

Delaware State Plan for Independent Living 2021-2023

**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: DELAWARE

FISCAL YEARS:

Effective Date: October 1, 2023

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).

Delaware State Plan for Independent Living 2021-2023

Executive Summary

The philosophy of independent living is based on the belief that persons with disabilities have the same basic human rights as persons without disabilities to participate in and contribute to community life such as living arrangements, transportation, social life, employment, and physical care. In holding true to this philosophy, Delaware's 3-year State Plan for Independent Living (SPIL) was developed to perpetuate this philosophy by ensuring statewide efforts and collaborations for the delivery of independent living services, training, programming and advocacy to eliminate barriers to independence.

The Delaware State Independent Living Council gathered statewide input from the disability community to help with the development of this Plan. In addition to an online survey, the participants had the opportunity to give their input in person, by email, or by phone. The information gathered was analyzed and incorporated, along with the input from the two Centers for Independent Living (CILs) which cover the whole state, the Delaware Network of Centers for Independent Living, the Delaware Statewide Independent Living Council (DE SILC) and the Delaware Designated State Entity (DSE). The Plan contains achievable objectives and activities that will assist individuals with disabilities to meet the Plan's goals, who's intent is to enable them to live independently, in the community and living arrangements of their choice, and in control of their own lives.

The Plan is broken into nine (9) sections:

- Section one (1) contains the mission of the Plan, followed by the five (5) overarching goals to be achieved. To make these goals achievable, they have been broken down into objectives and activities. These are followed by the targeted geographic scope, the desired outcomes and the indicators/measures that will be used to ensure the achievement of the given objectives. Following within this first major section is an evaluation matrix showing the methods by which these outcomes will be evaluated, the timeframe and the responsible party that will ensure these evaluations are carried out. A detailed Financial Plan follows, detailing the breakdown of funds and resources the SILC would need to achieve the overarching goals and objectives. Due to the COVID 19 epidemic, a breakdown of how much was received by each CIL by the CARES Act as well as how these funds will be expended was also included.
- Section two (2) explains what direct services, outreach and coordination of services will be provided and which agency is responsible for delivering each service, along with the funding source to be utilized. Also contained within this section is SILC's outreach plan to the unserved and underserved populations to deliver these much-needed independent living services. A detailed plan for coordination between SILC, CILs, the Designated State Entity (DSE), and other listed agencies for delivery of these services is also outlined.
- Section three (3) is a description of the network of Centers for Independent Living (CILs) with their names, the counties they serve, the oversight entity, and funding sources for each Center. Completing this section is a detailed plan for the expansion or retraction of the network of CILs should additional funding become available or if there is a funding shortage.
- Section four (4) names the Designated State Entity (DSE) and details its responsibilities, contract processes, and processes for oversight of independent living funds.

Delaware State Plan for Independent Living 2021-2023

- Section five (5) describes the SILC. These details include the establishment and standing of the Council, its sources of funding, staffing levels, the process for appointment of Council members, process for filling unexpected vacancies, term limits, the process for appointment of officers, and how the SILC will continue to be maintained throughout the SPIL 3-year cycle.
- Section six (6) explains the legal basis and certifications for each part of the Delaware independent living network (DSE, SILC, and CILs), and the authorities and responsibilities assigned to each.
- Section seven (7) explains the role of the DSE within the independent living network and the assurances that will preserve the autonomous nature of the SILC.
- Section eight (8) lists the assurances and responsibilities that SILC has toward fulfilling its role within the network.
- Section nine (9) contains the legal signatures of the network’s approving authorities that make up the SPIL.

Section 1: Goals, Objectives, and Activities

1.1 Mission:

The purpose of the SILC is to promote the philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and systems advocacy. This will maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, as well as the integration and full inclusion of individuals with disabilities into the mainstream of American society.

1.2 Goals:

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

1. Independent Living Services System
2. Core Services Provided by Network of Center
3. Community Based Alternatives
4. Outreach
5. Emergency Preparedness

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.

Objective 1.A: Delawareans with significant disabilities make informed choices to achieve full inclusion in society through IL Services.

Activities:

- 1.A: Provide IL Services to people with significant disabilities using IL Part B funds via MOUs or agreements as required to carry out the services.

Delaware State Plan for Independent Living 2021-2023

- 1.A.2: Expand IL Services in all of the Core Services areas (adult and youth transition, peer support, advocacy, information and referral) through contracts with community service providers through the use of IL Part B funds. DVR will distribute/submit contracts, which upon successful execution, will automatically renew through the life of the SPIL.
- 1.A.3: Provide comparable benefits for independent living clients through the coordination of independent living case management services for Managed Care Organizations and the Division of Services for Aging and Adults with Physical Disabilities.
- 1.A.4: Assist with the transition of individuals with significant disabilities from institutions to the community or diverting individuals with significant disabilities from moving into institutions through the provision of independent living services, or remain in the community when they would otherwise be at risk of institutionalization.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

80% of people with disabilities who receive services report that they have the information they need to make informed choices about their services as measured by the Consumer Satisfaction Survey.

Target Dates:

At the end of each fiscal year.

Indicators:

- Percent of consumer satisfaction will increase by at least 5% in each of the plan's fiscal years.
- Increase the number of consumers by 5% each fiscal year that are receiving independent living skills and assistive technology help.

Objective 1. B : Delawareans who are visually impaired will make informed choices to achieve full inclusion in society through independent living services.

Activities:

- 1.B.1: Increase access to wellness opportunities for individuals who are blind and visually impaired statewide, through in-person and distance learning (example, Zoom and other available technologies).
- 1.B.2: Foster professional growth and development of Vision Rehabilitation Professionals through distance learning, continuing education options, and attending conferences.
- 1.B.3: Increase the number of outreach and awareness activities to public and non-profit organizations. Compare this number by first establishing a baseline of public knowledge of services to people with visual impairments through the intake process or data in the intake system.

Delaware State Plan for Independent Living 2021-2023

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- 80% of individuals who are visually impaired who receive services report that they have the information they need to make informed choices about their services as measured by the Consumer Satisfaction Survey.
- Vision Rehabilitation Professionals will be more educated and informed of issues, laws, and best practices in the Visually impaired community.
- A more knowledgeable community about visual impairments, vision rehabilitation services, and meeting the needs of the visually impaired.
- Increase the number of outreach and awareness activities to public and non-profit organizations by 2 each year for the SPIL period.

Target Dates:

At the end of each fiscal year.

Indicators:

- Services provided to individuals ages 18-54 will increase by 5% each year during the SPIL period including activities of daily living, low vision services, and other areas through the IL training and the provision of devices as determined by IL plans.
- The number of Delawareans with visual impairments who access needed services increases by 5% each year for the SPIL period, due to increased knowledge of available services provided.
- Report at least a 5% increase in continuing education for Vision Rehabilitation Professionals (CILs, DVR, DVI, BlindSight, and other organizations carrying out direct IL Services).

Objective 2. A : CIL Network sustains a Memorandum of Understanding to ensure that Delaware’s Network of Centers continue to work together to expand and improve IL outreach and services statewide.

Activities:

- 2.A.1: Through a Letter of Understanding identify which CIL has default responsibility for providing services for all three counties in the state.
- 2.A.2: Although the Letter of Understanding will indicate which CIL will cover a designated area, consumers would be allowed to elect to receive services at the CIL of their choice as specified in the Letter of Understanding.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- Consumers will have knowledge of all CIL locations in Delaware.
- An MOU will be executed between the CILs

Delaware State Plan for Independent Living 2021-2023

Target Dates:

At the beginning of each fiscal year.

