**State Plan For
Independent Living**

**(SPIL)**

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

**Part B - Independent Living Services**

**Part C - Centers for Independent Living**

**State: MINNESOTA**

**FISCAL YEARS:**

**Effective Date: October 1, 2024 through September 30, 2027**

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

**Executive Summary**

The Minnesota Statewide Independent Living Council (MNSILC) has a vision that the independent living philosophy is fully integrated into communities and systems throughout Minnesota and that individuals with disabilities have every opportunity to be self-directed, to live a lifestyle of their choice, free from discrimination and to thrive as members of inclusive and diverse communities.

To achieve the vision, MNSILC will influence positive, impactful change alongside Minnesotans with disabilities in coordination with the Minnesota Independent Living Network. The Minnesota Living Network refers to the entire independent living community including individuals with disabilities, the Minnesota Statewide Independent Living Council, the eight Minnesota Center for Independent Living (CILs), the Minnesota Department of Employment and Economic Development/Vocational Rehabilitation Services (DEED/VRS) and State Servicess for the Blind (SSB).

The Minnesota IL Network identified four goals to promote a philosophy of

independent living, equal access, increased awareness, development of leadership skills and supporting the CILs, State Services for the Blind and MNSILC.

The first goal is to increase system resources and access to those resources by and for people with disabilities. MNSILC proposes to complete a commissioned study about the need for increased resources for the centers for independent living and to share the study with the governor’s office and elected officials. The IL Network will evaluate the feasibility of the current method of operation or the benefits of becoming a 501(c)(3) nonprofit organization.

The IL Network is focused on the second goal to increase understanding of disability information and education opportunities for individuals with disabilities, the public, elected officials, and for members of Minnesota’s Independent Living Network. The intent is to provide continuous and expanded public engagement to create more public awareness about independent living. The objectives will be to focus on advancing self-determination and life choices for people with disabilities in partnerships with people with lived experiences; to educate the public and elected officials about the needs of people with disabilities by creating a speaker bureau; to provide training for people with disabilities about the need to vote and their rights to vote; and to share information regarding emergency preparedness for people with disabilities and emergency personnel.

The IL Network plans to advocate for equal civil rights, equal access to increase self-determination and choices for people with disabilities. The third goal focuses on increasing leadership opportunities for young people with disabilities and providing opportunities to be heard. There will be occasions to develop community connections for individuals with disabilities; for CIL staff and community members to become educated about advocacy opportunities; and to become aware about civil rights.

The final goal is to maintain and grow MNSILC’s organizational effectiveness and long-term sustainability. MNSILC will promote council vacancies from around the state and in

communities of people with disabilities including historically underrepresented populations. A succession plan for staff and volunteers will be developed and implemented. Funding for the eight centers for independent living will be maintained and increased if possible. Data collection tools will be developed to monitor the success of social media and the effectiveness of the website. MNSILC members will have opportunities to increase their knowledge about independent living by attending national conferences. Training opportunities for council members and the public will be provided. An annual report highlighting services and supports of the IL Network will be posted on the website, printed, and distributed. The public will have opportunities to comment on IL services during each council meeting and at public forums or public hearings held over the three years of the SPIL.

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

* 1. Mission:

Mission of the Independent Living Network and the SPIL.

The mission of the Minnesota Statewide Independent Living Network is to build upon and strengthen the Minnesota Statewide Independent Living Network\* and to support, coordinate and advance the efforts of Centers for Independent Living statewide.

\*The Minnesota Independent Living Network is intended to refer to the entire independent living community including individuals with disabilities, the Minnesota Statewide Independent Living Council (MNSILC), the eight Minnesota Centers for Independent Living (CILs), the Minnesota Department of Employment and Economic Development/Vocational Rehabilitation Services (DSE) and State Services for the Blind (SSB)

* 1. Goals:

Goals of the IL Network for the three-year period of the plan.

1. Advocate for equal civil rights, equal access to increase self-determination and choices for people with disabilities.

2. Increase understanding of disability information and education opportunities for individuals with disabilities, the public, elected officials, and for members of Minnesota’s Independent Living Network. Continuous and expanded public engagement to create more public awareness about independent living.

3. Increase system resources and access to those resources by and for people with disabilities

4. Maintain and grow MNSILC’s organizational effectiveness and long-term sustainability.

1.3 Objectives

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

**GOAL 1:** Advocate for equal civil rights, equal access to increase self-determination and choices for people with disabilities

**Geographic Scope: Statewide**

**Time Line: FFY 2024 - 2027**

**Objective 1.1**: Support opportunities for youth leadership and youth expression

• **Indicator 1.1.1** Gained youth participation (ages 14 to 24) on the council and/or committees and within the IL Network.

o Year 1 – Develop an outreach and engagement plan for reaching youth across the state. Develop opportunities for youth to gain leadership experience.

o Year 2 – Implement the outreach and engagement plan and collaborate with CILs, other organizations and school transition programs across the state to identify youth and encourage their participation with MNSILC

o Year 3 – Evaluate the effectiveness of the outreach and engagement plan

• **Indicator 1.1.2** – Developed opportunities to empower youth to share their voices and promote that voice

o Year 1 – Leverage resources to develop youth-controlled opportunities to share their voice about how they see issues

o Year 2 – Bring youth together in a central location for advocacy training and educational opportunities for youth to share their voices

o Year 3 – Evaluate, modify, and plan for continued advocacy training and educational opportunities for youth to share their voices

**Objective 1.2:** Educate the IL Network on advocacy and lobbying

• **Indicator 1.2.1**- Defined the difference between advocacy and lobbying for MNSILC and the CILs

o Year 1 – Develop the training on advocacy and lobbying

o Year 2 – Provide and evaluate the training on advocacy and lobbying

o Year 3 - Provide and evaluate the training on advocacy and lobbying

**Objective 1.3**: Facilitate regional and local community building efforts among people with disabilities

• **Indicator 1.3.1**- Piloted the effectiveness of building the local community of people with disabilities

o Year 1 – Provide opportunities and resources to the CILS to bring people together to acquaint others with disabilities

o Year 2 – Provide opportunities and resources to the CILs to bring people together to acquaint others with disabilities

o Year 3 - Provide opportunities and resources to the CILs to bring people together to acquaint others with disabilities

**Objective 1.4:** Provide educational materials about the current state of civil rights for people with disabilities.

• **Indicator 1.4.1**- Conducted a civil rights study

o Year 1 – Identify the data about civil rights being impacted that needs to be collected; identify who collects the data

o Year 2 - Collect data about which civil rights for people with disabilities are being impacted

o Year 3 – Create a report and disseminate materials from the study

**Objective 1.5:** Develop a platform with both primary and supporting roles on important independent living topics

• **Indicator 1.5.1**- Created at least two position papers per year addressing current important independent living issues impacting people with disabilities

o Year 1 – Determine which issues warrant position papers, write position papers, and distribute those papers

o Year 2 – Determine which issues warrant position papers, write position papers and distribute those papers

o Year 3 - Determine which issues warrant position papers, write position papers, and distribute those papers

• **Indicator 1.5.2** Intern was hired and created successful materials

o Year 1 – Develop an internship program

o Year 2 - Hire an intern for creating/writing materials

o Year 3 - Evaluate the internship program

**Objective 1.6:** Partner with school districts to educate students that are transitioning and their parents regarding independent living

• **Indicator 1.6.1** – Partnered with organizations that serve transition age youth to increase the number of youths with disabilities involved in the IL movement. Educated on transition services/options for living independently in the community, parents, caregivers, healthcare providers, consumers, legislators, and providers

o Year 1 - Research the organizations we want to involve in this program. Invite those organizations to a meeting. Develop a plan to do the outreach

o Year 2 - Implement the outreach plan

o Year 3 - Evaluate, modify, and implement the outreach plan

**GOAL 2: Increase understanding of disability information and education opportunities for individuals with disabilities, the public, elected officials, and for members of Minnesota’s Independent Living Network. Continuous and expanded public engagement to create more public awareness about independent living.**

**Geographic Scope: Statewide**

**Time Line: FFY 2024 -2027**

**Objective 2.1:** Focus on advancing self-determination and life choices for people with disabilities in partnerships with people with lived experiences.

* **Indicator** **2.1.1** - Expanded our community education and collaborations. Educational materials were developed and circulated to the appropriate audiences
	+ Year 1 - Identify educational materials gathered and or developed to encourage self-determination life choice and circulated to the appropriate audiences
	+ Year 2 - Develop as needed and distribute educational materials to the appropriate audiences
	+ Year 3 - Measure how the educational materials developed and gathered impacted the CILs and other partners
* **Indicator 2.1.2** – Developed baseline survey of what people need to know about their rights. Subsequent surveys showed an increase in knowledge about rights.
	+ Year 1 – Define topics and consolidate materials to help people understand their rights, help when rights are violated, and access to education opportunities and support for self-determination and life choices. Develop and distribute assessment survey
	+ Year 2 – Reevaluate the materials created and their effectiveness. Distribute assessment survey
	+ Year 3 - Reevaluate the materials created and their effectiveness. Distribute assessment survey

**Objective 2.2:** Educate the public and elected officials how to connect people with disabilities to the resources they need for independent living.

