

# **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: Tennessee**

**FISCAL YEARS: 2021-2024**

**Effective Date: October 1, 2020- September 30, 2024**

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

## Executive Summary

The mission statement of the I L Network in Tennessee is “To promote independent living in Tennessee and support the independent living philosophy, its practices and its values to all citizens.” In keeping with the mission statement this 2021-2024 SPIL (State Plan for Independent Living) is focused on capacity of service expansion of the CIL (Centers for Independent Living) network. Through increased collaboration and advanced technology this plan will allow greater capacity for the I L Network to promote independent living in Tennessee. There are several objectives which have been established that focus on:

- Increased awareness of CILs and what they do
- Increased availability to resources in Tennessee
- Increased opportunities for input from consumers and partner organizations

Efforts to accomplish these objectives will be directed to people with disabilities, community, and partner organizations, and emergency management agencies.

- Increase collaborations from CIL’s and SILC to reach Tennesseans with disabilities
- Maximize opportunities to share the I L Philosophy through collaboration
- Utilize technology to advance education to Tennesseans with disabilities
- Establish emergency tools for Tennesseans with disabilities
- Strengthen or start relationships with Emergency Management Agencies

The scope of services provided, outreach related to unserved and underserved populations, coordination of services and cooperation among programs and organizations to support inclusive community living is described in Section 2.

A detailed explanation of expansion of the network, minimum funding levels for CILs, and distribution of funds is included in Section 3.

Section 4 represents the Designated State Entity’s (DSE) response to their administrative responsibilities related to the SPIL.

The Statewide Independent Living Council’s (SILC) establishment, autonomy, resource plan, appointment process, and staffing are detailed in Section 5.

Section 6 provides legal certifications for the identified entities involved with authorities and responsibilities of the SPIL.

Section 7 identifies the DSE assurances and expresses the administrative role and responsibilities of the DSE.

Section 8 provides the SILC Assurances and Indicators of minimum compliance, detailing the functions, authorities, and requirements for operating as a SILC.

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

### **1.1 Mission:**

Mission of the Independent Living Network and the SPIL.

To promote independent living in Tennessee and support the independent living philosophy, its practices, and its values to all citizens.

### **1.2 Goals:**

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

These goals and objectives are new to the IL Network of Tennessee and a survey system has been established and entered in our statewide data management system to capture results of satisfaction of services, education, and or collaboration.

Goal 1. Tennesseans with disabilities have access to the community-based resources they need to live independently in the community.

Goal 2. Independent Living Services Network builds capacity.

Goal 3. Tennesseans with disabilities will be educated about 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.

These goals and objectives are new to the IL Network of Tennessee and a survey system has been established and entered in our statewide data management system to capture results of satisfaction of services, education, and or collaboration.

Goal 1. Tennesseans with disabilities have access to the community-based resources they need to live independently in the community.

1.1 Each CIL will provide education to community groups and partner organizations on core services provided by CILs, to promote access to community-based services for Tennesseans with disabilities by statewide collaboration.

Indicator: 1.1 CIL's will educate and collaborate with Community members or partner organizations that can make changes for Tennesseans with disabilities. Documenting survey satisfaction of presentations in Database.

Target Date 9-30-2024

- 1.2 The SILC will provide education statewide to community and partner organizations about the Independent Living Philosophy.

Indicator: 1.2 The SILC will provide education to community and partner organizations about the Independent Living Philosophy and CIL's to further access to community-based resources for Tennesseans with disabilities to live independently. Documenting survey satisfaction of presentations in Database.

Target Date 9-30-2024

- 1.3 Tennesseans with disabilities statewide will receive the necessary services to live in their community, thus diverting from or transitioning out of an institution.

Indicator: 1.3 Provide assistive technology and equipment as needed to the capacity of the CIL to ensure a safe and improved quality of life.

Target Date 9-30-2024

Goal 2. Independent Living Services Network builds capacity.

- 2.1 CIL's and SILC will pursue additional opportunities to hold efficient and effective statewide engagements with the network, stakeholders, and consumers.

Indicator: Submit at least one grant to increase IL capacity

Target Dates: 9-30-2021, 9-30-2022, 9-30-2023, 9-30-2024

- 2.2 One annual meeting with the IL network with the purpose of collaborating and sharing best practices that educate and promote the independent living philosophy statewide in Tennessee, SPIL review, resource planning, and/or DSE consultation.