Indicators:

- 100% of the CIL cases will be addressed in either center.
- Consumers will have 100% access to CIL services.

Objective 2. B : CILs work together to expand and improve the delivery of Independent Living services that they collectively provide and ensure that consumers can access those services at the CIL of their choice.

Activities:

- 2.B.1: The CILs will maintain interactive websites that are user-friendly with links to information, applications, and other resources necessary for consumers to identify and access those programs and services they may require to maintain an active life in their community, and contain contact information for all Delaware CIL locations.
- 2.B.2: The CILs, shall distribute information through informational resources including brochures and Power Point presentation materials that present a description of the CIL network's philosophy, and Independent Living services uniformly and consistently, and contain contact information for all Delaware CIL locations.
- 2.B.3: The CILs will maintain brochures and materials in English and Spanish languages, as well as in electronic format in order to facilitate communication with individuals in Delaware who require alternate formats to increase CIL outreach. CILs will also have a mechanism to provide language access to non-Spanish speaking and limited English proficiency individuals should the need arises.
- 2.B.4: CILs will exhibit at a minimum of three (3) conferences and/or workshops annually to assure a consistent and uniform presentation of the CIL network, philosophy, and availability of Independent Living resources. These exhibits shall be either in-person or through remote technology as circumstances and as needs indicate.
- 2.B.5: The CILs will continue to utilize a standardized Consumer Satisfaction Survey to gage/ monitor Consumer Satisfaction with Independent Living services statewide.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- A more informed community about the Independent Living Philosophy and resources.
- A more diversified system of information distribution by the CILs to include electronic and nonelectronic methodologies.

Target Dates:

At the end of each fiscal year.

Indicators:

- Number of exhibits of CILs.

Delaware State Plan for Independent Living 2021-2023

- Obtain an overall consumer satisfaction rating of at least 80% with services provided.

Objective 2.C : All Centers for Independent Living will continue to provide the five (5) core independent living services to persons with disabilities in conformance with uniform definitions for those services, and the consumer's Independent Living Plan.

Activities:

- 2.C.1: 100% of the CILs will offer individual and systems advocacy services.
- 2.C.2: 100% of the CILs will offer peer counseling and support services.
- 2.C.3: 100% of the CILs will offer independent living skills training.
- 2.C.4: 100% of the CILs will offer information and referral services.
- 2.C.5: 100% of the CILs will offer transition services.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- Maximize independence and self-direction; provide support coordination to assist with a community-supported life.
- Achieve a more consistent and coordinated approach to the administration of policies and procedures across public programs and agencies in the community and among the disability community partners.
- A consumer that is a self and systems advocate.
- Peer support groups and programs that foster support for employment, community life, well-being, and program satisfaction
- Through the IL Skills training, consumers will have increased independence and empowerment; Social activities; Volunteer and work opportunities; Public transportation training; Financial education; Relationship development skills; Emergency preparedness; and Personal safety training.
- Consumers will have gained awareness and access to the resources they need in the community.
- Youth and adult consumers will have the knowledge, resources, means and community support to attain and maintain an independent living lifestyle.

Target Dates:

At the end of each fiscal year.

Indicators:

- At least an 80% satisfaction rate with quality of services received from the CILs for the initial services the consumer requested.
- Increase of CIL program effectiveness
- Number of consumers attending and completing core services programs.

Objective 3.A: The Network of CILs will promote and support the ideology that Delawareans with Disabilities be fully integrated and included in to the mainstream of American Society through education, technical assistance, and outreach—by preserving the philosophy of

Delaware State Plan for Independent Living 2021-2023

consumer control where the consumer is autonomous and has the ability to examine alternatives and make informed decisions and direct one's own life.

Activities:

- 3.A.1: The CILs will provide information to individuals with significant disabilities currently residing in nursing homes, congregated living facilities, and other institutions and their families or guardians regarding their options for obtaining the services required for community based alternative living arrangements.
- 3.A.2: The CILs will, upon request, educate social workers and other relevant staff in nursing homes, congregated living facilities, and other institutions who work with residents with disabilities about community living options and resources available, should those residents choose to explore and pursue community-based living alternatives
- 3.A.3: The CILs will educate the community, State agencies, and councils with regard to the availability of community transition options and the need for additional supports and resources.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- More informed individuals/families/guardians with significant disabilities currently residing in nursing homes, congregated living facilities, and other institutions.
- More informed social workers and other relevant staff in nursing homes, congregated living facilities, and other institutions.
- More informed community on transition options and the need for additional supports and resources.
- Fewer individuals living in nursing homes, congregated living facilities, and other institutions.

Target Dates:

At the end of each fiscal year.

Indicators:

- Number of outreach programs and activities of the Network of CILs.
- Number of persons served.
- Number of people transitioned out of nursing homes, congregated living facilities, and other institutions.
- Number of staff trained.

Objective 4.A: The CILs, Agency for the Blind (DVI), and the DVR, in collaboration with the SILC will, upon request, educate members of the Delaware Legislature, other agencies, and stakeholders regarding the issues and benefits of increasing community-based services for persons with disabilities; and thereby their self-determination and community living options. The CILs will educate their consumers of the IL system in preparation for any request for information by the legislature, agencies, or other stakeholders.

Delaware State Plan for Independent Living 2021-2023

Activities:

- 4.A.1: The programs under the SPIL will collaborate with other disability related organizations to cross promote educational and other issues affecting people with disabilities.
- 4.A.2: The programs under the SPIL will disseminate information on disability resources, fund, and grant opportunities with potential partners via open, bi- monthly SILC Meetings
- 4.A.3: Recruit potential members of the SILC, through educational efforts, particularly individuals representing a cross section of disabilities. SILC meetings will be publicly announced by listing on the SILC website, SILC Facebook page, State Calendar of events, and on the Centers for Independent Living websites.
- 4.A.4: The Delaware SILC will expand and improve IL services and present findings and recommendations to Federal, State, and local policy makers to enhance IL services. In order to be better prepared to educate stakeholders and to carry out the functions of the SPIL, some staff of the CILs, DVI, DVR, and members of the SILC will receive training on Independent Living through participation in State, Local and National workshops, conferences and webinars. Financial support will be allotted over the next three years to educate SILC members on local and national issues through training in state and several regional and national events and conferences.

Geographic Scope:

All three counties of Delaware (statewide)

Desired Outcomes:

- Community's increased awareness and availability of CIL, DVR, and SILC programs and services.
- More expanded and improved IL services through outreach, education and collaboration among stakeholders, consumers, and community.
- A better informed and trained SILC committee.

Target Dates:

At the end of each fiscal year.

Indicators:

- Increase number of SILC members appointed.
- Increased diversity and representation of the disability community of SILC members (e.g. demographics, disability, age, race, county).
- Number of trainings attended by SILC members.
- Number of Education and outreach activities.

Objective 5.A: The CILs, the SILC, the Agency for the Blind (DVI), and the DVR will work collaboratively to evaluate emergency management programs, services, and activities and will advocate to ensure these are accessible to the Whole Community, including people with disabilities.