* **Indicator 2.2.1**- Developed resources to share with the public; created a before and after survey to determine public knowledge about IL. Developed a speaker’s bureau and supported IL philosophy through outlets such as tabling, presentations, and sponsorships of events
	+ Year 1 – Develop a purpose statement and guidelines to create speaker’s bureau to educate community, create a pre and post survey for the presentation
	+ Year 2 – Promote the speaker’s bureau to elected officials, educational institutions, businesses, other organizations; host 4 presentations; implement the pre and post surveys and evaluate the results
	+ Year 3 - Promote the speaker’s bureau to elected officials, educational institutions, businesses, other organizations; host 4 presentations; implement the pre and post surveys and evaluate the results

**Objective 2.3:** Support emergency preparedness leadership with various federal, state, and local organizations by disseminating information and promoting emergency preparedness and services for people with disabilities throughout the state.

* **Indicator 2.3.1**- Advocated for people with disabilities to meet with people statewide about their needs during an emergency
	+ Year 1 – Identify what various organizations have available for emergency preparedness and share information with appropriate audiences.
	+ Year 2 - Identify the channels of communication with organizations to create awareness about the unique needs of people with disabilities before, during and after a federally declared disaster.
	+ Year 3 – Connect with local emergency preparedness managers to provide training, information, and awareness about assisting people with disabilities before, during and after an emergency.

**Objective 2.4:** Provide education to people with disabilities on the need to vote and the rights associated with voting

* **Indicator 2.4.1** -Trained CIL staff to make sure clients are part of conversations about the right to vote
* **Indicator 2.4.2** – Provided training to youth with disabilities about being a good citizen and taking charge and being empowered about their rights
* **Indicator 2.4.3** - Encouraged people with disabilities to attend local public meetings and being involved in their communities
* Year 1 – Discuss the need to vote in local, state and federal elections. Encourage involvement in local civics opportunities, and volunteer opportunities for campaigns. Evaluate the opportunities people participated in
* Year 2 – Discuss the need to vote in local, state and federal elections. Encourage involvement in local civics opportunities, and volunteer opportunities for campaigns. Evaluate the opportunities people participated in
* Year 3 – Discuss the need to vote in local, state and federal elections. Encourage involvement in local civics opportunities, and volunteer opportunities for campaigns. Evaluate the opportunities people participated in

**GOAL 3:** **Increase system resources and access to those resources by and for people with disabilities**

**Geographic Scope: Statewide**

**Time Line: FFY 2024 to 2027**

**Objective 3.1:** Provide a commissioned study to the Governor’s office and the legislature to increase awareness and advocate for sufficient resources to hold the system accountable, and increase independence for people with disabilities

* **Indicator 3.1.1**- Completed and distributed the study to the Governor’s office and the legislature.
* **Indicator 3.1.2** - Conducted at least 4 presentations of the study with policymakers and stakeholders.
	+ Year 1 – Define the scope (including RFP, vendor, etc.) of and complete the development of the study.
	+ Year 2 – Collect data, conduct the study, prepare presentations, conduct presentation
	+ Year 3- Share the information as described in the indicators, conduct presentations

**Objective 3.2:** Build relationships and educate the governor’s office and the elected officials about the importance of CILs, MNSILC, and the Independent Living Philosophy

* **Indicator 3.2.1**- Conducted a survey and analyzed the results. Built relationships and educated the governor’s office and legislature on the importance of CILs, MNSILC, and the Independent Living Philosophy
	+ Year 1 – Leverage connections and partnerships to determine a platform for conversation. Develop an assessment survey of IL knowledge. Distribute the survey to the target audience.
	+ Year 2 – Leverage connections and partnerships to determine a platform for conversation. Distribute the survey to the target audience.
	+ Year 3- Leverage connections and partnerships to determine a platform for conversation. Distribute the survey to the target audience.

**Objective 3.3:** Explore additional funding resources and build the IL network’s capacity to meet the needs of individuals with disabilities

* **Indicator 3.3.1**- Created a comprehensive understanding of funding sources and diversification options. A decision was made regarding the status of MNSILC.
	+ Year 1 – Preliminary research and outreach to establish partnerships. Research 501c3 or 501c4 status ability to diversify resources. Resources are allocated to study options.
	+ Year 2 – Continued education of the IL network of our options and limitations regarding funding and advocacy. Move forward pending the outcome of the study.
	+ Year 3- Continued education of the IL network of our options and limitations regarding funding and advocacy.

**Objective 3.4:** Evaluate the need for an increase in Part B funding to State Services for the Blind (SSB) and determine how it fits the IL mission.

* **Indicator 3.4.1**- Created a comprehensive understanding of funding needs for SSB and adjusted contribution appropriately
	+ Year 1 – Evaluate the needs of SSB adjustments
	+ Year 2 – Evaluate the needs of SSB adjustments
	+ Year 3 - Evaluate the needs of SSB adjustments

**GOAL 4: Maintain and grow MNSILC’s organizational effectiveness and long-term sustainability.**

**Geographic Scope: Statewide**

**Time Line: FFY 2024 to 2027**

**Objective 4.1:** Strengthen outreach and representation on the council with communities of people with disabilities including historically underrepresented populations. Maintain 51% of the membership representing people with disabilities

* **Indicator 4.1.1** Council has diverse representation from around the state, ethnicity, age, gender identity, and disability status.
	+ Year 1 **–** Reviewour current recruitment methods. Determineways to reach all groups to recruit applicants to serve on the council and committees. Vacancies are posted on the Secretary of State website and other public sources, applicants are interviewed, and recommendations are made to the governor
	+ Year 2 **-** Review our current recruitment methods. Determine ways to reach all groups to recruit applicants to serve on the council and committees. Vacancies are posted on the Secretary of State website and other public sources, applicants are interviewed, and recommendations are made to the governor
	+ Year 3 **-** Review our current recruitment methods. Determine ways to reach all groups to recruit applicants to serve on the council and committees. Vacancies are posted on the Secretary of State website and other public sources, applicants are interviewed, and recommendations are made to the governor

**Objective 4.2:** Improve content, data collection, website, and social media usage, to demonstrate the needs and benefits of independent living services more effectively.

* **Indicator 4.2.1**- Obtained a minimum of 20% increase per year in engagement in social media and the website
	+ Year 1 – Re-evaluate which social media platforms we want to expand to. Develop a social media calendar to include original content. Monitor the data. Evaluate the benefit of hosting our own website.
	+ Year 2 – Re-evaluate which social media platforms we want to expand to. Revise the social media calendar. Monitor the data. Develop the website, if applicable.
	+ Year 3 - Re-evaluate which social media platforms we want to expand to. Revise the social media calendar. Monitor the data. Promote the website, if applicable.

**Objective 4.3:** Develop a succession plan for key roles and activities of MNSILC to include documentation of operations and procedures.

* **Indicator 4.3.1**- Developed and documented a succession plan.
	+ Year 1 – Develop succession planning and documentation of the coordinator role
	+ Year 2 – Develop succession planning and documentation of the council members roles
	+ Year 3 – Monitor for effectiveness and revise as needed

**Objective 4.4:** Ensure proper tools are in place for developing, tracking, updating, and evaluating progress toward SPIL activities and Program Performance Review (PPR) reporting. Resources for the development of the SPIL and PPR are allocated.

* **Indicator 4.4.1**- Complied with applicable standards and indicators
	+ Year 1 - Implement objectives of the SPIL, monitor the completion of objectives, and evaluate the effectiveness of meeting the goals and complete and submit the PPR report
	+ Year 2 - Implement objectives of the SPIL, monitor the completion of objectives, and evaluate the effectiveness of meeting the goals and complete and submit the PPR report. The IL Network begins preparing for the next SPIL
	+ Year 3 - Implement objectives of the SPIL, monitor the completion of objectives, and evaluate the effectiveness of meeting the goals and complete and submit the PPR report. The IL Network prepares the next 3-year SPIL

**Objective 4.5:** Continue to provide Part B funds to CILs for their general operating

* **Indicators 4.5.1** - Allocated Part B resources to CILs for general operations on an annual basis
	+ Year 1 -Provide funding to CILs
	+ Year 2- Provide funding to CILs
	+ Year 3 - Provide funding to CILs

**Objective 4.6** Educate council members about national, state, regional and local disability related topics

* **Indicators 4.6.1** - Require MNSILC members to participate in trainings related to independent living for 10 hours per year.
	+ Year 1 - Determine individual education needs related to independent living. Provide MNSILC members and staff with information about available national, state, regional and local conferences, webinars, and on-line trainings and MNSILC Council trainings
	+ Year 2 - Monitor council members and staff participation in conferences, webinars, and on-line training
	+ Year 3- Monitor council members and staff participation in conferences, webinars, and on-line training.