Indicator: Meeting minutes reflecting outcomes in a narrative.

Target Dates: 9-30-2021, 9-30-2022, 9-30-2023, 9-30-2024

Since statewide meetings were not happening prior to this SPIL; a baseline needs to be developed before an increase can be determined.

- 3.1 The SILC and the CIL's collaborate with Emergency Management Agencies, locally, statewide, and/or federal.

Indicator: Number of hours of collaboration with Emergency Management Agencies and any positions held within their agency's boards, narrative of outcomes.

Target Date: Select appropriate partners and establish baseline 9-30-2021 Monitor annual growth 9-30-2022, 9-30-2023, 9-30-2024

3.2 The CIL's and SILC will collaborate with Emergency Management Agencies for emergency preparedness education for consumers, staff, and or first responders statewide.

Indicator: Number of staff, consumers, or first responders trained, and satisfaction surveys results of the training.

Target Date: Select appropriate partners and establish baseline 9-30-2021 Monitor annual growth 9-30-2022, 9-30-2023, 9-30-2024

3.3 CIL's will assist Tennesseans with disabilities statewide in developing their personal emergency preparedness plan.

Indicator: Number of people who have successfully completed their Emergency Preparedness Plan.

Target Date: Determine tool to utilize for Individual Emergency Preparedness 3-1-2021 Implement (3-1-2021) and monitor annual growth 9-30-2021, 9-30-2022, 9-30-2023, 9-30-2024

#### 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.

All data will be collected and analyzed quarterly starting at inception of the SPIL. The measurable objectives, indicators, target performance levels, and target dates will facilitate the development and implementation of the state plan, and determine progress made.

Additionally, the CIL's will send to the SILC on a quarterly basis all necessary reports as determined by the SPIL Committee. This will allow the SILC to determine satisfaction and progress of the consumers and collaborating partners concerning the state plan.

### 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.

<b>Fiscal Year(s): 2021 Based off of 2020 NoA's and projections</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Allowable CAREs Act Expenses	Retained by DSE for Administrative costs (applies only to Part B funding)
<b>Title VII Funds</b>					
Chapter 1, Part B	\$150,000	\$201,010			\$20,647
Chapter 1, Part C			\$1,345,972		
<b>Other Federal Funds</b>					
Sec. 101(a)(18) of the Act (Innovation and Expansion)					
Social Security Reimbursement					
CARES				\$792,581	
<b>Non-Federal Funds</b> (include the match amount in non-federal funds)					
State Funds					
Part B Match			\$41,295		

<b>Fiscal Year(s): 2022-2023 Based off of 2020 NoA's and projections without CARES Act \$</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Allowable CAREs Act Expenses	Retained by DSE for Administrative costs (applies only to Part B funding)
<b>Title VII Funds</b>					
Chapter 1, Part B	\$150,000	\$201,010			\$20,647
Chapter 1, Part C			\$1,345,972		
<b>Other Federal Funds</b>					
Sec. 101(a)(18) of the Act (Innovation and Expansion)					
Social Security Reimbursement					
Other					
<b>Non-Federal Funds (include the match amount in non-federal funds)</b>					
State Funds					
Part B Match			\$41,295		

<b>Fiscal Year(s): 2023-2024 Based off of 2023 NoA's and projections without CARES Act \$</b>					
<b>Sources</b>	<b>Projected Funding Amounts and Uses</b>				
	SILC Resource Plan	IL Services	General CIL Operations	Allowable CAREs Act Expenses	Retained by DSE for Administrative costs (applies only to Part B funding)
<b>Title VII Funds</b>					
Chapter 1, Part B	\$150,000	\$249,546			\$21,029

Chapter 1, Part C			\$1,345,972	
<b>Other Federal Funds</b>				
Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Social Security Reimbursement				
Other				
<b>Non-Federal Funds</b> (include the match amount in non-federal funds)				
State Funds				
Part B Match			\$38,234	

#### Description of Financial Plan Narrative.

The above Financial Table was developed with amounts obtained by the 2020 Independent Living Services Grant (ILSG) Notice of Award (NoA) and 2019 CIL Awards. Changes in the ILSG NoA and CIL Awards can directly change the amount year by year. There is no known accurate method to determine what changes may occur in the annual ILSG NoA and CIL Awards. An annual meeting will be held by the Tennessee SPIL Committee to determine the correct dollar amounts for this graph and submitted accordingly to DSE for annual contracts. This process will not require an amendment.

