

## Independent Living Research Utilization



*We create opportunities for independence for people with disabilities through research, education, and consultation*

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**Independent Living Research Utilization**

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# **SPIIL Training and Technical Assistance Monthly Series**

**Sections 1.4 Evaluation; 1.5 Financial  
Plan; 2.1 Services; 2.2 Outreach; 2.3  
Coordination of Services**

**December 7, 2023**

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# Today's Focus on SPIL Sections

- 1.4 Evaluation;
- 1.5 Financial Plan;
- 2.1 Services;
- 2.2 Outreach; and
- 2.3 Coordination of Services

# Instructions and Instrument

## State Plan for Independent Living Instructions and Instrument

- This link will take you to a direct download of the latest instructions for the SPIL (expiring in 2026) and the instrument, which is the template for filling out your State Plan.
- **NOTE FOR LINK:** *All instructions* (language not included in the SPIL Instrument itself) *are in italics.*

## 1.4 Evaluation

### Instrument Language:

- 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.

## 1.4 Evaluation

1. **Evaluating Effectiveness of Objectives:** Describe the method(s) that will be used and the timelines for periodically evaluating the effectiveness of the plan in meeting the objectives established in section 1.3 and achieving the desired outcomes.
2. **Evaluation of Consumer Satisfaction:** The description must include the SILC's evaluation of satisfaction by individuals with significant disabilities who have participated in the Independent Living services and/or CIL services.
3. **Evaluation of Progress on Objectives:** The Evaluation should be outcomes-focused and should measure progress toward achieving objectives, goals, and mission. Measurable objectives, indicators, target performance levels, and target dates will facilitate the development and implementations of the SPIL Evaluation plan.

## 1.4 Evaluation, cont.

For more in depth training and information on how to create a three-pronged plan for evaluation of the SPIL, check out these ILRU Training resources:

*State Plan Evaluation: Using a Three-Pronged Approach to Assess Effectiveness;* [Link to Training PowerPoint](#)

## SPIL Evaluation Instructions

The SPIL Evaluation plan should describe how the SILC will:

- measure consumer satisfaction— this is separate from the CIL's responsibility to measure consumer satisfaction but may be done in collaboration with the CILs
- incorporate information from the CILs' most recently available Program Performance Reports
- include a method to gather input from stakeholders (targeted populations, CILs, etc.) and the public
- identify the means by which progress will be measured
- identify timelines by which progress will be measured



## SPIL Evaluation Is Not CIL Evaluation

The SPIL Evaluation plan is not intended to be used to evaluate CIL services and/or compliance with CIL standards and assurances in section 725 of the Act.

- **Part C CIL Compliance Responsibility:** Compliance by CILs receiving Part C funds under section 722 is the responsibility of the ACL/OILP; under section 723 responsibility for compliance is the DSE.
- **Part B Compliance Responsibility:** Compliance of CILs receiving Part B funds for general operations is the responsibility of the DSE with respect to the Part B funding. The process for that oversight must be negotiated and included in Section 4.5 of the SPIL.

## SPIL Evaluation Identifies Needed Adjustments

As the SPIL Evaluation plan is implemented, the SILC should **identify any issues that would indicate the need to adjust the plan** in response to evaluation results – **and consult with the CILs** regarding whether a SPIL amendment should be developed

1. Review Your Evaluation Results
2. Coordinate with the CILs if the SPIL should be amended

## Section 1.5 Financial Plan

**Instrument Language: 1.5 Financial Plan:** Sources, uses of, and efforts to coordinate funding to be used to accomplish the SPIL Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

**Instructions:** Describe the financial plan for the use of Federal and non-Federal funds to meet the objectives identified in the SPIL. The financial plan is a summary of the anticipated sources, amounts and proposed uses of funds in the above table to support the SPIL objectives. It is not a detailed budget.

# Section 1.5 Financial Plan

	<b>SILC Resource Plan</b>	<b>IL Services</b>	<b>Gen. CIL Op</b>	<b>Other SPIL Activities</b>	<b>Retained by DSE for admin</b>
<b>Title VII Funds</b>					
Part B					
Part C					X
<b>Other Fed Funds</b>					
I&E					X
Social Security Reimbursement					X
Other					X

# Section 1.5 Financial Plan, cont.

	<b>SILC Resource Plan</b>	<b>IL Services</b>	<b>Gen. CIL Op</b>	<b>Other SPIL Activities</b>	<b>Retained by DSE for admin</b>
<b>Non-Fed Funds</b>					
Part B State Match					
Other State Match for Funds in SPIL					
State Funds					
Other					

## Notes regarding Sources:

**Other Federal Funds** include, but are not limited to, title I funds available under section 101(a)(18) of the Act, Social Security payments, funding from Housing and Urban Development, and funding received from other Federal programs such as the Work Incentives Planning and Assistance (WIPA) program.