**Objective 4.7** Gather information through public forums and hearings about the needs and gaps in service for inclusion in the next SPIL

* **Indicators: 4.7.1** - Resources are allocated for conducting public forums, hearings and may use other methods of gathering information as part of the development of the SPIL
	+ Year 1 - Questions to gather information about gaps in services are developed and used in public forums, focus groups, and distribution through the CILs and social media
	+ Year 2 - Questions to gather information about gaps in service are developed and used in public forums, focus groups, and distribution through the CILs and social media
	+ Year 3 - A public hearing is held to gather information and feedback about the draft SPIL

**Objective 4.8** Prepare and distribute an annual report regarding the scope of services provided by members of the IL Network. Resources are allocated for printing and distribution

* **Indicators 4.8.1** - The annual report is prepared, printed, and distributed
	+ Year 1 - A theme is determined, stories are gathered, the layout has been created, printing has been arranged and distribution has occurred
	+ Year 2 - A theme is determined, stories are gathered, the layout has been created, printing has been arranged and distribution has occurred
	+ Year 3 - A theme is determined, stories are gathered, the layout has been created, printing has been arranged and distribution has occurred

**Objective 4.9** Maintain a functioning council

* **Indicators 4.9.1** - Resources are provided for staff and general operating expenses of MNSILC
	+ Year 1- Develop an annual budget and create an administrative agreement to support general operations of MNSILC
	+ Year 2 - Develop an annual budget and create an administrative agreement to support general operations of MNSILC
	+ Year 3 - Develop an annual budget and create an administrative agreement to support general operations of MNSILC

**Objective 4.10** Reimbursement is provided to council members for participation in meetings according to the By-Laws and Policy and Procedures

* **Indicators 4.10.1** - MNSILC provided resources for council and other approved meetings
	+ Year 1 Provide adequate funding for SILC members to participate in meetings (travel, per diem, lodging accommodations, meals), review the frequency of council meetings
	+ Year 2 Provide adequate funding for SILC members to participate in meetings (travel, per diem, lodging accommodations, meals), review the frequency of council meetings
	+ Year 3 Provide adequate funding for SILC members to participate in meetings (travel, per diem, lodging accommodations, meals), review the frequency of council meetings

**Objective 4.11**: MNSILC members have an increased knowledge of disability related issues and the IL Network operations

* **Indicator 4.11.1** - All new members received orientation prior to attending their first MNSILC meeting
	+ Year 1: Orientation materials are reviewed, revised as needed, and an orientation for new members are provided. Training in new materials is provided to all members. Determine individual education needs related to independent living.
	+ Year 2: Orientation materials are reviewed, revised as needed, and an orientation for new members is provided. Training in new materials is provided to all members. Determine individual education needs related to independent living.
	+ Year 3: Orientation materials are reviewed, revised as needed, and an orientation for new members are provided. Training in new materials is provided to all members. Determine individual education needs related to independent living.

1.4 Evaluation

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

To facilitate the SILCs duty to monitor, review, and evaluate the implementation of the Minnesota Statewide Independent Living Council (MNSILC) State Plan, MNSILC agrees to the following performance measures. Committees are responsible for specific goals and objectives of the State Plan. Each committee reports bi-monthly to the full SILC about their progress, the data collected and determine which objectives are a priority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timeline** | **Goals (from section 1.2 above)** | **Objectives (from section 1.3 above)** | **Data to be collected** | **Data collection method** | **Organization primarily responsible for data collection (check all that apply)** |
| Throughout the 3-year period | **GOAL 1**Increase system resources and access to those resources by and for people with disabilities | **OBJECTIVE 1.1**Provide a commissioned study to the Governor’s office and the legislature to increase awareness and advocate for sufficient resources to hold the system accountable, and increase independence for people with disabilities | Identify underserved and unserved individuals and geographic areas | SurveyQuestionsInterviews | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **Objective 1.2**Build relationships and educate the governor’s office and elected officials about the importance of CILs, MNSILC, and the Independent Living Philosophy | Visits with the Governor and elected officialsMaterials shared with the Governor and elected officials | Documents distributedNumber of contacts  | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **Objective 1.3** Explore additional funding resources and build the IL network’s capacity to meet the needs of individuals with disabilities | Data Collection instruments are utilized, tabulated, and results are reviewed and shared  | Questions and SurveysInterviews | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **Objective 1.4**Evaluate the need for an increase in Part B funding to State Services for the Blind (SSB) and determine how it fits the IL mission. | SSB will collect data MNSILC will review data  | Annual data provided by SSBSurveys Interviews | CILDSE* MNSILC
* SSB
 |
| Throughout the 3-year period | **GOAL 2**Increase understanding of disability information and education opportunities for individuals with disabilities, the public, elected officials, and for members of Minnesota’s Independent Living Network. Continuous and expanded public engagement to create more public awareness about independent living**.** | **OBJECTIVE 2.1**Focus on advancing self-determination and life choices for people with disabilities in partnerships with people with lived experiences. | Materials are developed and distributed  | SurveysFocus GroupsInterviews | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 2.2**Educate the public and elected officials how to connect people with disabilities to the resources they need for independent living. | Number of presentationsNumber of people at events | Public ForumShare resourcesSurveys | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 2.3**Support emergency preparedness leadership with various federal, state, and local organizations by disseminating information and promoting emergency preparedness and services for people with disabilities throughout the state | Identify information available at various organizationsGenerate additional materials as neededShare materials as appropriate | SurveysFocus GroupsQuestions | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 2.4**Provide education to people with disabilities on the need to vote and the rights associated with voting | Distribute voter registration informationShare information about polling places | Pre and post testsSurveys and Questions | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period | **GOAL 3**Advocate for equal civil rights, equal access to increase self-determination and choices for people with disabilities. | **OBJECTIVE 3.1**Support opportunities for youth leadership and youth expression | Encourage and engage youth in leadership | Questions and surveysInterviews Observation | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 3.2**Educate the IL Network on advocacy and lobbying | Define lobbying versus advocacyDocument training on advocating | Questions and surveysInterviewsObservation | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 3.3**Facilitate regional and local community building efforts among people with disabilities | Create opportunities and provide resources to connect individuals statewide  | Questions and surveysInterviewsObservation | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 3.4**Provide educational materials about the current state of civil rights for people with disabilities.  | Document civil rights issuesCollect data on civil rights violations impacting people with disabilities | Questions and surveysInterviewsDocuments and records | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 3.5**Develop a platform with both primary and supporting roles on important independent living topics | Prioritize topics for position papersPromote MNSILC support of a position | Questions and surveysObservation | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 3.6**Partner with school districts to educate students that are transitioning and their parents regarding independent living | Contact school districts, parents, and students | Surveys and QuestionsInterviews | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period | **GOAL 4**Maintain and grow MNSILC’s organizational effectiveness and long-term sustainability. | **OBJECTIVE 4.1**Strengthen outreach and representation on the council with communities of people with disabilities including historically underrepresented populations. Maintain 51% of the membership representing people with disabilities | Document efforts to contact underrepresented/unrepresented peoplePromote council vacancies statewide Encourage people with disabilities to apply for council positions | ApplicationsInterviewsApplicationsQuestions  | * CIL

DSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.2**Improve content, data collection, website, and social media usage, to demonstrate the needs and benefits of independent living services more effectively. | Review effectiveness of social media and web siteResearch options for improvement | Public meetingsQuestions and surveysInterviewsDocuments and records | * CIL
* DSE
* MNSILC
* SSB
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.3**Develop a succession plan for key roles and activities of MNSILC to include documentation of operations and procedures. | Develop a succession plan for key volunteers and staff | SurveysInterviewsDocuments and Records | CILDSE* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.4**Ensure proper tools are in place for developing, tracking, updating, and evaluating progress toward SPIL activities and Program Performance Review (PPR) reporting. Resources for the development of the SPIL and PPR are allocated. | Monitor progress of the SPILComplete PPRCreate new SPIL  | Documents and recordsInterviews and QuestionsPublic Forum | * CIL
* DSE
* MNSILC
* SSB
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.5**Continue to provide Part B funds to CILs for their general operating | CILs will provide SILC and DSE PPR reports.DSE initiates contracts with CILs to disburse funds  | CILs PPRDocuments and records | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.6**Educate council members about national, state, regional and local disability related topics | Monitor council members training | Documents and recordsQuestionsInterviewsObservations | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.7**Gather information through public forums and hearings about the needs and gaps in service for inclusion in the next SPIL | Data collection instruments are being utilized, tabulated and results are reviewed  | Interviews Focus groupsQuestions and surveys | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **OBJETIVE 4.8**Prepare and distribute an annual report regarding the scope of services provided by members of the IL Network. Resources are allocated for printing and distribution | In the first quarter of the FFY, information is collectedThe annual report is distributed in the third quarter of the FFY.  | Stories Interviews | * CIL
* DSE
* MNSILC
* SSB
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.9**Maintain a functioning council | Records are maintained about council member recruitmentSchedule meetings with Governor staff as needed | InterviewsWritten surveyApplications | * CIL
* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.10**Reimbursement is provided to council members for participation in meetings according to the By-Laws and Policy and Procedures | Track monthly financial expenditures | Documents and records |  CIL* DSE
* MNSILC
 |
| Throughout the 3-year period |  | **OBJECTIVE 4.11**MNSILC members have an increased knowledge of disability related issues and the IL Network operations | Retain an ongoing record of orientation and training for all members | InterviewsQuestions and SurveyDocuments and records | * CIL
* DSE
* MNSILC
 |