The TN CIL's and the TN SILC coordinate the flat amount of funds received to meet the needs of over 1,000,000 Tennesseans with disabilities. The TN CILs serve 35 counties with their Part C funding. There are 60 counties that do not have access to a CIL. The unmet need far exceeds the available resources.

Part B funding will be used to provide independent living services to people with significant disabilities and to support activities in the SPIL objectives. Part C funding will continue to be used to support CIL operations funding six Centers. Tennessee receives \$371,657 in Title VII, Part B funding plus the 10% (\$41,295.00) state match minus DSE retention of 5% (\$20,647.00) for a total of \$392,305 per the 2020 ILSG NoA (These numbers will fluctuate annually). This funding will be granted to the SPIL participating TN CILs and SILC by the DSE (DRS) for the provision of independent living services to people with significant disabilities. It has been determined by the Council that only Centers participating with the SILC will be eligible for Part B funding. SPIL participation is defined and agreed on per SPIL Development Committee as:



- CIL Directors attending at least 3 of 4 SILC quarterly meetings annually.
- CIL's will submit quarterly reports by established timeline.
- Center Directors present to the SILC Council on a rotating basis a CIL presentation.
- Center Directors giving quarterly updates during public comment time of current events or information from their CIL.

Part B dollars are used to fund the SILC Resource Plan in the amount of \$150,000 for each year (FY 21-23), The SILC receives approximately 39 percent of Part B dollars to conduct quarterly meetings, providing travel for the council members and the CIL directors per the SILC bylaws. The SILC also conducts resource development striving for sustainable expansion of independent living programs throughout the state. The SILC's budget includes advocacy training, legislative education, and a comprehensive assessment for development of necessary tools to further the Independent Living Philosophy, programs, and services in Tennessee.

Advances for the SILC can be requested and received from the DSE. The SILC can receive an advancement from the DSE (DSR) and pay it back incrementally before the end of the contract year.

Remaining Part B funds (after SILC Resource) are to be distributed to SPIL Participating CILs (as defined above).

Memphis Center for Independent Living will receive \$48,461 for FY 2021-2024.

Jackson Center for Independent Living will receive \$48,461 for FY 2021-2024.

TARP Center for Independent Living will receive \$48,461 for FY 2021-2024.

Empower Tennessee will receive \$48,461 for FY 2021-2024 and

disABILITY Resource Center will receive \$48,461 for FY 2021-2024.

Again, these numbers are based off the 2020 ILSG NoA and are subject to change with upcoming ILSG NoA amounts and Part C amounts (minimum CIL funding is determined to be \$200,000). The DSE wrote FY2021 plans with the original ILSG NoA amount of \$364,111 and not the total \$371,657. Therefore, an DSE contract amendment will need to be done when FY2021 ILSG NoA is established.

ACL/OILP added \$7,546.00 to the 2020 ILSG NoA which needs to be split between the Participating CILs for FY2020 (MCIL, JCIL, TARP, Empower Tennessee). This is \$1886.50 per the four centers added to the FY2021 Contract with the DSE.

The funds are to be used in accordance with Title I and Title VII of The Rehabilitation Act of 1973, as amended in 2014, (Workforce Innovation and Opportunity Act), and work within the scope of the FY2021-2024 State Plan for Independent Living, the five (5) core independent living services (Information and Referral, Independent Living Skills Training, Peer Support, Individual and Systems Advocacy, and Transition). This funding is to be used to develop a resource plan to increase the I L Network capacity and to provide IL services in Tennessee.

The Older Individuals who are Blind (OIB) Program, CILs and VR have consumers who are blind with common service needs. These programs intend to collaborate to meet the needs of this

population. However, those program’s funding streams are not combined.