Delaware State Plan for Independent Living 2021-2023

Activities:

- 5.A.1: Evaluate existing emergency management plans, services, and activities based on preparation, response, recovery, and mitigation in the areas of:
 - Access to Information and Platforms
 - Access to Published Notices of Civil Rights
 - Notification
 - Evacuation
 - Emergency transportation before, during, and post emergency/disaster
 - Shelter and Temporary Housing
 - Access to Medication, Refrigeration, and Back-up Power
 - Access to Mobility Devices, Communication/Auxiliary Aids and Services/Alternate Communication Techniques and Technology, and Service Animals While in Transit or in Shelters/Temporary Housing
 - Clean Up and Other Emergency/Disaster Related Programs, Services, and Activities
 - Access to State and Federal financial assistance following an emergency/disaster.
- 5.A.2: Solicit and Incorporate input from people with a variety of disabilities, e.g. mobility, vision, hearing, cognitive, intellectual, and other disabilities regarding their knowledge of and experience with existing emergency management plans, services, and activities based on preparation, response, recovery, and mitigation.
 - CILs, through the Intake process, will provide a checklist to consumers that addresses basic emergency management information that includes the areas of preparation, response, recovery, and mitigation in hopes of building a more resilient community.
 - CILs will offer education and training for people with disabilities so that people can work proactively in their own communities in case of emergency/disaster; i.e., the coordination of Citizen Corps CERT Training in communities across the state of Delaware, in addition to online and classroom training.
 - Engage people with disabilities in collaboration with the emergency management field to ensure universal design in new construction and alterations of existing structures in accordance with the Architectural Barriers Act (1968). This process will include shelters, temporary housing, permanent housing, public buildings, and other structures in our communities. “Build Back Better!”
 - Members of the SILC and CILs will support people with disabilities as they become members of committees and expand representation in emergency management decision-making venues to ensure the voices of people with disabilities are “at the tables” to help make decisions.
 - The DVR, DVI, SILC and CILs will bring awareness to people with disabilities about the many career opportunities that exist within the emergency management fields in hopes of enabling a broader educational and employment outcome for people with disabilities and a richer input form this community of people.
- 5.A.4: The SILC members and the CILs will advocate with people with disabilities to ensure Equal Access is secured in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Delaware State Plan for Independent Living 2021-2023

- 5.A.5: The SILC members and the CILs will work to ensure that all emergency management information is shared with members of the public through regular mail, telephone, and by the internet using a variety of communication formats and technologies.

Geographic Scope:

All three counties of Delaware (statewide)

Desired outcomes:

- A safely sheltered and better informed and prepared disability community.
- A larger awareness of the disability community needs in the state and local emergency preparedness plans.
- A more cohesive collaboration among the agencies in the disability community to meet the emergency preparedness needs of its constituents.
- A comprehensive and updated emergency preparedness plan that is shared among the disability community.
- Have people in the disability community employed by DEMA or other emergency management agencies.

Target dates: Semi-Annually

Indicators:

- Number of critical infrastructure program outreach meetings, seminars, workshops to critical emergency preparedness resource partners.
- Number of reviewed and/or updated plans annually.
- Advocacy: Number of outreach initiatives to district government agencies like the State of Delaware's COOP plan; DEMA state emergency plan; DE Homeland Security Department; and local and other agency plans.

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.

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate	Timeline	Responsible Party
Goal 1: Independent Living Services System			

Delaware State Plan for Independent Living 2021-2023

Objective 1.A: Delawareans with significant disabilities make informed choices to achieve full inclusion in society through IL Services.	The SILC in collaboration with the Network of CILs evaluates consumers' progress toward meeting the specified goals of the consumer and their Independent Living Plan (ILP) or waiver of the ILP. Case reviews serve to ensure that timely and effective services are being provided, with the ultimate goal of providing quality services.	Ongoing basis	SILC
	Report to the SILC on the completion of identified goals and initiation of new programming within the IL program.	Quarterly	Network of CILs
	Send a satisfaction survey to all consumers who are determined eligible and are closed successfully or unsuccessfully during the fiscal year. The SILC, in collaboration with the Network of CILs, contacts consumers who were not satisfied and attempts to identify and resolve problems and issues whether individual or systematic. This gives the ability to make adjustments to the program when deemed necessary. This information is compiled and reported in the annual Performance Report (PPR).	Annually	SILC and Network of CILs
Objective 1. B : Delawareans who are visually impaired will make informed choices to achieve full inclusion in society through independent living services.	Interdisciplinary case reviews are held that include representatives from all service units.	Monthly	DVI
	DVI provides reports to the SILC and an internally appointed Independent Living Advisory Committee (ILAC), the progress, completion of identified goals, and initiation of new programming within the IL program.	Quarterly	DVI
	The IL Social Service Administrator meets with the contractual providers to ensure timely and efficient service delivery and maintains regular communication with the Division Director and Deputy Director.	Quarterly	DVI

Delaware State Plan for Independent Living 2021-2023

	With the assistance of administrative specialist and volunteers, consumers are contacted by phone to complete the survey. Surveys are provided to our consumers once services are completed. The consumer has the option to request the survey be mailed. DVI continues to work on innovative ways to measure satisfaction.	Ongoing	DVI
	Continue to monitor national trends and information to remain abreast of innovative and efficient vision rehabilitation services. This information is compiled and reported in the annual Performance Report (PPR).	Ongoing	DVI
Goal 2: Core Services Provided by Network of Centers	Method that will be used to evaluate	Timeline	Responsible Party
Objective 2. A : CIL Network sustains a Memorandum of Understanding to ensure that Delaware's Network of Centers continue to work together to expand and improve IL outreach and services statewide.	Documentation of referrals between the CIL Network	Quarterly	Network of CILs
Objective 2. B : CILs work together to expand and improve the delivery of Independent Living services that they collectively provide and ensure that consumers can access those services at the CIL of their choice.	A standardized Consumer Satisfaction Survey is to be used annually during the months of August and September to solicit participation from consumers in assessing the availability, delivery and quality of Independent Living services provided by the Network of Centers statewide.	Annually	Network of CILs

Delaware State Plan for Independent Living 2021-2023

	<p>Consumers will be asked to complete the Consumer Satisfaction Survey after their initial intake when their IL service plan is completed and at the time, they complete their IL service plan or withdraw. Results from the Consumer Satisfaction Survey are tabulated by service area, and statewide in the form of a report. These recommendations serve as a guide for Network of Centers to develop strategies to meet the needs of consumers and increase consumer satisfaction. This information is compiled and reported in the annual Performance Report (PPR).</p>	Ongoing	Network of CILs
	<p>The CILs will track website traffic, use and interaction information to evaluate the effectiveness of delivering services via their respective websites. This data will be reported to the SILC on a standard reporting format at every monthly meeting.</p>	Monthly	Network of CILs
<p>Objective 2.C : All Centers for Independent Living will continue to provide the five (5) core independent living services to persons with disabilities in conformance with uniform definitions for those services, and the consumer's Independent Living Plan.</p>	<p>The Delaware SILC will monitor, review, and evaluate the implementation of the goals, objectives, and activities through consumer and stakeholder feedback at SILC meetings.</p> <p>The purpose of the review will be to:</p> <ol style="list-style-type: none"> 1. Determine any action that is needed to achieve objectives outlined in the SPIL and that they are completed in an efficient and timely manner. 2. Initiate specific activities related to the completion of the remaining objectives. 	Semi-Annually	SILC