1.5 Financial Plan

**Sources, uses of and efforts to coordinate funding**

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

|  |
| --- |
| **Fiscal Year(s): 2024 -2025** |
| **Sources**  | **Projected Funding Amounts and Uses** |
|  | SILC Resource Plan  | IL Services  | General CIL Operations  | Other SPIL Activities | Retained by DSE for Administrative costs (applies only to Part B funding) |
| **Title VII Funds** |  |  |  |  |  |
| Chapter 1, Part B  | $ 90,165 | 0 | $160,000 | $ 97,895 |  |
| Chapter 1, Part C | 0 | 0 | $ 1,275,235 |  |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion shall not be $0) | $ 20,000 | 0 | 0 | 0 |  |
| Social Security Reimbursement | 0 | 0 | 0 | 0 |  |
| Other  | 0 | 0 | 0 | 0 |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** **Part B State Match**  | $ 2,431,802 |  |  |  |  |
| Other State Match for Funds in SPIL | 0 | 0 | 0 | 0 | 0 |
| State Funds | 0 | 0 | $ 3,011,000 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 |

|  |
| --- |
| **Fiscal Year(s): 2025 -2026** |
| **Sources**  | **Projected Funding Amounts and Uses** |
|  | SILC Resource Plan  | IL Services  | General CIL Operations  | Other SPIL Activities | Retained by DSE for Administrative costs (applies only to Part B funding) |
| **Title VII Funds** |  |  |  |  |  |
| Chapter 1, Part B  | $ 89,707 | 0 | $ 160,000 | $ 98,353 |  |
| Chapter 1, Part C | 0 | 0 | $ 1,275,235 | 0 |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion shall not be $0) | $ 20,000 | 0 | 0 | 0 |  |
| Social Security Reimbursement | 0 | 0 | 0 | 0 |  |
| Other  | 0 | 0 | 0 | 0 |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** **Part B State Match**  | $ 2,431,802 |  |  |  |  |
| Other State Match for Funds in SPIL | 0 | 0 | 0 | 0 | 0 |
| State Funds | 0 | 0 | $3,011,000 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 |

|  |
| --- |
| **Fiscal Year(s): 2026 -2027** |
| **Sources**  | **Projected Funding Amounts and Uses** |
|  | **SILC Resource Plan**  | **IL Services**  | **General CIL Operations**  | **Other SPIL Activities** | **Retained by DSE for Administrative costs (applies only to Part B funding)** |
| **Title VII Funds** |  |  |  |  |  |
| **Chapter 1, Part B**  | $ 88,725 | 0 | $ 160,000 | $ 99,335 |  |
| **Chapter 1, Part C** | **0** | **0** | $1,275,235 | **0** |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| **Sec. 101(a)(18) of the Act (Innovation and Expansion shall not be $0)** | $20,000 | 0 | 0 | 0 |  |
| **Social Security Reimbursement** | 0 | 0 | 0 | 0 |  |
| **Other**  | 0 | 0 | 0 | 0 |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** **Part B State Match**  | $2,431,802 | 0 | 0 | 0 |  |
| **Other State Match for Funds in SPIL** | 0 | 0 | 0 | 0 |  |
| **State Funds** | 0 | 0 | $3,011,000 | 0 |  |
| **Other** | 0 | 0 | 0 | 0 |  |

**Narrative Section**

Description of financial plan narrative.

All appropriated Chapter I, Title VII Part C and State appropriated funds awarded under grant/contract by the DSE, shall be utilized for the 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. Part B Funds are used by MNSILC to support the Resource Plan, for general operating expenses, funding to support the general operations of CILs, and funding to support outreach activities offered by State Services for the Blind.

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, as amended and Minnesota Statute 268A.11.

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.

The DSE and SSB provide, as in-kind services, access to meeting rooms on an as needed basis and any print materials needed by members of MNSILC in alternate formats. These formats include, but are not limited to: Braille, CD ROM, computer disk or audio tape. The DSE also provides, as an in-kind service, as requested by MNSILC, staff support to the SILC, technical assistance, website hosting/updating, and other assistance. The amount of funding is reflected in the resource plan.

The IL Network 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 the Rehabilitation Act of 1973 as amended.

General operating expenses incurred by MNSILC include: staff salary and related expenses, supplies and communication costs, travel for staff and MNSILC council members for training, accommodations requested by council members and as necessary at public hearings, council member per diem and travel for meetings, and meeting space when needed.

Part B Funds are used for Other SPIL activities which include funding to State Services for the Blind (SSB), updating the 2014 funding study for the centers for independent living, follow-up and creating opportunities for youth leadership, developing emergency preparedness materials and contacts, and creating materials and opportunities for a speaker bureau to create awareness about the centers for independent living.

In the first year of the SPIL, MNSILC will allocate Part B resources for

 Other SPIL Activities:

* general operations of MNSILC ($97,895) for staff, council travel, supplies, communications costs, conducting surveys, hosting discussion groups, creating and printing an annual report and other educational materials.

General CIL Operations

* equal distribution to the eight centers for independent living for general operating ($160,000)

Resource Plan

* State Services for the Blind ($58,770) for outreach activities to unserved and underserved populations, including minority groups in urban and rural populations, who are blind, visually impaired or deafblind.
* update the 2014 funding study requested by the centers, identifying resources for emergency preparedness, and create partnerships with state emergency management programs, develop a speaker’s bureau and make two presentations in the first year, develop an intern program. ($31,395)

In the second year of the SPIL, MNSILC will allocate Part B resources for

Other SPIL Activities:

• general operations of MNSILC ($98,353) for staff, council travel, supplies, communications costs, conducting surveys, hosting discussion groups, creating and printing an annual report and other educational materials, and begin creating the next SPIL.

General CIL Operations

* equal distribution to the eight centers for independent living for general operating ($160,000)

Resource Plan

* State Services for the Blind ($60,239) for outreach activities to unserved and underserved populations, including minority groups in urban and rural populations, who are blind, visually impaired, or deafblind.
* review the updated funding study and determine next steps for sharing information, promote youth engagement, gather information for emergency preparedness, and continue partnerships with state emergency management programs, implement the intern program, expand the speaker’s bureau and provide four presentations in the second year ($29,468)

In the third year of the SPIL, MNSILC will allocate Part B resources for

Other SPIL Activities

 • general operations of MNSILC ($99,335) for staff, council travel, supplies, communications costs, conducting surveys, hosting discussion groups, creating and printing an annual report and other educational materials, and to create the next SPIL.

 General CIL Operations

* equally to the eight centers for independent living for general operating ($ 160,000)

Resource Plan:

* State Services for the Blind ($61,745) for outreach activities to unserved and underserved population, including minority groups in urban and rural populations who are blind, visually impaired, or deafblind.
* Implement next steps in sharing data from the updated funding study, continue to promote youth leadership networking opportunities, distribute information created by the intern program, and continue partnership efforts with state emergency management programs evaluate the speaker’s bureau and provide six presentations in the third year. ($26,980)

MNSILC allocates reasonable and necessary funding for projects to spend the annual budgeted amount. However, should there be unexpended funds, MNSILC will review the approved SPIL and will allocate funds in support of the already established goals, objectives, and activities or equally among existing centers that meet the requirements of Section 4.7, 723 States paragraph (a)(2).

**Distribution of funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Center Name** | **Federal Part C Dollars** | **Federal Part B Funds** | **State Funding** | **Total Current Funding Total** |
| Access North | $159,404 | $20,000 | $375,877 | $553,281 |
| Freedom | $159,405 | $20,000 | $375,877 | $553,282 |
| Independent Lifestyles Inc. | $159,404 | $20,000 | $375,877 | $553,281 |
| MCIL | $159,404 | $20,000 | $377,462 | $554,866 |
| SEMCIL | $159,404 | $20,000 | $378,276 | $555,680 |
| SMILES | $159,404 | $20,000 | $375,877 | $553,281 |
| SWCIL | $159,405 | $20,000 | $375,877 | $553,282 |
| OPTIONS | $159,405 | $20,000 | $375,877 | $553,282 |
| Total | $1,275,235 | $ 160,000 | $3,011,000 | $4,430,235 |

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

2.1 Services

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

| **Table 2.1A: Independent living services** | **Provided using Part B** (check to indicate yes) | **Provided using other funds** (check to indicate yes; do not list the other funds) | **Entity that provides** (specify CIL, DSE, or the other entity) |
| --- | --- | --- | --- |
| Core Independent Living Services, as follows:* Information and referral
* Individual and systems advocacy
* Peer counseling
* IL skills training
* Transition services including:
* Transition from nursing homes & other institutions
* Diversion from institutions
* Transition of youth (who were eligible for an IEP) to post-secondary life
 |  |  |  |
|  |  | CILs |
|  |  | CILs |
|  |  | CILs |
|  |  | CILs |
|  |  | CILs |
|  |  |  |
|  |  | CILs |
|  |  | CILs |
|  |  | CILs |
| Counseling services, including psychological, psychotherapeutic, and related services |  |  |  |
| Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with disabilities)Note: CILs are not allowed to own or operate housing. |  |  | CILs |
| Rehabilitation technology |  |  |  |
| Mobility training |  |  | CILs |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services |  |  | CILs |
| Personal assistance services, including attendant care and the training of personnel providing such services |  |  | CILs |
| Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services |  |  | CILsMNSILC\* |
| 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 |  |  | CILsMNSILC\* |
| Education and training necessary for living in the community and participating in community activities |  |  | CILsMNSILC\* |
| Supported living |  |  |  |
| Transportation, including referral and assistance for such transportation |  |  | CILs |
| Physical rehabilitation |  |  |  |
| Therapeutic treatment |  |  |  |
| Provision of needed prostheses and other appliances and devices |  |  |  |
| Individual and group social and recreational services |  |  | CILs |
| 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 |  |  | CILsMNSILC\* |
| Services for children |  |  | CILs |
| 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 disabilities |  |  | CILs |
| Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future |  |  | CILs |
| Community awareness programs to enhance the understanding and integration into society of individuals with disabilities |  |  | CILsMNSILC\* |
| Such other services as may be necessary and not inconsistent with the Act |  |  | CILsMNSILC\*State Services for the Blind |

\*MNSILC does not provide direct services to individuals with disabilities but works collaboratively with the CILs in these areas.