Should any Part B funds allotted for IL Services for fiscal years covered by this SPIL not be fully expended for any reason, the funds should be carried over in accordance to 29 US Code 716 for the provision of I L Services as established by the SPIL. The DSE should add carry over funds to the next years contract per individual entity. Should funds not be eligible for carryover (such as they are year 2 monies), and the entity does not have a plan; then the SPIL Committee will determine the best use of these funds for the I L Network. This needs to be determined annually with DSE and I L Network collaboration by August 15th.

Tennessee was awarded \$1,455,526.00 from the CARES Act. The following is the individual CIL awards and FY21 projections:

- Jackson Center for Independent Living \$270,262.00 FY21 \$202,500.00
- Memphis Center for Independent Living \$295,815.00 FY21 \$197,210.00
- Tri-State Resource and Advocacy Corporation \$154,504.00 FY21 103,110.00
- disability Resource Center \$270,290.00 FY21 \$103,871.00
- Empower Tennessee \$270,290.00 FY21 \$135,000.00
- TARP Center for Independent Living \$194,365.00 FY21 \$154,000.00

**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 statewideess.

<b>Table 2.1A: Independent living services</b>	<b>Table 2.1A: Independent living services</b>	<b>Provided using other funds</b> (check to indicate yes; do not list the other funds)	<b>Entity that provides</b> (specify CIL, DSE, or the other entity)
Core Independent Living Services, as follows:	X	X	CILs
- Information and referral	X	X	CILs
- IL skills training	X	X	CILs
- Peer counseling	X	X	CILs
- Individual and systems advocacy	X	X	CILs
- Transition services including:			
▪ Transition from nursing homes & other institutions			
▪ Diversion from institutions			
▪ Transition of youth (who were eligible for an IEP) to post-secondary life			
Counseling services, including psychological, psychotherapeutic, and related services			

<b>Table 2.1A: Independent living services</b>	<b>Table 2.1A: Independent living services</b>	<b>Provided using other funds (check to indicate yes; do not list the other funds)</b>	<b>Entity that provides (specify CIL, DSE, or the other entity)</b>
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.	X	X	CILs
Rehabilitation technology	X	X	CILs
Mobility training	X	X	CIL's
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X	X	CILs
Personal assistance services, including attendant care and the training of personnel providing such services		X	CILs
Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services	X	X	CILs
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	X	X	CILs
Education and training necessary for living in the community and participating in community activities	X	X	CILs
Supported living			
Transportation, including referral and assistance for such transportation	X	X	CILs
Physical rehabilitation			
Therapeutic treatment			
Provision of needed prostheses and other appliances and devices	X	X	CILs
Individual and group social and recreational services	X	X	CILs

<b>Table 2.1A: Independent living services</b>	<b>Table 2.1A: Independent living services</b>	<b>Provided using other funds (check to indicate yes; do not list the other funds)</b>	<b>Entity that provides (specify CIL, DSE, or the other entity)</b>
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	X	X	CILs
Services for children	X	X	CILs
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance, of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities	X	X	CILs
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	X	X	CILs
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	X	X	CILs
Such other services as may be necessary and not inconsistent with the Act	X	X	CILs

## 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.

In Tennessee underserved is defined as IL populations who are targeted for outreach efforts based on demographic populations that represent less than 3% of that population (i.e. age, geographic location (urban or rural), ethnicity, minority groups, disability type, etc.). This is based on existing Part C geographical footprints established with Part C funded CIL's, and data is captured in the CIL databases, compared against the actual population, then targeted for outreach. Also, many of the counties within the Part C geographical footprints are rural and Tennesseans with disabilities often have no public transportation, internet access, or natural supports that they can rely upon to get them to a center. These Tennesseans with disabilities are also considered underserved.

The TN CILs serve 35 counties with their Part C funding. There are 60 counties that do not have access to a CIL. Tennesseans with disabilities in these 60 counties are unserved.

With the goals established for this SPIL, “statewideness” was the target. Utilizing the following methods CIL’s and SILC can outreach to unserved and underserved populations with SPIL goals:

- Resources can be shared statewide through I&R’s, and through collaboration with statewide partner and community organizations.
- Effective and efficient meetings and workshops will add to the ability to increase participation and engagement statewide.
- Emergency preparedness trainings and tools are going to be available statewide through collaborations and virtual workshops.