Delaware State Plan for Independent Living 2021-2023

	<p>During the SPIL planning process members of the SILC will become more educated regarding Independent Living issues in Delaware and on a national level.</p> <p>This process will give a renewed commitment to ensure progress toward the achievement of the SPIL's Goals, Objectives, and Activities.</p>	Annually	SILC
	<p>The CILs via a measurement tool will assess the level of services needed at the time of intake (basic, interim, or advanced), and at a quarterly basis until their case is closed, reassess the level they have advanced to (if any). This will show progress in achieving IL Skills and services.</p>	Quarterly	Network of CILs
Goal 3: Community Based Alternatives	Method that will be used to evaluate	Timeline	Responsible Party
Objective 3.A: The Network of CILs will promote and support the ideology that Delawareans with Disabilities be fully integrated and included into the mainstream of American Society through education, technical assistance, and outreach.	<p>CILs will be reporting on progress of SPIL indicators in this objective.</p>	Quarterly	Network of CILs
	<p>The Delaware SILC will monitor, review, and evaluate the implementation of the goals, objectives, and activities through consumer and stakeholder feedback at SILC meetings.</p> <p>The purpose of the review will be to:</p> <ol style="list-style-type: none"> Determine any action that is needed to achieve objectives outlined in the SPIL and that they are completed in an efficient and timely manner. 	Semi-Annually	SILC

Delaware State Plan for Independent Living 2021-2023

	2. Initiate specific activities related to the completion of the remaining objectives.		
Goal 4: Outreach	Method that will be used to evaluate	Timeline	Responsible Party
Objective 4.A: The CILs, Agency for the Blind (DVI), and the DVR, in collaboration with the SILC will, upon request, educate members of the Delaware Legislature, other agencies, and stakeholders regarding the issues and benefits of increasing community-based services for persons with disabilities; and thereby their self-determination and community living options. The CILs will educate their consumers of the IL system in preparation for any request for information by the legislature, agencies, or other stakeholders.	Develop a matrix that will track number of SILC members, diversity of disability, diversity of age group, and diversity of geographic area	Semi-Annually	SILC
	Track number and cost of council member trainings.	Annually	SILC
	Track number of outreach efforts.	Quarterly	SILC
	Survey the community assessing consumer awareness of IL services and programs	Semi-Annually	SILC
Goal 5: Emergency Preparedness	Method that will be used to evaluate	Timeline	Responsible Party
Objective 5.A: The CILs, Agency for the Blind (DVI), and the DVR, in collaboration with the SILC will seek, evaluate, and advocate for a more comprehensive and responsive emergency preparedness plan for the disability community.	Survey the disability community that will assess the level of awareness of emergency preparedness resources and plan. CIL Networks, DVR, and DVI will be reporting to the SILC Semiannually and the SILC will summarize for the entire state.	Semi-Annually	SILC
	Number of collaborations with other emergency preparedness agencies and organizations. CIL Networks, DVR, and DVI will be reporting to the SILC Semiannually and the SILC will summarize for the entire state.	Semi-Annually	SILC

Delaware State Plan for Independent Living 2021-2023

	Review of SPIL and emergency preparedness plan to ensure appropriate updates. CIL Networks, DVR, and DVI will be reporting to the SILC quarterly and the SILC will summarize for the entire state.	Quarterly	SILC
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1.5 Financial Plan

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): 2021					
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 (including state match)	\$101,615	\$190,166	\$0	\$30,000	\$16,936
Chapter 1, Part C	\$0	\$0	\$973,152	\$0	
CARES Act Funding	\$0	\$0	\$941,295	\$0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$0	\$0	\$0	\$0	
Social Security Reimbursement	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Non-Federal Funds					
State Funds	\$0	\$37,635	\$0	\$0	
Other	\$0		\$0	\$0	

Fiscal Year(s): 2022					
Sources	Projected Funding Amounts and Uses				
	SILC	IL Services	General CIL	Other SPIL	Retained by

Delaware State Plan for Independent Living 2021-2023

	Resource Plan		Operations	Activities	DSE for Administrative costs (applies only to Part B funding)
Title VII Funds					
Chapter 1, Part B (including state match)	\$101,615	\$190,166	\$0	\$30,000	\$16,936
Chapter 1, Part C	\$0	\$0	\$973,152	\$0	
CARES Act Funding	\$0	\$0	\$941,295	\$0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$0	\$0	\$0	\$0	
Social Security Reimbursement	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Non-Federal Funds					
State Funds	\$0	\$37,635	\$0	\$0	
Other	\$0		\$0	\$0	

Fiscal Year(s): 2023					
<u>Sources</u>	<u>Projected Funding Amounts and Uses</u>				
	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 (including state match)	\$118,551	\$254,316	\$0	\$10,000	
Chapter 1, Part C	\$0	\$0	973,152	\$0	
Other Federal Funds					

Delaware State Plan for Independent Living 2021-2023

Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$0	\$0	\$0	\$0	
Social Security Reimbursement	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Non-Federal Funds					
State Funds	\$0	\$34,807	\$0	\$0	
Other	\$0		\$0	\$0	

Fiscal Year(s): 2024					
<u>Sources</u>	<u>Projected Funding Amounts and Uses</u>				
	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 (including state match)	\$101,615	\$254,316	\$0	\$10,000	\$16,936
Chapter 1, Part C	\$0	\$0	\$973,152	\$0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$0	\$0	\$0	\$0	
Social Security Reimbursement	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Non-Federal Funds					
State Funds	\$0	\$34,807	\$0	\$0	
Other	\$0		\$0	\$0	

Delaware State Plan for Independent Living 2021-2023

Description of Financial Plan Narrative:

The CARES Act funding is a one-time distribution to be used to mitigate the effects of serving consumers during the COVID 19 pandemic. Delaware received \$941,295 for Centers for Independent Living for an 18-month period (January 2020 – September 30, 2021). An estimate of \$621,255 (this is an estimated 2/3 of the grants-assuming 1/3 may be spent between now and the beginning of FFY2021) will be carried over into the SPIL year 2021. During the COVID 19 pandemic CILs are working to find new ways of serving consumers while still maintaining safety. In the spirit of the CARES Act, this funding will be used to furnish CILs with equipment, technology and innovative ways in carrying out programming to continue to deliver services to their consumers per their contracts and the goals of the SPIL. This funding will also be used to support consumers' needs to ensure they continue to live safely and independently within the community.

In the event of any additional emergency funding, if the area affected by the disaster is not covered by a CIL, one or more CIL(s) in the general vicinity is allowed and encouraged to provide services to individuals with disabilities affected. Given the need to provide services quickly in a disaster, CIL does not need prior permission from ACL before providing IL services.

Legal Name	Counties Served	CARES Act Funding	Intended use of CARES Act Funding
Independent Resources, Inc.	New Castle County and Kent County	\$586,973	Equipment, Technology, Consumer Support
Independent Resources, Inc.	Sussex County	\$119,763	Equipment, Technology, Consumer Support
Freedom Center	New Castle County	\$234,559	Equipment, Technology, Consumer Support

The SILC resource plan will be funded with Part B funds. The majority of Part B resources will be used for direct services to consumers at a cost of \$304,845 over three one years.

The Centers for Independent Living will spend \$2,919,456 for general operations of the Centers to provide IL services to individuals with significant disabilities to include Information and Referral, Peer Support, Independent Living Skills Training, Advocacy, and Transition Services during this 3-year plan.

DVI plans to use \$152,424 over three one years to provide IL services to individuals who are blind and visually impaired with significant disabilities in the areas of IL skills training, low vision and activities of daily living devices, training, peer support counseling, exams, outreach, interpreters, and professional development.

