**>>Slide 1**

**Advancing Independent Living as a Network: Clarifying the Roles of CILs, SILCs, and DSEs**

**Office of Independent Living Programs**

**Administration on Disabilities**

**Logo: Administration on Disabilities, a Division of the Administration for Community Living**

**>>Slide 2**

**Erica McFadden**

**Ed Ahern**

**Office of Independent Living Programs (OILP)**

**>>Slide 3**

**Outcomes for this session**

**- Clarify specific roles and responsibilities among DSEs, CILs and SILCs.**

**- Understand the requirements for CILs, DSEs and SILCs related to the SPIL and coordinating as a network.**

**- Know what to do if concerns are identified.**

**- Learn how OILP monitors the process.**

**>> Slide 4**

**Development of a resource plan for the SILC**

**The SILC State Plan resource plan is developed by the SILC and includes:**

**Sufficient funds received from:**

**- Title VII, Subchapter B funds;**

**- Funds for innovation and expansion activities**

**- Other public and private sources**

**>>Slide 5**

**Content of the SILC Resource Plan, cont’d.**

**The funds needed to support:**

**- Staff/personnel;**

**- Operating expenses;**

**- Council compensation and expenses;**

**- Meeting expenses;**

**- Resources to attend and/or secure training and conferences for staff and council members; and**

**- Other costs as appropriate.**

**The DSE does not oversee the budget of the SILC**

**>>Slide 6**

**Administrative responsibilities of SILC**

**- Develop, approve and implement written policies and procedures to assure sound organizational and financial practices.**

**- Regularly review and approve financial statements of the SILC.**

**- Plan for cash flow through the payment plan with the DSE, including an advance first of each year.**

**>>Slide 7**

**Additional SILC administrative responsibilities**

**- Establish a peer or partnership relationship with the director/commissioner of the DSE, which allows for direct communication between the SILC Chair or director and the DSE director**

**- Read and understand Title VII of the Rehab Act and 45 CFR 1329 of the regulations.**

**>>Slide 8**

**- Responsibility of DSE related to the SILC**

**- Acknowledge its role as the fiscal intermediary to receive, account for and disburse**

**- Value the role of the SILC and assure that the SILC is healthy and functioning.**

**- DSE must ensure SILC resource plan/funding is “necessary & sufficient” for the SILC to operate**

**- DSE has an appointed that may have limited input if the SILC policies allows the ex officio members to have input.**

**>>Slide 9**

**Designated State Entity Assurances**

**The DSE must make timely and prompt payments to SILCs and Part B funded CILs (cont.):**

**- The payment plan should include advance payments to maintain cash flow.**

**- The DSE will accept requests for advance payments and reimbursements at least monthly;**

**>> Slide 10**

**More from DSE Assurances**

**The DSE will not interfere with SILC business or operations including:**

**- Expenditure of federal funds**

**- Meeting schedules and agendas**

**- SILC board business**

**- Voting actions of the SILC Board**

**- Personnel actions**

**- Allowable travel**

**- Trainings**

**>>Slide 14**

**When the SILC utilizes DSE staff**

**- DSE/SILC need to agree on how the person is paid/how their time is tracked and the SILC billed for their time.**

**- The SILC selects and supervises the staff person’s work for the SILC and evaluates their performance.**

**- The SILC cannot be established as an entity within a state agency**

**- If the SILC staff is employed by the DSE, there must be a separation of duties related to the SILC itself, and full autonomy on the part of the SILC to select and supervise those duties.**

**>> Slide 12**

**SILC Autonomy**

**What are some of the ways that the SILC assures the its autonomy?**

**- Selects and supervises own staff (even if assigned/paid by DSE)**

**- Develops and manages own budget and expenses**

**- SILC submits recommendations for appointment to Governor or appointing authority**

**- Fulfills responsibilities in the Rehab Act**

**- Complies with laws and regulations**

**>>Slide 13**

**DSE responsibility for SILC Compliance**

**DSE is responsible for:**

**- assuring that resources are available for the SILC to operate.**

**- assuring it meets requirements of law and regulation.**

**- proper disbursement of federal funds, according to the SPIL.**

**The DSE may follow up to ensure funding went to activities per the SPIL, or 725 Assurance for Part B funded Centers**

**>> Slide 14**

**Appointments to SILC**

**SILC Indicators of minimum compliance require SILC policies and procedures to include method for recruiting, reviewing applications**

**- What is your SILC’s relationship with the appointing authority?**

**- The DSE can assist the SILC in connecting with the governor’s office and support the SILC recommendations.**

**- CIL Executive Directors select one of the EDs for appointment.**

**- CILs may suggest consumers or board members who do not work for the state or a CIL.**

**>>Slide 15**

**Collaboration on SPIL Planning and Approval?**

**- SILC is responsible to assure SPIL development**

**- SPIL must be developed jointly by SILC and all the CIL directors (that meet 725 assurances) in the state**

**- SPIL must be approved by SILC and CILs and signed by SILC Chairperson and majority of CIL directors**

**- The DSE can submit public comment into the process**

**- DSE signs the SPIL agreeing to serve as DSE – NOT to approve the content**

**>>Slide 16**

**- What if the SILC doesn’t seem capable of developing and monitoring the SPIL?**

**- Understand why: do they not have sufficient resources?**

**- Most SILCs are non-profits with staff who can support the SPIL.**

**- CILs need to step forward to assure the SPIL is developed.**

**- The type of goal and the measurement of its completion is the responsibility of the SILC.**

**- If more than half the CILs choose not to sign the SPIL, the SPIL cannot be approved.**

**This can cause all IL funding to cease until there is an approved SPIL.**

**>>Slide 17**

**Gathering Public Input for the SPIL**

**The SILC receives public SPIL input (including to draft) ensuring:**

**- Adequate documentation of the State Plan development process, including but not limited to:**

**- a process for gathering input from CILs and individuals with disabilities throughout the state,**

**- a process for how the information collected is considered.**

**- All meetings regarding State Plan development and review are open to the public and SILCs must provide advance notice**