2.2 Outreach to Unserved and Underserved Populations

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

**Definitions of “unserved” and “underserved” for outreach**

Unserved and underserved populations can include members of Minnesota’s diverse population and the large areas of geography the centers cover. Minnesota has a diverse minority population. In addition to Native Americans (1.4%\*), Blacks or African Americans (7.6%\*), Hispanic or Latino (6.%\*), there are immigrants from Southeast Asia (Hmong, Laos, Vietnam), Africa (Somalia, Sudan, Ethiopia), South America (Venezuela, Ecuador) and European and Asian Countries. Language and culture are barriers for individuals where English is a second language (12.2%\*). Some communities report over 80 different languages spoken. Upon request written materials will be made available in Braille and alternative languages of Spanish, Hmong, and Somali. CART is provided for council meetings.

**Underserved areas of Minnesota**:

The Centers are maximizing the limited resources available to them. The 87 counties in Minnesota have been assigned to the eight centers for independent living. Due to insufficient funding to fully support the independent living program in Minnesota, there are counties within the catchment areas that may not receive all the five core services. Some disparities between counties may be due diverse populations who historically have received less services, benefits and who experience disparities in major life/health/economic/housing/education categories and therefore people with disabilities either do not receive services (unserved) or receive limited services (underserved).

The Centers self-identified these counties as being underserved:

|  |  |
| --- | --- |
| **CIL** | **Underserved Counties** |
| Access North | Cook, Lake, Koochiching, Carlton |
| Freedom Resources | Traverse, Douglas, Todd |
| Independent Lifestyles Inc. | Meeker, Mille Lacs, Morrison, Wright, Kandiyohi, Isanti, Kanabec, Chisago |
| MCIL | Anoka, Hennepin, Ramsey, Dakota |
| SEMCIL | Dodge, Fillmore, Goodhue, Olmstead, Rice, Steele, Wabasha |
| SMILES | McLeod, Sibley, Le Sueur, Watonwan, Waseca. |
| SWCIL | Big Stone, Chippewa, Jackson, Lac Qui Parle, Lincoln, Murray, Pipestone, Renville, and Swift Counties. |
| OPTIONS | Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau |

\*US Census Bureau

**Unserved counties in Minnesota**

Due to insufficient funding to support independent living services these counties are identified as unserved: Hennepin, Isanti, Kanabec, and Ramsey. In the case of Hennepin and Ramsey counties there are 92 different languages spoken. Individuals are presumed unserved due to language, cultural or ethnic barriers and individuals not being aware of services.

**Unserved or Underserved Target Populations and/or geographic areas**

Populations of people underserved or unserved may include:

• Seniors with disabilities

• Veterans with disabilities

• Youth with disabilities

• Specific disability diagnosis

• People with disabilities who identify as LGBTQ

* Immigrants with disabilities

• People with disabilities in unserved/underserved populations

• People in all geographic locations across the State

Unserved and underserved demographics are determined by using the CIL Program Performance Review (PPR) in comparison with information from the State Demographers Office.

* 1. Coordination

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

The IL Network will facilitate communications, coordinate activities, and cooperate with other agencies and groups through inclusion, networking and information sharing. One center director selected by the Center directors shall be a voting member of MNSILC. Ex-officio MNSILC members may include representatives from the Minnesota Governor’s Council on Developmental Disabilities, 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 regular MNSILC meetings and statewide MNSILC training meetings.

MNSILC shall continue to recruit members to serve as MNSILC’s representative on various councils including, but not limited to, the State Rehabilitation Council General, State Rehabilitation Council for the Blind, the Olmstead Implementation Council and other organizations who collaborate with people with disabilities as deemed appropriate.

**Coordination and cooperation between the IL Network and other organizations:**

To avoid unnecessary duplication and to advance independent living services statewide, the IL Network will collaborate with state, local, and various service providers through scheduled meetings, focus groups and a review of data collected. The IL Network regularly shares information, creates position papers, and coordinate activities related to the following services:

|  |  |
| --- | --- |
| Special Education | Employment/transition services |
| Vocational Education | Developmental Disabilities Services |
| Public Health | Mental Health |
| Housing | Transportation |
| Veterans Services | State Emergency Preparedness Management Programs |
| Broadband Services | Service Animals |
| Direct Care Workers | Human Rights/Disability Rights |
| Access to Services | ADA |

The IL Network will develop and nurture current partnerships to advance our positions. The IL network will leverage partnerships with service providers and disability organizations to increase the scope and reach of organizations by sharing our position papers.

**Section 3: Network of Centers**

3.1 Existing Centers

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

*Explain the criteria for defining the CIL network, bearing in mind that those CILs included in the network should be those eligible to sign the SPIL.*

The CIL Network in Minnesota consists of the eight centers for independent living located in the state. There are 87 counites in Minnesota. To provide services in all counties the CILs have between 7 and 15 counties each. The CIL Network and the counties they cover are listed below. The eight centers are eligible to sign the SPIL.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Legal Name, Population/Address | Counties Served | Funding Sources | Oversight Process | Oversight Entity | SPIL Signatory |
| Access North: Center for Independent Living of Northeastern Minnesota; (pop. 450,783)1309 East 40th Street, Hibbing, MN 55746 | Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, Pine,St. Louis | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities.The DSE does on-site reviews once every 3 years.DSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL  | DSEDSE/ACL | Yes |
| Freedom: Freedom Resource Center for Independent Living(pop.275,815)2701 9th Ave S, Suite H, Fargo, ND 58103 | Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Todd, Traverse, Wadena, Wilkin | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| ILICIL: Independent Lifestyles Inc. A Center for Independent Living (pop. 679,591)215 North Benton Drive, Sauk Rapids, MN 56379 | Benton,Chisago, Isanti, Kanabec, Kandiyohi, Meeker, Mille Lacs, Morrison, Sherburne, Stearns, Wright | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| MCIL: Metropolitan Center for Independent Living (pop. 3,113,338)539 Robert St N, St Paul, MN 55101 | Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| Options: Options Interstate Resource Center for Independent Living (pop. 158,353)318 3rd St NW, East Grand Forks, ND 56721 | Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| SEMCIL: Southeastern Minnesota Center for Independent Living(pop. 511,231)2200 2nd St SW,Rochester, MN 55902 | Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| SMILES: Southern Minnesota Independent Living Enterprises and Services (pop. 273,943)709 S Front Street, Suite 7Mankato, MN 56001 | Blue Earth, Brown, Faribault, Le Sueur, Martin, McLeod, Nicollet, Sibley, Waseca, Watonwan | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |
| SWCIL: Southwestern Center for Independent Living (pop. 176,683)109 S 5th St, Suite 700Marshall, MN 56258 | Big Stone, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine | Part C Funds Part B Funds State General Revenue Other Federal Funds Other | DSE has signed contract with each CIL.The DSE requires documentation of expenses and monthly progress reports on activities. The DSE does on-site reviews once every 3 yearsDSE determines oversight process.CIL submits CIL PPR to DSEDSE submits PPR to ACL | DSEDSE/ACL | Yes |

\*Population is from the 2020 estimates of county population, Minnesota State Demographic Center

3.2 Expansion and Adjustment of Network

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

**Current Part C funding:**

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, as amended. Part C funds are distributed equally among the eight centers for independent living. (See the chart below) The DSE oversees the disbursement and expenditure of funds.

**Current Part B funding**:

Annually, the SILC allocates Part B funds for equal distribution to the centers for general operating expenses.(See the chart below) At the request of MNSILC, the DSE generates the contractual agreements with the centers and disburses funds monthly based on invoices generated by the centers.

**Current State Funding:**

State General Operating funds are awarded to the eight centers for independent living according to Minnesota Statute 268A.11. The DSE oversees the disbursement and expenditure of funds. (See the chart below)

**Proposed efforts to increase State Funding.**

Minnesota’s Network Plan created eight centers for independent living to serve the entire geographic area of Minnesota. The IL Network is working to realize a goal for each center to reach its funding goal as defined through its formula funding analysis (C. J. McKinney and Patricia Yeager, 2015). The first goal of the IL Network was for each of eight Minnesota Centers to be equally funded through a step-up process until all eight Centers had equal funding. This goal has been achieved.

The second goal would be to provide equal increases to all eight centers until each center reaches the funding level as defined though the funding formula analysis. Each Center, based on population of people with disabilities and geographic area, has different funding levels defined through the funding analysis. Funding for each center will be increased equally until each reaches their defined level. Once all have reached the funding level as defined in the formula, increases will be based on inflationary factors and changes in population as the funding formula is adjusted or revised based on best practice at that time.

The IL Network will commission an updated funding study to include youth ages 14 and up with disabilities based on data from the 2020 census. The IL Network will discuss additional information needed to revise the minimum amount of funding required for a center for independent living including disability and diversity.

When the proposed funding formula level has been achieved the IL Network will determine how to build the capacity of the centers, where and how to expand services and/or increase statewide reach of the Network.