**Non-Federal Funds** include, but are not limited to, State and local government funds as well as nongovernment funds from individual donors, foundations, corporations, and community organizations. State government funds include matching funds in compliance with section 712(b) of the Act, general revenue funds and funds made available through other State programs such as Medicaid reimbursements, Aging and Developmental Disabilities Councils, etc.

## Important Notes in Instructions

**SILC Resource Plan:** If more than 30% of the Part B appropriation is to be used for the SILC Resource Plan, a justification must be included in section 5.2.

**DSE Restricted to 5% for Administrative Costs:** The DSE may not retain more than 5% of the Part B appropriation (for this purpose, the DSE shall include the state match in the “Part B appropriation”) for administrative costs.

- For example, if the state’s Part B appropriation is \$90,000, and the state match is \$10,000, then the DSE may retain no more than 5% of \$100,000 (because \$90,000 plus \$10,000 is \$100,000), which is \$5,000.

## Important Notes in Instructions, cont.

**Amendments:** A significant deviation from this projected financial plan regarding Chapter 1, Part B funds of more than 25% from the original projected plan will require a substantial amendment. Deviations of less than 25% may be reported with a technical amendment.

**State Matching Requirements for Part B Funds:** States are required to provide, either in cash or in kind, at least 10% of the total project cost per year. See instructions for examples of calculations.



## Financial Plan Narrative

**Instrument Language:** Describe the financial plan for the use of Federal and non-Federal funds to meet the objectives identified in the SPIL. The financial plan is a summary of the anticipated sources (including, but not limited to, Part B, Part C, I&E, and SSA VR), amounts, and proposed uses of funds to support the SPIL objectives. It is not a detailed budget.

**Note from ILRU:** In the past, ACL has looked for specific information in this section regarding the description of the use of Part B funds. For example, if in your table you indicated Part B funds are to be spent for CIL operations or IL services, in this section it would be good to list the names of those CILs and amounts each organization has been allocated.

\*Remember, the DSE must follow what is in the SPIL. The SPIL authors should provide enough information here to ensure the DSE can carry out their responsibilities.

# Section 2 Scope, Extent and Arrangements of Services



## Section 2.1 Services

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

**Instruction Language:** Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.3 of this SPIL, and whether the services will be provided by the CILs or by the DSE (directly and/or through contract or grant) or other entity.

To support the operation of Part B and C funded CILs through part B funding, CILs must be in compliance with the standards and assurances set forth in subsections (b) and (c) of section 725 or provide core services of a center for living as identified §1329.4. Part B funds may also be utilized for other IL services, research, and projects.

A map indicating service area(s) may be included as an attachment.

# Section 2.1 Services Table (Complete table in instructions)

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 required: <ul style="list-style-type: none"> <li>– Information and referral</li> <li>– IL skills training</li> <li>– Peer counseling</li> <li>– Individual and systems advocacy</li> <li>– Transition services including:                             <ul style="list-style-type: none"> <li>▪ Transition from nursing homes &amp; other institutions</li> <li>▪ Diversion from institutions</li> <li>▪ Transition of youth (who were eligible for an IEP) to post-secondary life</li> </ul> </li> </ul>			

## Section 2.2 Outreach to Unserved and Underserved Populations



**Instrument Language:** How services will be made available to populations that are unserved/underserved by Part B and Part C to address equity (including minority groups and urban and rural populations) and how outreach will be conducted.

Describe the statewide outreach plan including: (all of the following are required)

- Definitions of “unserved” and “underserved” for outreach
- How unserved and underserved are determined
- Minority groups
- Urban and rural populations
- Targeted populations and/or geographic areas
- Outreach activities and methods to be conducted and who will conduct each

## Section 2.2 Outreach to Unserved and Underserved Populations



**Instructions Language:** 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.

## Section 2.2 Definitions

### Definitions Included in SPIL Instructions:

- **Equity** is defined as it is in Executive Order 13985: “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- **Unserved and underserved groups or populations** means populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, and individuals from underserved geographic areas (rural or urban).

## Section 2.3 Coordination

### Instrument Language:

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

### Instructions Language:

Describe plans for coordination and cooperation between the SILC, CILs, and DSE and with other entities, programs, organizations.

Include specific methods and efforts for each entity included.



## For on-going technical assistance, contact:

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## Resources

- [The Rehabilitation Act:](#)
- [Independent Living Regulations:](#)
- [State Plan for Independent Living Instructions and Instrument:](#)
- [SILC Indicators](#)

## IL-NET (CIL-NET and SILC-NET) Attribution

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