Delaware State Plan for Independent Living 2021-2023

Delaware will review studies, analyses, and develop model policies and procedures. The Delaware DSE will demonstrate ways to expand and improve IL services and present findings and recommendations to Federal, State, and local policy makers to enhance IL services.

In Delaware, people with disabilities are motivated to expand consumer control. Disability-focused organizations will be awarded renewable contracts—upon successful execution each year—over the three-year SPIL timeframe to provide IL Core Services to the disability community, specifically for peer support and IL skills training. The DSE plans to award \$30,000 per fiscal year. The DSE will also monitor the activities of the organizations and provide feedback as appropriate. These organizations will provide a report of the activities at scheduled SILC meetings. The disability organizations will coordinate activities in an effort to cover geographic areas and a wide range of disabilities. The Request for Proposals and contracts of Part B funds are disbursed and accounted for by the DSE with advice from the SILC.

Staffing:

- The SILC plans on hiring an Executive Director on a full-time basis, to allow for a more focused execution of the SPIL.

Technology:

- One-time purchase of laptops and other technologies that will allow staff and certain council members to work remotely.
- Assistive technologies as needs may arise.
- Needed software such as for accounting, remote meetings, and other as needs may arise.
- Tech support for technology.
- Website upgrades and maintenance.

Interpreters:

- Accommodate the deaf and hard of hearing council members or members of the public.

Travel:

- The SILC will set aside a set amount of dollars per year depending on the type and amount of training needed for its members to allow for in-state and out of state travel to include costs for any necessary Aids or Support Personnel of council members.

Home and Vehicle Modifications:

- The CILs in collaborations with the SILC and the DSE, will develop a mutually agreed upon plan to use a designated portion of the Title VII, Chapter 1, Part B funds for providing adaptations to vehicles or homes that are intended to enhance the individual's independence and inclusion in the community.

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 statewideness.

Delaware State Plan for Independent Living 2021-2023

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	YES	YES	CILs/DSE
- IL skills training	YES	YES	CILs/DSE
- Peer counseling	YES	YES	CILs/DSE
- Individual and systems advocacy	YES	YES	CILs/DSE
- Transition services including:	YES	YES	CILs/DSE
▪ Transition from nursing homes & other institutions			
▪ Diversion from institutions			
▪ Transition of youth (who were eligible for an IEP) to post-secondary life			
Counseling services, including psychological, psychotherapeutic, and related services	NO	NO	OTHER
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.	YES	NO	CILs
Rehabilitation technology	YES	YES	DSE/DVI
Mobility training	NO	NO/YES	OTHER/DVI
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	YES	YES	CILs/DSE/DVI

Delaware State Plan for Independent Living 2021-2023

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)
Personal assistance services, including attendant care and the training of personnel providing such services	YES	YES	CILs/OTHER
Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services	YES	YES	CILs/DSE/DVI/OTHER
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	YES	YES	CILs/DSE
Education and training necessary for living in the community and participating in community activities	YES	YES	CILs/DSE
Supported living	NO	YES	OTHER
Transportation, including referral and assistance for such transportation	YES	YES	CILs/DSE/DVI
Physical rehabilitation	NO	YES	OTHER
Therapeutic treatment	NO	YES	DSE/OTHER
Provision of needed prostheses and other appliances and devices	YES	YES	DSE/DVI
Individual and group social and recreational services	YES	YES	CILs/OTHER
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	YES	YES	CILs/DSE/DVI/OTHER
Services for children	NO	YES	DVI/OTHER

Delaware State Plan for Independent Living 2021-2023

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)
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	YES	YES	CILs/DSE/DVI/OTHER
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	YES	YES	CILs/DSE/DVI/OTHER
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	YES	YES	CILs/DSE/DVI/OTHER
Such other services as may be necessary and not inconsistent with the Act	YES	YES	CILs/DSE/DVI/OTHER

2.2 Outreach

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.

Outside of the five core services the network plans to continue to expand the provision of services to include more of the underserved and un-served populations within the CILs respective service areas including but not limited to the deaf and hard of hearing population, the homeless population, the institutionalized population and the Hispanic population. The entire state of Delaware is currently served by the existing network of centers. The order of priorities for serving the un-served and/or underserved areas and populations is contingent upon the results of the needs assessment as described in goal number two of this SPIL.

Another way the SILC intends to reach out to the unserved or underserved, including minority groups and urban and rural populations is to recruit members on the SILC Board that represent those areas and demographics to ensure they have a voice representing them. This will be achieved by reaching out to the local organizations and agencies that serve these populations

Delaware State Plan for Independent Living 2021-2023

and attending outreach events within these communities.

2.3 Coordination

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

Delaware's small size lends to its ability to maximize coordination between agencies and organizations and not duplicate service provision. There is a great deal of coordination between the DSE and many State agencies, non-profit organizations, and consumers.

The SPIL addresses issues with special education, developmental disabilities, mental health, and other important topics through cross-participation on councils, boards, and committees throughout Delaware. The members and ex-officio members of the SILC and representatives of the Network of Centers sit on many other councils, boards, and committees to stay abreast of related issues facing the disability community as a whole, bringing the information back to the SILC through individual reports. Participation also reduces duplication of effort among the organizations.

The CILs will be partnering in a cost sharing program with state, local and other agencies within the disability community such as the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) to provide home modifications and assistive technology for their clients. This Project management helps streamline services for home modification and assistive technology. It also puts more money into the funding stream which helps clients and consumers receive services they may not receive because of lack of funding otherwise.

DVI's liaisons are Advisory Board Members of the Delaware Assistive Technology Initiative (DATI), whose primary goals are systems change and improving public awareness and access to information related to assistive technology. In addition, DATI provides training on available assistive technology. Both DVR and DVI refer consumers to DATI for technological assistance and support and/or guidance. This has always been a healthy relationship and will continue to grow stronger with the expanded resources in the State.

The IL system in Delaware has determined that Disaster Preparedness continues to be an important initiative. The Network of Centers and DVI in collaboration with the DSE and the SILC will review and provide technical assistance to Delaware's Disaster Preparedness Plan and coordinate with the appropriate agencies.

The DE SILC also works closely with the Community Legal Aid Society, Inc., Disabilities Law Program where many clients with mental health disabilities could use independent living supports, but who may not necessarily be aware of the CILs as a resource.

Committees on which IL representatives sit include:

Division of Substance Abuse and Mental Health Advisory Board Sub-Committee Council on Deaf and Hard of Hearing Equality First State Community Action for the Mentally Ill Vocational Rehabilitation Advisory Council for the Visually Impaired Independent Living

Delaware State Plan for Independent Living 2021-2023

Advisory Committee Board Member

DEXSTA Federal Credit Union Board Member of the Delaware Assistive Technology Board
Division of the Visually Impaired Independent Living Advisory Committee

Member of the Delaware Library Access Services Advisory Council National Federation of
the Blind of Delaware

Governor's Committee on Employment of People with Disabilities PAIR (Protection for
Advocacy and Individual Rights) Advisory Council Stakeholders group for AT Low Interest
Loan Program

Governor's Commission for Community Based Alternatives for Persons with Disabilities
(GCCBAP) GCCBAP Committee on Housing

SCPD Sub-committee on Housing

SCPD Sub-committee on Policy and Law

Elderly and Disabled Transit Advisory Committee

Fair Housing Task Force (under the Human Relations Commission) ADAPT (American
Disabled for Attendant Programs Today) Delaware Emergency Preparedness for Persons
with Disabilities Medical Care Advisory Committee

Center for Disability Studies Advisory Committee

Developmental Disabilities Council (DDC) DDC Executive Committee

DDC Adult Issues Committee Partners Oversight Committee

Abled Network of Delaware (AND)

Architectural Accessibility Board, State of Delaware Client Assistance Program

State Rehabilitation Council for Division of Visually Impaired

Governor's Advisory Council for Exceptional Citizens Committee for Delaware's Annual
Disability Ball Treasurer for Hockessin Glen Community Association

Governor's Advisory Council on Services for the Aging and Adults with Physical Disabilities
DART Elderly and Disabled Transit Advisory Committee.