**Current funding including funding formula goal:**

The table below shows current funding levels for Federal Part C funds, Part B funds, and State funds. Total current funding totals indicate that each center is above the minimum ($500,000) suggested for a center. The Proposed Funding Formula Goal represents additional state or other funds for each center based on the funding formula analysis done in 2015.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Center Name** | **Federal Part C Dollars** | **Federal Part B Funds** | **State Funding** | **Total Current Funding Total** | **Proposed Funding Formula Goal** |
| Access North | $159,404 | $18,000 | $375,877 | $553,281 | $2,349,889 |
| Freedom | $159,405 | $18,000 | $375,877 | $553,282 | $2,193,067 |
| Independent Lifestyles Inc. | $159,404 | $18,000 | $375,877 | $553,281 | $2,580,967 |
| MCIL | $159,404 | $18,000 | $377,462 | $554,866 | $2,313,640 |
| SEMCIL | $159,404 | $18,000 | $378,276 | $555,680 | $2,193,840 |
| SMILES | $159,404 | $18,000 | $375,877 | $553,281 | $1,967,634 |
| SWCIL | $159,405 | $18,000 | $375,877 | $553,282 | $2,649,916 |
| OPTIONS | $159,405 | $18,000 | $375,877 | $553,282 | $2,334,344 |
| Total | $1,275,235 | $ 144,000 | $3,011,000 | $4,430,235 | $18,583,297 |
|  |  |  |  |  |  |

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

Historically minimum funding levels were to ensure no centers were initiated without adequate funding of $500,000 using Part C and state funds. Each of the eight centers for independent living in Minnesota has achieved a minimum level of support. (See the chart above)

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

It is a priority to maintain services to people with disabilities residing within the State. If for any reason, a center is not able to provide independent living services in their designated area, the following procedures to maintain coverage will be implemented.

The agreed upon methodology is that those CILs that border the unserved counties in proximity to the removed or closed center will amend their service area to include the unserved counties within the State. This approach is the most cost-effective methodology in providing services to these Counties. The DSE and ACL would be apprised of the change and if necessary, an amendment to the SPIL would be requested. Part C and State Funds would be distributed based on the revised population formula. Part B funds would be distributed equally among the remaining centers.

If it is not feasible for the remaining centers to absorb the unserved counties, the next step in the process would be to inform the DSE and ACL of the center’s circumstances affecting the change of eligibility for further funding and MNSILC’s plan to implement a Continuance of Coverage Plan to discuss what regulations are applicable to the remaining Part C Funds and the future Part C funds that would be allocated to serve the designated territory served by the Center in question.

A sub-committee of representatives of the DSE, MNSILC and at least one center director would be formed to identify the reason for the loss of a center. The sub-committee would determine whether mismanagement, loss of stable funding, change of mission, or other circumstance may have a bearing on whether the center can go through re-organization, or a new center could be started. This would be accomplished through face-to-face meetings with any remaining board members or staff of the center being reviewed. Equipment and supplies would be compared to inventory lists, purchase orders and possible leans against the center. Those items purchased with Federal and/or State funds would be identified and made available to a future center,

Arrangements would be developed where the closest existing center could provide temporary services utilizing the remaining Part C, Part B and State funds until a new center is able to deliver services. If it is determined that a new center needs to be started, encourage those persons with disabilities within the area to initiate the processes needed to make application for funds in accordance with the SPIL and in collaboration with the ACL, the IL Network, and DSE.

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

The goal of the IL Network is that no center would be more adversely affected than another if funding is cut. Any reductions in Part C funding would be shared in an equal and proportionate manner as possible to mitigate the adverse impact on an individual. Reductions in State funding shall be shared by the percentage rate of the cut. Reductions in Part B funding shall be shared equally among the centers.

**Restoration of funds**

Reductions in funding (State and Part C) experienced by the centers will be restored to the highest historic funding level of each center. If additional funding is not at the level needed to replace all prior funding reeducations, funds will be restored in equal amounts for Part C and by the same percentage used to cut the funds for state funding.

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

MNSILC has defined the IL Network to include the entire State’s land mass being served by its eight Part C funded Centers for Independent Living. Because of this there would be no expansion or adjustments to the IL Network unless it would be due to a center dissolving or due to adverse findings at which time the mechanisms outlined in this section would be followed to initiate a new center to serve the designated area in question. No new center would be created that would diminish the service areas of another center. As additional stable sources of funding become available, centers are encouraged to utilize satellite offices to expand their services into underserved geographic areas within their catchment areas.

The IL Network and the DSE 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 area 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.

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

All funds designated for the provision of independent living services through a Center for Independent Living for a multi-year period whether Part B, or State allocated funds will be dispersed in the same manner as non-COLA Part C Funds except in the case of one-time funding. In instances where one-time funding is appropriated or funds designed to raise the centers capacity to serve an unserved or underserved group with an anticipated end date, each center will receive allocations based on a methodology agreed upon at the time of the award by the IL Network and the DSE. Funding goals of the allocation will be used to help delineate the disbursement method whether equal, through a combination of geography and population or by population in relation to the overall goal in exchange for the funding.

The allocation methodology of Social Security Reimbursement funds made available to CILs will be agreed upon at the time of the award by CIL’s and DSE.

**Definition of served, underserved and unserved**

In 2015 Minnesota’s State Council for Independent Living commissioned an analysis of the money needed to fully fund the eight Centers for Independent Living. Based on that report it was found that Minnesota’s Centers were underfunded by an estimated 77% of what would be needed to serve adults with disabilities which includes seniors with disabilities. The analysis at the time did not include youth with disabilities. Because of this it could be said that no area in the State could be referred to as fully served. Based on geography, the State on a whole is underserved until each Center is fully funded.

In addition to geography, Minnesota has a diverse population including Native Americans, Blacks or African Americans, Hispanic or Latino, Southeast Asian (Hmong, Laos, Vietnam), African (Somalia, Sudan Ethiopia), and other European and Asian immigrants who could be considered underserved or unserved populations due to language and culture barriers for individuals with disabilities.

See the chart is section 2.2 for the counties the centers self-identified as being underserved.

**Section 4: Designated State Entity**

Minnesota Department of Employment and Economic Development/Vocational Rehabilitation will serve as the entity in Minnesota designated to receive, administer, and account for funds made available to the state under Title VII, Chapter 1, Part B of the Act on behalf of the State. *(Sec. 704(c))*

4.1 DSE Responsibilities

**(1)** receive, account for, and disburse funds received by the State under this chapter based on the plan;

**(2)** provide administrative support services for a program under Part B, and a program under Part C in a case in which the program is administered by the State under section 723;

**(3)** keep such records and afford such access to such records as the Administrator finds to be necessary with respect to the programs;

**(4)** submit such additional information or provide such assurances as the Administrator may require with respect to the programs; and

**(5)** retain not more than 5 percent of the funds received by the State for any fiscal year under Part B. for the performance of the services outlined in paragraphs (1) through (4).

4.2 Administration and Staffing: DES Assurances

**Administrative and staffing support provided by the DSE.**

The Minnesota Department of Employment and Economic Development/Vocational Rehabilitation Services (DEED/VRS) will continue to serve as the DSE for the Minnesota Statewide Independent Living Council. The principle staff member assigned by the DSE 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 contribute 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. The MNSILC website (mnsilc.org) is supported, at the request of the MNSILC, by the DSE at no cost. VRS Communications staff updates the MNSILC website with material provided by MNSILC and ensures content is accessible.

**Explain how the DSE will demonstrate that not more than 5% of Part B appropriation (including state match) will be used on administrative costs.**

The DSE uses I&E funds and program income funds to fulfill administration responsibilities to the SILC. DEED/VRS does not use Part B funds for the administration of fiscal or programmatic responsibilities associated with the MNSILC Part B or C programs.

**When DSE employees serve as staff to the SILC, describe how the SILC will hire, fire and supervise such staff.**

MNSILC does not employ DSE staff to conduct MNSILC operations. There is an agreement in place with the DSE regarding the duties and tasks requested by MNSILC.

**Describe how the DSE will assure that such staff will not be assigned to other project/actives that would create a conflict of interest with their SIL responsibilities**

The DSE provides staff assigned to MNSILC projects that are completed upon the request of the SILC and do not create a conflict of interest with MNSILC or their state related job duties.

4.3 State- Imposed Requirements

State-imposed requirements contained in the provisions of this SPIL including:

• State law, regulation, rule, or policy relating to the DSE’s administration, funding, or operation of IL programs, and/or establishment, funding, and operations of the SILC

• Rule or policy implementing any Federal law, regulation, or guideline that is beyond what would be required to comply with 45 CFR 1329

• That limits, expands, or alters requirements for the SPIL

The DSE does not have any imposed requirements that would apply to the MNSILC. The State statute related to MNSILC is aligned with the Federal stature concerning MNSILC, and the DSE does not impose additional requirements or rules that would limit, expand, or alter the SPIL, nor the operations of the MNSILC.

4.4 Grant Process & Distribution of Funds

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

 **Process for soliciting proposals:** The DSE adheres to the funding priorities and activities established by the MNSILC and as approved in the three-year State Plan for Independent Living. The DSE follows the established State rules, guidelines and procurement laws as it relates to request for proposals from the public, for all solicitations when using Part B funds.