The SILC and CILs’ outreach efforts include but are not limited to presentations, agency contacts, website, public service announcements, exhibits/displays, conferences, social media, printed materials, community events, virtual meetings and workshops, and peer support groups. Each CIL’s will use outreach materials designed specifically for their targeted individuals who meet the criteria of unserved/ underserved, these outreach materials can be shared within the IL Network to show best practices and develop effective state-wide outreach.

### 2.3 Coordination

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

The SILC of TN, The CIL’s, and the DSE (The Division of Rehabilitation Services) have formed a strong partnership that includes frequent communication and meetings to plan, strategize and coordinate statewide efforts.

With this SPIL it has been determined that the SILC and CIL’s will work with Emergency Management Services on the federal, state, and local levels to develop emergency preparedness awareness and readiness for Tennesseans with disabilities as well as for the first responders.

Collaboration and communication from the IL Network are open with several organizations within Tennessee such as The Tennessee Council of Developmental Disabilities, The Tennessee Disability Coalition, Tennessee Disability Pathfinder, Disability Rights Tennessee, UCEDD’s, Developmental Disability Network, and The Tennessee Council for the Deaf, Deaf-Blind and Hard of Hearing (TCDDDBHH). Many people in the IL Network serve on Boards and Councils of the above-mentioned organizations. These communications and collaborations lead to a better understanding of the Independent Living Philosophy and opens resource possibilities for Tennesseans with disabilities.

The TN SILC Executive Director or a Council Member representing the SILC is a member of the following statewide councils (these are appointed agency representatives):

- Tennessee Technology Access Program, Statewide Advisory Council

- State Rehabilitation Council
- TN Family Support Council

### **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 Memphis Center for Independent Living (MCIL) in Memphis TN serves Shelby County. This is the Southwest part of Tennessee. Memphis Center for Independent Living is a SPIL signatory. Memphis Center for Independent Living has the following funding: Part C, Part B, and Resource Development unrestricted funds. For MCIL the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services), and the oversight entity for Part B funds is DRS (The Division of Rehabilitation Services).

Jackson Center for Independent Living (JCIL) in Jackson TN serves 8 counties (Madison, Carroll, Crockett, Gibson, Henderson, Chester, Hardeman, and Haywood). This is in West Tennessee. Jackson Center for Independent Living is a SPIL signatory. Jackson Center for Independent Living receives the following funding: Part C, Part B, Program Income, and Resource Development unrestricted funds. For JCIL the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services) for which the CILPPR is turned in, and the oversight entity for Part B funds is DRS (The Division of Rehabilitation Services).

Empower Tennessee in Nashville TN serves 7 counties (Davidson, Cheatham, Wilson, Robertson, Rutherford, Sumner, and Williamson) Empower Tennessee is in middle Tennessee. Empower Tennessee is a SPIL signatory. Empower Tennessee receives the following funding: Part C, Part B, Program Income, and Resource Development unrestricted funds. For the I L Network in Tennessee the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services) for which the CILPPR is turned in, and the oversight entity for Part B funds is DRS (The Division of Rehabilitation Services).

Training, Advocacy, Referrals and Peer Support Center for Independent Living (TARP) in Paris TN serves 8 counties (Benton, Dickson, Henry, Houston, Humphreys, Montgomery, Stewart, and Weakley). TARP is in Northwest and Middle Tennessee. TARP Center for Independent Living is a SPIL signatory. TARP has the following funding: Part C, Part B, Program Income, Resource Development unrestricted funds. For TARP the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services) for which the CILPPR is turned in, and the oversight entity for Part B funds is DRS (The Division of Rehabilitation Services).

disABILITY Resource Center (dRC) in Knoxville, TN serves Knox County. disABILITY

Resource Center is in East Tennessee. disABILITY Resource Center is a SPIL signatory. disABILITY Resource Center has the following funding: Part C, Part B Program Income, and Resource Development unrestricted funds. For dRC the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services) for which the CILPPR is turned in, and the oversight entity for Part B funds is The Division of Rehabilitation Services.

Tri-State Resource and Advocacy Center serves 10 counties (Bledsoe Bradley Grundy Hamilton Marion McMinn Meigs Polk Rhea Sequatchie). Tri-State and Advocacy Center is in Southeast part of Tennessee. Tri-State and Advocacy Center is not a SPIL signatory. Tri-State Advocacy Center did not respond as to their funding sources, they do not receive Part B funds. For the I L Network in Tennessee the oversight entity for Part C funds is ACL/ HHS (Administration for Community Living/ Health and Human Services) for which the CILPPR is turned in.