**>>Slide 18**

**Section 3.2**

**- CILs receiving Part C funds will continue to receive those funds: funds cannot be redistributed through the SPIL.**

**- Service areas may be adjusted through the SPIL, with the agreement of at least half the CILs.**

**- Part C funds can be reallotted only if a CIL opts to relinquish some of their Part C award to their state network. The reallotment of those funds need to be detailed in the SPIL.**

**>>Slide 19**

**How much can the DSE impose in Section 4 of the SPIL?**

**- This section should reflect current practice so that everyone has clear expectations of the process the DSE is expected to follow.**

**- This is what the state and federal requirements are for the DSE as the grant recipient, including the grant process for the use of Part B and other pass-through resources in the plan.**

**\*This is a good example of the importance of reading the instructions for the SPIL.**

**>>Slide 20**

**Compliance review by the DSE**

**- The SPIL should indicate the compliance processes for the DSE to follow.**

**- The DSE may review the allowability, allocability and reasonableness of federal expenditures by Part B subgrantees.**

**>>Slide 21**

**The SILC monitors, reviews and evaluates the State Plan**

**- This does not mean that the SILC monitors the operations of the CILs.**

**- Note, however, that the CILs have given their word, in their signatures, to accept responsibility for specific areas of the SPIL.**

**- The CILs should report to the SILC on their progress on these items.**

**>>Slide 22**

**CIL Role in the SILC: support vs interference**

**- There is always a full, voting member on the SILC that is a CIL Executive Director chosen by all the EDs in the state.**

**- The law clearly prioritizes people with disabilities that represent the community, not those who work for a center or the state.**

**- Fifty-one percent of the members of the SILC must be people with disabilities who do not work for either a center or the state.**

**- A CIL may urge consumers or board members with disabilities to apply to be on the SILC.**

**- During a meeting, only the council should discuss items and vote.**

**>>Slide 23**

**Development of PPR**

**- CILs receiving Part C funds complete a PPR that includes ALL the services provided regardless of funding sources.**

**- ILS PPR does not include services already reported on by Part C CIL PPR.**

**- DSE and SILC are responsible for separate sections of the ILS PPR. This includes centers that are ILS/Part B and don’t receive any Part C funds.**

**>>Slide 24**

**Sharing Information Regarding the SPIL**

**- The SILC should provide this public document to anyone upon request.**

**- Your Program Officer at ACL can provide a copy of the approved SPIL upon request.**

**- CILs are required to share their approved PPRs with the SILC, so the SILC can evaluate implementation of the Plan.**

**>>Slide 25**

**How does OILP Monitor SPIL Requirements?**

**About Monitoring**

**- Statutorily required: to assess compliance and assurances**

**- Improves program performance; network strength; and increases availability of IL services in communities**

**- SILC, SPIL, DSE and CIL: 722 states/723 states**

**- Key in monitoring is ensuring training and technical assistance (T/TA) is available**

**- Identifies promising practices; successful programs**

**>>Slide 26**

**About OILP Program Officers**

**- A full team!**

**-- Peter Nye; Jennifer Martin; Hindley Williams; Ayisha Mamudu; Heyab Berhan; Ed Ahern**

**- Diversity of disability, experience and 100% commitment to supporting the IL Network**

**Questions, ideas, problems, successes – contact your PO!**

**- We want you to know we’re here for you. We are YOUR resource**

**>>Slide 27**

**Baseline Monitoring**

**Baseline Monitoring**

**- Everyday Interaction**

**- Regular check-in emails; phone/Teams/Zoom calls; questions; general clarifications; change in leadership**

**- Review of annual performance reports (PPR)**

**-- This will likely include a back and forth between the grantee and PO to get clarification or additional information**

**- Review of fiscal documents and drawdowns**

**-- ACL/OFO**

**- Communicating with tools such as our web site, OILP Newsletter, Quarterly Connect and Stakeholder calls, annual IL conferences**

**Monitoring: Targeted Review**

**>>Slide 28**

**Targeted Review**

**- Generally focused on one issue**

**-- No transition services x 3 PPR years**

**-- Less than 50% people with disabilities on staff, board, SILC**

**-- Complaint from consumer, stakeholder**

**-- Consistently late report submission**

**- Starts with communication – and remains two-way throughout the process**

**- May require review of policies, document or processes directly related to the target issue**

**- Non-Federal Reviewer (NFR) with CIL operational experience participates as third party support; T/TA also a critical part**

**- Review may be as short as a few days; may last weeks**

**- Corrective Action Plan (CAP) may be developed**

**>>Slide 29**

**Monitoring: Comprehensive Review**

**Comprehensive Review**

**- May be virtual, on site, or hybrid**

**-- 15% of grantees**

**-- May be random or requested**

**-- Combination of issues – fiscal, programmatic, complaint**

**- Starts with two-way communication – which continues throughout the process**

**- Uses the CIL Evaluation Tool following the process in the COMP Guide**

**- Non-Federal Reviewer (NFR) included**

**- Corrective Action Plan (CAP) developed; supported by T/TA and PO**

**- Final report posted on ACL website**

**>>Slide 30**

**Questions and Answers**

**For Technical Assistance:**

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