**Development of format for proposals:** The DSE collaborates with the MNSILC to develop the format for solicitations, including the purpose, scope, scoring criteria, as well as including MNSILC members in the review and scoring process of all Part B proposals.

**Process for reviewing proposals and who reviewers will be:** As the DSE and State agency responsible for receiving and distributing Part B funds, the DSE follows the established State rules and procedures as it relates to request for proposals from the public, for all solicitations of Part B funds. The DSE works closely with MNSILC to choose appropriate individuals to be part of the review team for all Part B solicitations, as approved in the SPIL.

**Process for evaluating performance and compliance of grantees (The above must also specify any differences for continuation funding vs. new awards.)**

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

 1. Contract activity and status are reported monthly. 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 timelines or resource allocation.

2. Consumer service data are reviewed, including data from the Annual PPR/704 Part II reports, and written or verbal input from consumers.

3. Annual contract 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, the DSE shall utilize the HHS-ACL current review instrument and will follow the on-site review procedures.

The DSE does not recognize any differences for continuation funding vs. new awards.

4.5 Oversight Process for Part B Funds

**The oversight process to be followed by the DSE**

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 45CFR 366.38 (A), (B), (C), and (D).

The DSE does not include any conditions or requirements in MNSILC’s Resource Plan that may compromise the independence of MNSILC.

4.6 722 vs. 723 State

Check one:

 722 (if checked, will move to Section 5)

 x 723 (if checked, will move to Section 4.7)

4.7 723 States

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

The SILC and CIL’s determined 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 45 CFR 1329.21, 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 may 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.

(3) Unexpended funds from the fiscal year will be shared in support of already established SPIL goals, objectives, and activities or equally among existing centers that meet the requirements of paragraph (a)(1) of this section

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

**Process for soliciting proposals:** The DSE adheres to the funding priorities and activities established by the MNSILC and as approved in the three-year State Plan for Independent Living. The DSE follows the established State rules, guidelines and procurement laws as it relates to request for proposals from the public, for all solicitations when using Part B funds.

**Development of format for proposals:** The DSE collaborates with the MNSILC to develop the format for solicitations, including the purpose, scope, scoring criteria, as well as including MNSILC members in the review and scoring process of all Part B proposals.

**Process for reviewing proposals and who reviewers will be**: As the DSE and State agency responsible for receiving and distributing Part B funds, the DSE follows the established State rules and procedures as it relates to request for proposals from the public, for all solicitations of Part B funds. The DSE works closely with MNSILC to choose appropriate individuals to be part of the review team for all Part B solicitations, as approved in the SPIL.

**Process for evaluating performance and compliance of grantees (The above must also specify any differences for continuation funding vs. new awards.)**

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

 1. Contract activity and status are reported monthly. 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 timelines or resource allocation.

2. Consumer service data are reviewed, including data from the Annual PPR/704 Part II reports, and written or verbal input from consumers.

3. Annual contract 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 Oversight process to be followed by the DSE**.

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 45CFR 366.38 (A), (B), (C), and (D).

The DSE does not include any conditions or requirements in MNSILC’s Resource Plan that may compromise the independence of MNSILC.

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

5.1 Establishment of SILC

How the SILC is established, and SILC autonomy is assured.

**SILC Establishment**

The Minnesota Statewide Independent Living Council was created by Minnesota Statute 268A.02 Subd.2. The Minnesota Statewide Independent Living Council is an independent entity of state government and is not part of, or subordinate to any state agency. In 2018 MNSILC researched becoming a non-profit organization and determined not to become a non-profit.

**SILC Autonomy**

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

The Minnesota Statewide Independent Living Council (MNSILC) is an independent entity of state government and is not part of or subordinate to any state agency.

**Independence from the DSE**

The DSE administers grant funds for MNSILC operations. Operations for MNSILC are autonomous from the DSE. The MNSILC Finance Committee prepares an annual budget that is approved and monitored by the full council monthly and is shared with the DSE. MNSILC hires the coordinator and provides an annual staff review, establishes policies and procedures for operations, and creates and reviews By-Laws.

5.2 SILC Resource plan

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

**Conduct SILC Authorities**

Annually Title VII Part B funds shall be reserved for the MNSILC by the DSE to support the 705(C) duties and authorities of the MNSILC, including the general operations of the MNSILC.

This amount includes, but not limited to, the following activities:

• Meetings in accessible locations

• Provision of reasonable accommodations. CART Services or other captioning provided

• Bi-monthly meetings of MNSILC

• Committee meetings as needed

• Forums and hearings annually as necessary.

• Educational/Training of MNSILC Members is monitored.

• MNSILC Coordinator hired and annually reviewed by MNSILC.

• Provision of outreach to unserved/underserved populations (SSB).

• MNSILC Communications, including annual report, social media, and other publications are available in alternative format upon request.

• Coordinate and collaborate with other entities in the State.

• MNSILC monitors DSE staff when they work on a project for MNSILC

**Sources and Amounts of Funding:**

MNSILC budgets for resources necessary and sufficient to ensure the capacity of the SILC to fulfill the duties and authorities of Section 705(C) of the Act. Minnesota receives Federal Part B funds totaling $348,060. The DSE provides $20,000 in I & E funds for accounting, website hosting and maintenance, support, and technical assistance, as necessary.

**In-Kind Support**

The DSE and SSB provide in-kind support for meeting room space as needed at no cost to the SLIC. SSB provides print materials needed by members of MNSILC in alternate formats and Alternative formats include, but are not limited to: Braille, CD ROM, computer disk or audio tape. In-kind support provided by the DSE include but are not limited to: staff support to create the annual report, technical assistance, website updating, and other assistance as requested by MNSILC.

**Detailed SILC Resource Plan**

**Sources of Funds**

MNSILC does not do resource development. The funds available to MNSILC are Federal Part B funds**.**

**Description of Expenditures**

* Staff and personnel costs support a coordinator employed by MNSILC for 30 hours per week
* Operating expenses include Professional fees Communications/Publications/Printing, Supplies, Indirect Costs
* Council compensation and expenses provide per diem for council members to attend bi-monthly meetings and travel expenses to the meetings, including two meetings per year held at CIL locations.
* Meeting expenses include accommodations such as CART services, PCA support for council members, and material in alternate formats. Meeting space is provided by SSB or DEED at no cost to MNSILC.
* Resources are provided to council members and staff to attend the NCIL Conference, the APRIL Conference, SILC Congress and registration for other conferences included in the SPIL
* Other expenses include membership in NCIL, APRIL and NASILC

**Process used to develop the Resource Plan**.

Members of MNSILC, the CILs, SSB, and the DSE reviewed the goals and objectives of the SPIL. Together they discussed funding needed to complete specific projects. They reviewed previous budgets to compare and determine costs for budgeted line items. The Finance Committee reviewed the information and created a three-year draft SPIL budget. The budget was approved as part of the SPIL approval process.

MNSILC allocates reasonable and necessary funding for projects to spend the annual budgeted amount. However, should there be unexpended funds, MNSILC will review the approved SPIL and will allocate funds in support of the already established goals, objectives, and activities or equally among existing centers that meet the requirements of Section 4.7, 723 States paragraph (a)(2).

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

The DSE contracts with the CILs for the disbursement of Federal Part B funds. The CILs provide an invoice to the DSE for payment. Payment is generally made within 30 days. Council members submit a request for per diem and travel expenses to the DSE. Payment is generally made within 30 days. When payment is not made within 30 days it is due to the delay in the Notice of Award from ACL. MNSILC uses a fiscal agent for payment of resource plan expenses. The fiscal agent sends a monthly invoice to the DSE for payment. Payment is made within 30 days. The DSE provides MNSILC with a monthly spreadsheet of payments made on behalf of MNSCIL for the resource plan and payments to the CILs. MNSILC verifies expenses monthly and sends a report to the Treasurer and Finance Committee for review and approval.

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

Throughout the 3-year period of the SPIL, MNSILC utilizes less than 30% of Federal Part B Funds for the resource plan. (See table 1.5 Financial Plan)

5.3 Maintenance of SILC

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

**How the SILC is established and operating**

MNSILC was established under Minnesota Statute 268A.02. Members of the council are compensated as provided in section 15.059, subdivision 3.2. The council meets bi-monthly, the second Thursday of the month for 5 hours. Members are offered the opportunity to meet in person or virtually. Members have chosen to participate virtually. The meeting agenda is sent to members prior to the meeting and posted on social media with an invitation to the public to attend. CART services are provided for all council meetings. Committees meet monthly and report to the full council. Inperson meetings are held in an accessible space located near public transportation. The meeting space can accommodate virtual meetings for hybrid meetings.

Committee meetings are held virtually. CIL staff members participate in committee meetings.

MNSILC employees a Coordinator part-time to provide administrative support. MNSILC developed the position description and uses the position description as a basis for conducting an annual performance evaluation.

MNSILC reviewed and revised the Bylaws in 2023. The Policy and Procedures were reviewed in 2023-2024 and will be approved by July 2024. The council follows Robert Rules of Order for conducting meetings.