At each SILC meeting, members report on the activities of the other organizations that affect independent living. Members communicate with other agencies by giving input while representing the SILC on some of these other Boards, Councils and Committees. This provides the SILC the opportunity to be informed and connected.

The Division of Public Health, Division of Substance Abuse and Mental Health, the Division of Developmental Disability Services, and the Division of Aging and Adults with Physical Disabilities are all state agencies within the Department of Health and Social Services that collaborate with DVI. These divisions along with seven others comprise our state's health and social services umbrella. The administrations of all 12 divisions meet on a regular basis and share information and resources. This information is shared within the agencies and related topics are shared with the SILC. In addition, the SILC works with several public health programs to promote awareness and ensure access to needed care (i.e. diabetes, vaccines, and emergency preparedness).

Both DVR and DVI have separate VR programs that work with transition students and partner with special education programs. Internally, VR identifies cases that are not employment or education related and refers to IL for services or cost-sharing.

Delaware State Plan for Independent Living 2021-2023

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 (e.g., Part B, Part C, state funds, etc.) and oversight entity.

The State currently has two (2) Title VII, Part C federally funded CILs. This network of CILs serves all three of Delaware's counties (i.e., New Castle, Kent, and Sussex) and are both signatories of the SPIL.

1) Independent Resources Inc.:

Location 1: 6 Denny Road, Suite 101, Wilmington, DE 19809: Serves N. New Castle County

Location 2: 154 S. Governors Avenue, Dover, DE 19901: Serves Kent County

Location 3: 1609A Middleford Road, Seaford, DE 19973: Serves Sussex County

Source of Funding: Part C Funds; State Grant-in-Aid; Part B Funds for peer programming; CARES Act funds and other grants.

Oversight Entity: ACL; SILC; DSE; State of Delaware; and other Grantors.

Oversight Process:

- ACL: Oversight is done through annual reports such as the PPR for both parts B and C funds and the CARES Act funds.
- SILC: Through the SPIL, the SILC and DSE via regular meetings, evaluates and monitors the obligations and commitments of the CIL throughout the year.
- State of Delaware: Oversight is accomplished through annual financial audits to ensure that the funds are being spent on allowable expenditures.
- Other Grantors: Other grantors include local government grants such as Sussex County whose oversight is done through either a quarterly and/or annual report.

2) Freedom Center for Independent Living, Inc.

Location: 400 North Broad Street, Middletown, DE 17909: Serves the City of Newark & Southern New Castle County

Source of Funding: Part C Funds; Part B Funds, and CARES Act funds.

Oversight Entity: ACL; SILC; Other funders.

Oversight Process:

- ACL: Oversight is done through annual reports such as the PPR for both parts B and C funds and the CARES Act funds.
- SILC: Through the SPIL, the SILC and DSE via regular meetings, evaluates and monitors the obligations and commitments of the CIL throughout the year.
- State of Delaware: Oversight is accomplished through annual financial audits to ensure that the funds are being spent on allowable expenditures.
- Other Grantors: Other grantors include local government grants such as Sussex County whose oversight is done through either a quarterly and/or annual reports.

The federally funded Network of Centers is geographically dispersed throughout the State and addresses both urban and rural needs, as well as specific underserved populations. All Title

Delaware State Plan for Independent Living 2021-2023

VII, Part C funds continue to support only consumer-controlled organizations. Working together, Centers establish contractual or vendor relationships with other State agencies, organizations serving individuals with disabilities, and the private sector, to promote standards established within the Rehabilitation Act as amended.

The Network of Centers receives both Part C funding and Title VII Part B funds through contract as well as other public and or private funding sources.

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. Use of funds to build capacity of existing Centers, establish new Centers, and/or increase statewideness of Network.

Priority 1: Should additional Part C or Part B funding become available, the priority would be to strengthen and build capacity to the current Centers.

Priority 2: Beyond priority 1, if through needs assessments and public input there are areas that are identified as being unserved or underserved, the priority would be to expand and increase the statewideness of the Network by either establishing a new CIL or satellite offices in partnership with other human services organizations.

Definitions:

Served: Includes areas that offer the full spectrum of services and that the services are accessible and correspond to the area's needs.

Unserved: Includes areas that lack services totally or that have services but either are not accessible or do not correspondent to the actual needs of those areas.

Underserved: Includes areas that experience disparities and/or inconsistencies in services or that the services are accessible but difficult to access.

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.

If needs assessments show the need for a new Part C Center, the minimum funding for that center would be consistent with the recommended amount that the National Council for Independent Living requires which is currently \$250,000.

To that end, Part C funds that become available beyond or inclusive of the COLA will be distributed among the federally funded CILs according to the population within their respective service areas.

Specifically: The formula to be applied is 2/3 to Independent Resources serving Northern New Castle County, Kent County; and Sussex County; and 1/3 allocated to the Freedom Center for Independent Living serving Middle to Lower New Castle County.

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

Delaware State Plan for Independent Living 2021-2023

In the event that a CIL is in danger of not being able to fulfill its statutory obligations and could possibly be relinquished/closed for any reason, that Center for Independent Living will be required to notify ACL to discuss the circumstances and obtain information as to the options that are available (to either close or continue). The CIL may need to make available to ACL any review, audits, survey of customers, potential legal action, etc. to determine how the situation can be rectified to prevent an interruption of services. The CIL should also make available to the DE SILC any necessary documentation that will assist ACL and DE SILC in preventing an interruption of services by either moving forward with the process of replacing the CIL or having services proportioned to the existing CILs depending on location and need.

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

The DE SILC in coordination with the DSE and the CILs will identify through public input, surveys, and reliable data sources and trends where there is greater need for IL Services in the state. Adjustments for distribution of funds when cut or reduced will either be a) based proportionately on a programmatic needs basis or b) because Delaware is a small state and the CIL locations cover the whole state in all counties, the cuts or reductions will be adjusted in the same percentages as when COLA increase occur as previously explained.

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

As new Part C funding is appropriated, expanded programming to the existing CILs or additional new CILs will be added if needed, with priorities based on input from public meetings and identification of needs and unserved or underserved areas.

If Part B funds increase, they could be contracted to the existing CILs to establish satellite offices in unserved or underserved areas or to increase the statewideness of Network; aid with expansion or adjustment of programming; or build capacity of existing Centers.

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

For any one-time funding streams, the CILs will create an appropriate disbursement formula based on current information on needs, funding allocations and data, and submit a plan to ACL for approval. Any changes to CIL service area and/or funding levels will be detailed and agreed upon by the SILC and CIL Directors in an approved SPIL amendment.