All CIL's in Tennessee received supplemental funding provided by the CARES Act to respond directly to the COVID-19 pandemic. The Tennessee CIL's will use the funds to respond to the COVID-19 pandemic and the needs of individuals with disabilities to access or reconnect with the services and supports they need to remain safely in their communities. The Tennessee CIL's intend to use these funds as related to core services to expand capacity to the surge of needs. With this surge of needs and supplemental funding, the Tennessee CIL's can utilize Part B funds and CAREs Act funds to work in and out of the Part C geographical footprint in response to COVID-19.

In relation to the SPIL, the intended use of the CARES funding will help with the goals in the following manor:

- *Goal 1 Tennesseans with disabilities have access to the community-based resources they need to live independently in the community.* The CARES funding will aid building capacity of this goal.
- *Goal 2 Independent Living Services Network builds capacity.* By expanding and utilizing technology with CARES funding for consumers and staff, CIL's will be able to reach more consumers. The funding will include training and support to effectively utilize the technology and equipment.
- *Goal 3 Tennesseans with disabilities will be educated about emergency preparedness.* By utilizing CARES funding CIL's will be able to purchase goods and services that advance safety and health for both staff and consumers before, during, and after direct services activities inclusive of building individualized emergency preparedness plans.

Tennessee was awarded \$1,455,526.00 from the CARES Act. The following is the individual CIL awards and FY21 projections:

- Jackson Center for Independent Living \$270,262.00 **FY21 \$202,500.00**
- Memphis Center for Independent Living \$295,815.00 **FY21 \$197,210.00**
- Tri-State Resource and Advocacy Corporation \$154,504.00 **FY21 (?)**
- disability Resource Center \$270,290.00 **FY21 \$103,871.00**
- Empower Tennessee \$270,290.00 **FY21 \$135,000.00**
- TARP Center for Independent Living \$194,365.00 **FY21 \$154,000.00**

CIL Service areas are outlined in the above narrative of Existing Centers.

### 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.

#### Additional Part C Funding

It is a Tennessee priority to support the needs of existing centers in their efforts to establish an effective statewide network of IL services. Should new, long term, ongoing additional Part C federal funding, become available during this three-year plan, the funds will be distributed according to the following:

a) Long term funds up to \$ 100,000.00 a year will be distributed equally among existing federally funded CILs that are participating with the SPIL in Tennessee that meet the federal definition of a Center for Independent Living. This ensures the established statewide network and its infrastructure to provide service and outreach can be maintained.

b) Long term, ongoing funds greater than \$100,000.00 could be used to support expanded services within a Tennessee CIL or CILs. When notification of additional funding is received the SILC will inform the CILs and initiate a collaborative process including a needs assessment and application process. This ensures that the expanded services of a CIL or CIL's interested in pursuing federal funding will further the goals of establishing a statewide network of IL services in Tennessee.

c) Long term, ongoing funds greater than \$ 500,000 could be used to begin the establishment of a new CIL. When notification of additional funding is received the SILC will inform the CILs and initiate a collaborative process including a needs assessment and application process. It will be established that a routine process to create or locate a new CIL will include thoughtful collaboration between the Tennessee CILs to ensure a new CIL is located in a community of need, the SILC to ensure compliance with provisions of the SPIL, and the DSE to ensure the inclusion of their duties as defined in The Rehab Act, as amended. It is determined that a minimum of \$200,000 is minimum funding for a CIL.

Therefore, additional, long term, ongoing Part C funding of up to \$100,000 will be divided equally among SPIL participating Part C CILs. Long term, ongoing funds over \$100,000 could be utilized to expand services of existing CIL's. And a minimum of long term, ongoing, funding of \$500,000 would be necessary to consider opening a new CIL in Tennessee.

Any one time or short-term Part C funds that are not restricted, would be equally distributed to all Tennessee Part C CIL's participating in the SPIL. When notification of additional funding is received the SILC will inform the CILs and initiate a collaborative process between the CILs, the



SILC and the DSE to distribute the funds and discuss any additional requirements.