**Appointments**

MNSILC and the CILs encourage people to apply to serve on the council. Individuals apply through the Secretary of State website. Applications are sent to MNSILC. MNSILC has a process for recommending members to the Governor’s office for appointment. The Outreach Committee sends the applicant a questionnaire to determine if the person meets the needs of the council, most importantly if the person has a disability. An in person and/or virtual interview is scheduled with members of the Outreach Committee to further determine if the person meets the requirements for the council. Potential council members are recommended to the Governor’s office for appointment. Individuals are appointed for a one-two -or three-year term. Individuals rotate off the council after serving two full 3-year terms. They may be reappointed after being off the council for a year. On occasion we have a challenge getting the Governor to make timely appointments. When that happens MNSILC is persistent in seeking appointments. MNSILC has maintained 51% of the council members are people with disabilities.

Council members nominate individuals to serve as chair, vice-chair, secretary, treasurer, and parliamentarian. The chair, secretary and parliamentarian will be elected in even federal fiscal years. The vice-chair and treasurer will be elected in the odd federal fiscal years. Each term of office is two years. The full council votes to elect the officers.

**Not Part of a State Agency**

MNSILC was established as a stand-alone agency. MNSILC is not associated with any department in the state government.

**Autonomy**

The Department of Employment and Economic Development (DEED)/Vocational Rehabilitation Services (VRS) serves as the Designated State Entity (DSE) providing the services and supports MNSILC requests. MNSILC is invited to attend quarterly MACIL meetings and works collaboratively with the centers on projects, such as the annual report and visits to the centers. MNSILC shares information on social media about activities at the centers and encourages the centers to share information about events hosted by MNSILC.

**Necessary and Sufficient Resources**

MNSILC uses Federal Part B resources necessary to carry out the statutory duties and authorities assigned pursuant to Section 705 c of the Rehabilitation Act, as amended.

**Section 6: Legal Basis and Certifications**

* 1. Designated State Entity (DSE)

The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Part B of the Act is Minnesota Department of Employment and Economic Development (DEED) /Vocational Rehabilitation Services (VRS) .

Authorized representative of the DSE Dee Torgerson Title Director, Vocational Rehabilitation Services .

* 1. Statewide Independent Living Council (SILC)

The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is \_\_\_the Minnesota Statewide Independent Living Council.

* 1. Centers for Independent Living (CILs)

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

Access North, Center for Independent Living

Independent Lifestyles Center for Independent Living (ILICIL)

Freedom Resource Center for Independent Living

Metropolitan Center for Independent Living (MCIL)

Options Interstate Resource Center for Independent Living

Southeast Minnesota Center for Independent Living (SEMCIL)

Southern Minnesota Independent Living Enterprise and Services (SMILES)

Southwestern Center for Independent Living (SWCIL)

6.4 Authorizations

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

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

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

Yes (Yes/No)

**Section 7: DSE Assurances**

 Dee Torgerson acting on behalf of the DSE Minnesota DEED/VRS located at 180 East 5th Street, St Paul, MN 55101-2672 *45 CFR 1329.11* assures that:

7.1. The DSE acknowledges its role on behalf of the State, as the fiscal intermediary to receive, account for, and disburse funds received by the State to support Independent Living Services in the state based on the plan;

7.2. The DSE will assure that the agency keeps appropriate records, in accordance with federal and state law, and provides access to records by the federal funding agency upon request;

7.3. The DSE will not retain more than 5 percent of the funds received by the State for any fiscal year under Part B for administrative expenses;

7.4. The DSE assures that the SILC is established as an autonomous entity within the state as required in *45 CFR 1329.14*;

7.5. The DSE will not interfere with the business or operations of the SILC that include but are not limited to:

1. Expenditure of federal funds

2. Meeting schedules and agendas

3. SILC board business

4. Voting actions of the SILC board

5. Personnel actions

6. Allowable travel

7. Trainings

7.6. The DSE will abide by SILC determination of whether the SILC wants to utilize DSE staff:

1. If the SILC informs the DSE that the SILC wants to utilize DSE staff, the DSE assures that management of such staff with regard to activities and functions performed for the SILC is the sole responsibility of the SILC in accordance with Sec. 705(e)(3) of the Act (Sec. 705(e)(3), 29 U.S.C.796d(e)(3)).

7.7. The DSE will fully cooperate with the SILC in the nomination and appointment process for the SILC in the state;

7.8. The DSE shall make timely and prompt payments to Part B funded SILCs and CILs:

1. When the reimbursement method is used, the DSE must make a payment within 30 calendar days after receipt of the billing, unless the agency or pass-through entity reasonably believes the request to be improper;

2. When necessary, the DSE will advance payments to Part B funded SILCs and CILs to cover its estimated disbursement needs for an initial period generally geared to the mutually agreed upon disbursing cycle; and

3. The DSE will accept requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as necessary when electronic fund transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

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

Dee Torgerson, Director, Vocational Rehabilitation Services

Name and Title of DSE director/authorized representative

Signature Date

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

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

8.1 Assurances

Deborah Gleason acting on behalf of the SILC Minnesota Statewide Independent Living Council located at 10641 Smetana Road # 311, Minnetonka MN 55343, Phone: 612 747 8755, Email: mnsilc.chair@gmail.com *45 CFR 1329.14* assures that:

1. The SILC regularly (not less than annually) provides the appointing authority recommendations for eligible appointments;
2. The SILC is composed of the requisite members set forth in the Act;
3. The SILC terms of appointment adhere to the Act;
4. The SILC is not established as an entity within a state agency in accordance with 45 CFR Sec. 1329.14(b);
5. The SILC will make the determination of whether it wants to utilize DSE staff to carry out the functions of the SILC;
	1. The SILC must inform the DSE if it chooses to utilize DSE staff;
	2. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.
6. The SILC shall ensure all program activities are accessible to people with disabilities;
7. The State Plan shall provide assurances that the designated State entity, any other agency, office, or entity of the State will not interfere with operations of the SILC, except as provided by law and regulation and;
8. The SILC actively consults with unserved and underserved populations in urban and rural areas that include, indigenous populations as appropriate for State Plan development as described in Sec. 713(b)(7) the Act regarding Authorized Uses of Funds.

Section 8.2 Indicators of Minimum Compliance

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

1. STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS. –
2. SILC written policies and procedures must include:
	1. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
	2. A method foridentifying and resolving actual or potential disputes andconflicts of interest that are in compliance with State and federal law;
	3. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
	4. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
	5. A process and timeline for advance notice to the public for SILC “Executive Session” meetings, that are closed to the public, that follow applicable federal and State laws;
		1. “Executive Session” meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
		2. Agendas for “Executive Session” meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
	6. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;
	7. A method for developing, seeking and incorporating public input into, monitoring, reviewing and evaluating implementation of the State Plan as required in 45 CFR 1329.17; and
	8. A process to verify centers for independent living are eligible to sign the State Plan in compliance with 45 CFR 1329.17(d)(2)(iii).
3. The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
4. The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center’s SILC training curriculum.
5. The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
	1. Adequate documentation of the State Plan development process, including but not limited to, a written process setting forth how input will be gathered from the state’s centers for independent living and individuals with disabilities throughout the state, and the process for how the information collected is considered.
	2. Allmeetings regarding State Plan development and review are open to the public and provides advance notice of such meetings in accordance with existing State and federal laws and 45 CFR 1329.17(f)(2)(i)-(ii);
	3. Meetings seeking public input regarding the State Plan provides advance notice of such meetings in accordance with existing State and federal laws, and 45 CFR 1329.17(f)(2)(i);
	4. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
		1. proximity to public transportation**,**
		2. physical accessibility, and
		3. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.
	5. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.
6. The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:
	1. Timely identification of revisions needed due to any material change in State law, state organization, policy or agency operations that affect the administration of the State Plan approved by the Administration for Community Living.
7. The SILC State Plan resource plan includes:
	1. Sufficient funds received from:
		1. Title VII, Part B funds;
			1. If the resource plan includes Title VII, Part B funds, the State Plan provides justification of the percentage of Part B funds to be used if the percentage exceeds 30 percent of Title VII, Part B funds received by the State;
		2. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;
		3. Other public and private sources.
	2. The funds needed to support:

i. Staff/personnel;

ii. Operating expenses;

iii. Council compensation and expenses;

iv. Meeting expenses including meeting space, alternate formats, interpreters, and other accommodations;

v. Resources to attend and/or secure training and conferences for staff and council members and;

vi. Other costs as appropriate.

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

Deborah Gleason

Name of SILC chairperson

Signature Date

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

**Section 9: Signatures**

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

The effective date of this SPIL is October 1, 2024 (year)

SIGNATURE OF SILC CHAIRPERSON DATE

Deborah Gleason

NAME OF SILC CHAIRPERSON

Access North, Center for Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Don Brunette

NAME OF CIL DIRECTOR

Freedom Resource Center for Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Angie Bosch

NAME OF CIL DIRECTOR

Independent Lifestyles Center for Independent Living (ILICIL)

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Cara Ruff

NAME OF CIL DIRECTOR

Metropolitan Center for Independent Living (MCIL)

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Jesse Bethke Gomez

NAME OF CIL DIRECTOR

Options Interstate Resource Center for Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Randy Sorensen

NAME OF CIL DIRECTOR

Southeast Minnesota Center for Independent Living (SEMCIL)

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Jacob Schuller

NAME OF CIL DIRECTOR

Southern Minnesota Independent Living Enterprise and Services (SMILES)

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Bonnie Danberry

NAME OF CIL DIRECTOR

Southwestern Center for Independent Living (SWCIL)

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Melissa Doherty

NAME OF CIL DIRECTOR

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

 1329.17(d)(2)(iii)