Section 4: Designated State Entity

Delaware Department of Labor, Division of Vocational Rehabilitation will serve as the entity in Delaware 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

Delaware State Plan for Independent Living 2021-2023

- (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 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.

DSE adopts fiscal control and fund accounting procedures that ensure proper disbursement and accounting of funds through the Part B program. In addition, the DSE follows Delaware's State Accounting requirements as well as the federal fiscal accounting requirements.

The network of CILs have staff that handle their fiscal and fund accounting and human relations issues. The DSE and CILs both follow the GAAP principles for administering their funding sources. In addition, the CILs have independent audits on an annual basis as required.

The DSE receives, accounts for, and disburses Title VII Part B funds received by the State in accordance with the goals, objectives and financial plan outlined in the DE SPIL. Funds needed for the SILC resource plan is on a reimbursement basis from the DSE. There is a grant agreement between the DSE and the CILs and IL partners which lists the scope of services, applicable grant standards, and performance measures mutually agreed and signed between the parties to ensure both programmatic and fiscal compliance supporting core IL services. The DSE does not require a solicitation or formal application process. Rather the contracts are automatically renewed every fiscal year, provided that the CILs and IL providers have successfully met and completed the requirements agreed upon in the grant agreement. Evaluation on both programmatic and fiscal performance are done predominantly by having the contracted agencies report on status and accomplishments at every SILC meeting using a standardized evaluation report.

4.3 Oversight Process for Part B Funds

The oversight process to be followed by the DSE is as follows:

- The DSE, through technical assistance and the periodic performance and evaluation reporting by the IL Centers maintains and evaluates such records. These records are available and accessible by the Secretary as deemed necessary. The DSE also provides additional information and assurances as the Secretary may require with respect to the programming. All contracts meet and abide by the federal and state contracting guidelines.
- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

Delaware State Plan for Independent Living 2021-2023

Pursuant to 34 CFR 364.37, the DSE and the Network of Centers' recordkeeping practices comply with the stated regulations. All records are confidential unless an authorization for a release of information is received. The DSE and the Network of Centers submit annual performance and financial reports. The DSE and the Network of Centers' have their own record keeping practices that comply with the stated regulations including policies and procedures for record keeping practices and reporting. In addition, contracts are handled by the DSE and the Network of Centers in accordance with Federal and State regulations.

- Pursuant to 34 CFR 364.37, the DSE and the Network of Centers will provide access to representatives for audit, examination, and compliance review purposes.

4.4 Administration and Staffing

Administrative and staffing support provided by the DSE:

The DSE provides administrative support services for programs under Part B, and as directed by the approved State plan, and for CILs under Part C when administered by the State under section 723 of the Act, 29 U.S.C. 796f-2.

Within the DSE, a designated staff person is assigned to represent the DSE on the SILC. In addition, the DSE's financial staff person administers the Part B fund reimbursements and distributions as per the DE SPIL-following the requirements mandated by the Federal DHHS/ACL. Supervision for DVR staff rests within the DSE.

It is assured that there is no conflict of interest between the staff of the SILC and the DSE.

How the DSE plans to use the 5% of the Part B appropriation on administrative cost:

Partial of the time and effort of the DSE staff person assigned to represent the DSE on the SILC and the DSE financial staff person are paid through the 5% of the Part B funds.

How the SILC will hire, fire, and supervise DSE staff:

The SILC does not hire, fire or supervise any staff person of DSE. Although the SILC may evaluate the work of the DSE assigned staff, the supervision of the DSE staff rests with DSE.

How the DSE will not create a conflict of interest with the SILC:

The SILC and the DSE have a long-term history of collaboration and supportive interaction. Delaware does not have an interagency agreement, however all parties adhere to the mandate and intent of the Rehab Act to ensure the SILC autonomy. The DSE will monitor and review as required by ACL.

It is of common understanding between the DSE and the SILC that the SILC will:

- Select and supervise own staff (even if assigned by DSE);
- Develop and manage own budget and expenses;
- Submit recommendations for appointment to Governor or appointing authority;
- Fulfill responsibilities in the Rehabilitation Act, as amended;
- Independently comply with laws and regulations;

Delaware State Plan for Independent Living 2021-2023

- Be responsible for SPIL development which is approved by the SILC and CILs in conjunction. Although the DSE provides input and is a signer of the SPIL, the DSE has no role in approving it.

4.5 State Imposed Requirements

State-imposed requirements contained in the provisions of this SPIL including: (45 CFR 1329.17(g))

- State law, regulation, rule, or policy relating to the DSE's administration or operation of IL programs
- 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 will ensure compliance of state-imposed requirements for fiscal management and spending authorizations per rules and regulations set forth by Delaware Office of Management & Budget. The DSE will ensure the SILC complies with state policies in regard to Governor appointment of Council members per the Delaware Code. The contract for the Executive Director of the SILC will comply with all relevant regulations per the Title 29 Ch. 55 Delaware Code for contracting.

The DSE recognizes the SILC as an independent body and does not interfere in its duties, authorities and responsibilities.

4.6 722 vs. 723 State

Check one:

- 722 (if checked, will move to Section 5)
 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.

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.

Section 5: Statewide Independent Living Council (SILC)

5.1 Establishment of SILC

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

The DE SILC is a freestanding organization that operates separately from any State Agency. The SILC does not have offices or facilities within any agency in the State of Delaware. It is located in the Department of Labor, Division of Vocational Rehabilitation for administrative and budgetary support purposes for the provision of expenditures only. The State

Delaware State Plan for Independent Living 2021-2023

Independent Living Council was designated by former Delaware Gov. Ruth Ann Minner as Board 0135. The SILC is governed by Title VII of the Rehabilitation Act of 1973 as Amended.

The SILC and the DSE have a long-term history of collaboration and supportive interaction. Delaware does not have an interagency agreement; however, all parties adhere to the mandate and intent of the Rehab Act to ensure the SILC autonomy. The DSE will monitor and review as required by ACL.

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.

A. Appointment and Composition

- The Governor makes appointments to the SILC.
- The membership committee ensures that the prospective appointees meet the composition requirements such as statewide cross representation in all counties in Delaware. A diverse representation of persons across disabilities and backgrounds is part of the selection criteria. Applications are forwarded to the Governor's office.
- The Council nominates and votes on who will be the Chair and Vice-Chair of the Council.
- Term limits are maintained by the council and by the Governor's office.
- Vacancies are filled by recommendations by the SILC body to the Governor's office and then appointed by the Governor.

B. Staffing

- The SILC hired an Executive Director on a part-time basis in December of 2020, to allow for a more focused execution of the SPIL and to act as a liaison between the SILC/DSE/CILs.
- The members of the SILC carry out the required functions in conjunction with its staff. A representative of DSE will serve as a liaison and an ex-officio member between DVR and SILC.

C. Funding

The funding for Delaware SILC's Resource Plan for FY 2021, 2022, and 2023 will come from Title VII Part B funds and the amounts will be \$101,615, \$101,615, and \$118,551 respectively.

The 2021-2023 SPIL financial tables were developed based on realistic yet conservative revenue and expense projections, with consideration of historical data combined with current information.

