and for monitoring and evaluating the implementation and effectiveness of Minnesota's State Plan for Independent Living. Throughout the effective dates of this SPIL, the SILC, DEED/VRS, SSB and Centers will conduct consumer forums to determine the effectiveness of SPIL goals and objectives, and to review the depth and scope of IL services statewide.</p> <p>Consumers and service-providers will also be invited to participate, to offer comments and testimony during each of the SILC's regular and out-state training meetings. At every regular SILC meeting, time is scheduled for consumer, family member and/or service-provider comments. The SILC, DEED/VRS, SSB and Centers will continue to utilize consumer forums and/or public hearings as the primary means to obtain input regarding the effectiveness of the SPIL, and for determining the unmet independent living needs of Minnesotan's with disabilities. The SILC, DEED/VRS, SSB and Centers however, reserve the right to utilize other means, as appropriate or required, to obtain consumer input or data. These "other means" may include, but are not limited to, questionnaires, telephone surveys, video conferences, web-based forums and/or focus groups. To determine consumer satisfaction with the independent living services received, DEED/VRS will annually gather data from the eight Centers consumer satisfaction surveys and prepare a summary that shall be included in the annual 704 report. This summary will be compared, contrasted and evaluated in relation to consumer comments gathered during the SILC's and DEED/VRS consumer forums. The SILC will also monitor the State Plan goals and objectives, resource plan, and operating budget on a quarterly basis during regularly scheduled meetings.</p> |
| <p>Goal A.</p>  | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p> <p>Objective A1: Strengthen the CIL Network.</p> <p>Measurable Indicator:</p>   |

|                |   |
|----------------|---|
|                | <p>CIL funding is increased so that CILs move closer to the amount identified in the Network of Centers Plan that would allow CILs to more fully serve their catchment areas and take on serving the unserved counties in Minnesota. Additionally CILs must receive COLAs for each year.</p> <p>Three Year Performance Target:</p> <p>CILs receive a COLA each year plus increases in funding in 2017 and 2019 that allow them to more effectively serve their catchment areas.</p> <p>Timeframes for Interim Progress:</p> <p>2017: Substantial increase plus COLA.</p> <p>2018: COLA increase.</p> <p>2019: Substantial increase plus COLA.</p>   |
| <p>Goal A.</p> | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p> <p>Objective A2: Expand the diversity and capacity of the Minnesota Statewide Independent Living Council so that the Council is in a better position to fulfill its statutory duties as defined under WIOA.</p> <p>Measurable Indicator:</p> <p>The Council membership better reflects statewide demographics and the individual membership strengths needed.</p> <p>Three Year Performance Targets:</p> <p>Diversity increases by at least 3 members over this time frame, strengths of members improved and expanded, and necessary funding provided.</p> <p>Timeframes for Interim Progress:</p> <p>2017: increase diversity by 1 member and funding allotted.</p> <p>2018: increase diversity by 1 member and funding allotted.</p> <p>2019: increase diversity by 1 member and funding allotted.</p> |
| <p>Goal A.</p> | <p>Goal A: Strengthen the Infrastructure of Minnesota's Independent Living Program.</p>   |

|                |   |
|----------------|---|
|                | <p>Objective A3: Strengthen partnerships between DEED/VRS, SSB, MNSILC, and CILs.</p> <p>Measurable Indicator:</p> <p>MNSILC, CILs, and DEED/VRS/SSB increase the number of collaborative activities by 15%.</p> <p>Three Year Performance Targets:</p> <p>Collaborative activities increase by 15 % by September 30, 2019.</p> <p>Timeframes for Interim Progress:</p> <p>2017: 5% increase.</p> <p>2018: 5% increase.</p> <p>2019: 5% increase.</p>   |
| <p>Goal B.</p> | <p>Goal B: Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B1: Develop and implement a plan/strategy for universal recognition.</p> <p>Measurable Indicator:</p> <p>A plan is developed and implemented.</p> <p>Three Year Performance Targets: An IL Brand is created and beginning to be used.</p> <p>Timeframes for Interim Progress:</p> <p>2017: Plan developed.</p> <p>2018: First steps of implementation begin and personal stories are collected.</p> <p>2019: Brand is beginning to be used in Minnesota.</p> |
| <p>Goal B.</p> | <p>Goal B: Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B2: Recognize and celebrate IL Philosophy.</p> <p>Measurable Indicator.</p> <p>MNSILC conducts regular recognition event(s) around IL philosophy.</p>  |

|                |   |
|----------------|---|
|                | <p>Three Year Performance Targets:</p> <p>A plan for recognizing IL in Minnesota exists. Recognition event(s) has occurred.</p> <p>Timeframes for Interim Progress:</p> <p>2017: A Plan for recognition is developed.</p> <p>2018: A specific first recognition is identified.</p> <p>2019: Nominations are sent in and winner is identified and recognized by MNSILC, CILs and DEED/VRS/SSB.</p>   |
| <p>Goal B.</p> | <p>Goal B: Create and Promote the Minnesota Independent Living Brand.</p> <p>Objective B3: Energize the disability community to advocate for themselves.</p> <p>Measurable Indicator:</p> <p>A plan is developed for assisting the disability community to advocate for themselves and implementation has begun.</p> <p>Three Year Performance Targets:</p> <p>The Council assists at least 3 Centers in specified advocacy activities.</p> <p>Timeframes for Interim Progress:</p> <p>2017: A plan for specific ways in which to assist the disability community in advocating is developed.</p> <p>2018: Strategies are implemented and first activities begin.</p> <p>2019: Additional activities occur.</p> |
| <p>Goal C.</p> | <p>Goal C: Position MNSILC/CILs as Leaders and Champions of Independent Living.</p> <p>Objective C1: Create a shared Public Policy Agenda for IL in Minnesota.</p> <p>Measurable Indicator:</p> <p>Research is completed and public policies are developed and publicized.</p> <p>Three Year Performance Targets:</p>   |

|                |  |
|----------------|--|
|                | <p>Public policy (ies) created and publicized through multiple venues.</p> <p>Timeframes for Interim Progress:</p> <p>2017: Examine how to create an effective public policy.</p> <p>2018: Decide where to begin in developing public policy and begin writing.</p> <p>2019: Continue developing policies and begin to disseminate through multiple modes.</p>   |
| <p>Goal C.</p> | <p>Goal C: Position MNSILC/CILs as Leaders and Champions of Independent Living.</p> <p>Objective C2: Expand the MNSILC/CIL legislative influence through educational contacts or opportunities in communities.</p> <p>Measurable Indicator:</p> <p>Educational contacts are increased with State and Federal legislators.</p> <p>Three Year Performance Targets:</p> <p>Legislators are willing to support IL funding and IL issues affecting people with disabilities</p> <p>.</p> <p>Timeframes for Interim Progress:</p> <p>2017: Consistent visits with legislators occur, strengthening those relationships.</p> <p>2018: Legislators know what the SILC and CILs are and have some knowledge of IL.</p> <p>2019: Legislators are willing to support IL funding and IL issues affecting people with disabilities.</p> |

## **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