Process used to develop the Resource Plan:

Delaware State Plan for Independent Living 2021-2023

The Delaware Statewide Independent Living Council (SILC) has been established to coordinate the functions related to the planning, monitoring, and evaluating the State Plan for Independent Living (SPIL) as described in Section 705 of the Rehabilitation Act, as amended. Delaware's SILC By-laws is the foundation for the operations of the SILC. The SILC determines its annual budget for all resources allocated for its use and assures that all expenditures are appropriate for the purpose and funding period of the specific funding sources. The budget is approved during SPIL development where opportunity for public input which has already been received at public meetings. The SILC is provided quarterly financial reports at its meetings, in order to publicly account for resources and expenditures. DVR also records and processes all deposits and expenditures, provides necessary reports to federal and state entities, as the SILC's fiscal agent, and the SILC and DSE accounting reports are reconciled, at least quarterly, as a means of checks and balances. The SILC also reviews the financial reports generated by the DSE, which are provided to ACL.

The 2021-2023 SPIL goals and objectives were developed based on criteria that included careful consideration of outputs and outcomes, based on the capacity of the levels of funding and staffing available. The SPIL goals and objectives were also developed based on the public hearing comments, available funds to continue advocacy/ education activities and continued support of Delaware's Network of Centers. Collaboration is an ongoing priority since it maximizes efforts and limited resources. Based on conservative budget figures and developing SPIL goals and objectives within our financial and staffing means, the SILC resource plan is consistent with the existing resources expected to be allocated during the course of the three-year SPIL period. The SILC will maintain a membership that will continue to foster the efforts necessary to carry out the work of the council and to be informed about independent living. The SILC will make a conscientious effort in recruiting and training individuals with disabilities and individuals with disabilities from minority groups. Council members will be expected to develop a thorough knowledge and understanding of the Independent Living philosophy. The Chair and Vice-Chair must have extensive experience in the field of disability rights advocacy. General SILC activities and statewide systems advocacy efforts will be coordinated with the Network of Centers to promote awareness throughout the State of Delaware.

The SILC scheduled public hearings in a central location prior to the development of the SPIL. While attendance was low, inquiries about accessing IL services were discussed at the public hearing. Information about the Public Meetings was publicized in local news media, mailed to advocacy groups, advertised on websites, and posted in CILs, DVI, and DVR locations throughout the State. The notice also informed interested parties of the acceptance of written comments if attendance was not possible. This time around, the SILC also established a free conference call line for consumers to call in to attend the public meeting, vs. attending in person. The SILC will continue to utilize consumer feedback and other media alternatives to increase the attendance and responses at public hearings.

The Council represents individuals and advocates from a wide variety of groups. Consumer composition includes individuals with diverse disabilities who constitute more than half of the membership. Other active council members, representing service providers are the

Delaware State Plan for Independent Living 2021-2023

Client Assistant Program, the Division of Vocational Rehabilitation, the Division for the Visually Impaired, the Division of Services for Aging and Adults with Physical Disabilities, Freedom Center for Independent Living, and Independent Resources, Inc. The SILC is also beginning to see more members of the public at its meeting than in the past which is a direct result of outreach efforts. The SILC posts its meetings on the State calendar. This is a state law requirement which gives information to the community about upcoming meetings. The SILC also posts meeting times and places in all of the Vocational Rehabilitation offices 30 days prior to each meeting. The meetings are also posted at the Network of Center offices and when possible put in different newsletters and on other websites. Each member is emailed a reminder, agenda, and minutes to prepare for the bi-monthly meetings.

Process for disbursement of funds to facilitate effective operations of SILC:

All financial transactions and record-keeping are to be made in compliance with applicable ACL fiscal and accounting requirements, as well as all applicable state of Delaware financial policies, procedures, and laws. The DSE is to submit all required reports and provides access to records to the Administrator and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews.

The DSE maintains financial and accounting records of the SILC and are fully disclosed and documented.

The CILs, in addition to following ACL guidelines for Part C funds will also follow the expenditure guidelines of the CARES Act.

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

There is no plan for the SILC to be allocated more than 30% of Part B funds.

5.3 Maintenance of SILC

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

- The DE SILC is independent of the DSE
- The State through the Governor's office of Board and Commissions will approve representation on the SILC Board.
- SILC will submit expenditure and contract reimbursements to the DSE.

Section 6: Legal Basis and Certifications

6.1 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 the Division of Vocational Rehabilitation.

Authorized representative of the DSE: Elisha Jenkins, Title: Director.

Delaware State Plan for Independent Living 2021-2023

6.2 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© of the Act in the State is for now Sandra Farina, Council Chair, and Deborah Bain serves at the SILC's Executive Director. .

6.3 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:

Independent Resources Inc.

Freedom Center for Independent Living.

6.4 Authorizations

6.4.a. The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living. Yes

6.4.b. The SILC and CILs may legally carryout each provision of the SPIL. Yes

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

Section 7: DSE Assurances

Elisha Jenkins, Director, acting on behalf of the DSE DE Department of Labor, Division of Vocational Rehabilitation located at 4425 North Market Street, Wilmington, DE 19802, (302) 761-8275, elisha.jenkins@delaware.gov, *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

Delaware State Plan for Independent Living 2021-2023

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.

Elisha Jenkins

Name and Title of DSE director/authorized representative


6B262A684F594D6...
Signature

6/29/2023 | 1:09 PM EDT

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

Delaware State Plan for Independent Living 2021-2023

8.1 Assurances

Sandra Farina, SILC Chair, acting on behalf of the SILC of Delaware, ironicsandra@icloud.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.
 - a. The SILC must inform the DSE if it chooses to utilize DSE staff.
 - b. 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.

(a) STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS.

- (1) SILC written policies and procedures must include:
 - a. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority.
 - b. A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law.
 - c. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3).
 - d. 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).

Delaware State Plan for Independent Living 2021-2023

- e. 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.
 - i. “Executive Session” meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
 - ii. Agendas for “Executive Session” meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included.
 - f. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting.
 - g. 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
 - h. 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).
- (2) The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
- (3) The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center’s SILC training curriculum.
- (4) The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
- a. 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.
 - b. All meetings 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).
 - c. 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).
 - d. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
 - i. proximity to public transportation,
 - ii. physical accessibility, and
 - iii. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.

Delaware State Plan for Independent Living 2021-2023

- e. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.
- (5) The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:
- a. 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.
- (6) The SILC State Plan resource plan includes:
- a. Sufficient funds received from:
 - i. 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.
 - ii. Funds for innovation and expansion activities under Sec. 101(a) (18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable.
 - iii. Other public and private sources.
 - b. 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:

Sandra Farina

Name of SILC Chairperson


9D4CAFD3F36D4B5...

Signature

6/29/2023 | 10:11 AM PDT

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

Delaware State Plan for Independent Living 2021-2023

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 DELAWARE SILC 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, 2023

DocuSigned by:

9D4CAF0BF36B4B5

6/29/2023 | 10:11 AM PDT

SIGNATURE OF SILC CHAIRPERSON

DATE

Sandra Farina
NAME OF SILC CHAIRPERSON

Independent Resources, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

DocuSigned by:

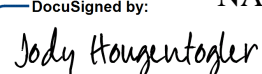
5ED0BA5A9989442
Despina Wilson
SIGNATURE OF CIL DIRECTOR

7/14/2023 | 12:37 AM PDT

DATE

Despina Wilson
NAME OF CIL DIRECTOR

Freedom Center for Independent Living
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

DocuSigned by:

F4C8406E7DB5455...
Jody Hougentogler
SIGNATURE OF CIL DIRECTOR

6/29/2023 | 4:20 PM EDT

DATE

Jody Hougentogler
NAME OF CIL DIRECTOR

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