### Additional Part B Funding

It is a Tennessee priority to support the needs of existing centers in their efforts to establish an effective statewide network of IL services. Should new, long term, ongoing additional Part B funding become available during this three-year plan, the funds will be distributed according to the following:

- a) Long term, ongoing funds up to \$ 100,000.00 a year will be distributed equally among existing federally funded CILs that are participating with the SPIL in Tennessee that meet the federal definition of a Center for Independent Living. This ensures the established statewide network and its infrastructure to provide service and outreach can be maintained.
- b) Long term, ongoing funds greater than \$100,000.00 could be used to support expanded services within a Tennessee CIL or CILs. When notification of additional funding is received the SILC will inform the CILs and initiate a collaborative process including a needs assessment and application process.
- c) Long term, ongoing funds greater than \$ 500,000 could be used to begin the establishment of a Part B CIL. When notification of additional funding is received the SILC will inform the CIL's and initiate a collaborative process including a needs assessment and application process. It will be established that a routine process to create or locate a new CIL will include thoughtful collaboration between the Tennessee CIL's to ensure a new CIL is located in a community of need, the SILC to ensure compliance with provisions of the SPIL, and the DSE to ensure the inclusion of their duties as defined in The Rehab Act, as amended. It is determined that a minimum of \$200,000 is minimum funding for a CIL.

Therefore, long term, ongoing Part B funding of up to \$100,000 will be divided equally among SPIL participating Part C CILs. Long term, ongoing funds over \$100,000 could be utilized to expand services of existing CIL's. And a minimum long term, ongoing funding of \$500,000 would be necessary to consider opening a new CIL in Tennessee.

Any one time or short-term Part B funds that are not restricted, would be equally distributed to all Tennessee Part C CIL's participating in the SPIL. When notification of additional funding is received the SILC will inform the CILs and initiate a collaborative process between the CILs, the SILC and the DSE to distribute the funds and discuss any additional requirements.

Any other additional long term, ongoing funding such as general state funding (if it became available) will be carried out in the same manner as Part C and Part B funding.

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.

Minimum funding level for a Center is \$200,000. If a SPIL participating Center is below the

\$200,000 funding minimum from Part C funding, the CIL will receive Part B funds to bring them to the funding minimum of \$200,000. This will come from the IL Services funding from table from 1.4 A. The remaining funds will be distributed among the SPIL participating centers equally. Part C funding needs to be looked at annually to ensure all SPIL participating centers have the minimum funding and that all the Part B funds are distributed appropriately.

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

Should a Part C funded CIL either relinquish or have its award terminated and after collaboration with the Administration on Community Living; the first priority will be to guarantee continuation of services covering the service area vacated by the Part C CIL that relinquished or had its federal award terminated.

Until the RFP process has taken place, in the interim the remaining funding dollars could go to all interested, established Part C CILs participating with the SPIL to continue I L Services in the area covered by the Part C CIL whose funds were relinquished or removed and/or closed.

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

If Part B funding via the ILSG NoA be reduced, the reduced amount that determines the IL Services funds will be equally distributed to all SPIL participating Part C centers in Tennessee. Minimum funding of a CIL at \$200,000 still needs to be determined first. Should the reduction be more than \$100,000 the SILC Resource plan may need to be reconsidered.

If Part C funding be reduced and drop below \$200,000 for a SPIL participating CIL; the Part B funds could be used to bring the CIL up to the minimum funding. Should Part C funding for many/all CIL's drop below \$200,000 funding minimum, a special meeting of the SPIL committee will be called to determine funding strategies.

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

Should a minimum funding level of \$500,000 in ongoing, long term operating funds be established from Part C or Part B funding, the priority for a new CIL with a minimum funding of \$200,000 is Northeast Tennessee; including the following counties: Sullivan, Johnson, Carter, Washington, Unicoi, Greene, and Hawkins.

Should long term, ongoing funding of more than \$100,000 but less than \$500,000 become available from Part C or Part B funding; the following would be how established Part C CIL's would like to expand.

Expanding service areas for each center could look like this:

Memphis Center for Independent Living would like to possibly expand into Tipton and Fayette Counties.

Jackson Center for Independent Living Council Living would like to possibly expand into Dyer County and if funding permit McNary County.

TARP Center for Independent Living would like to possibly expand into Decatur and Perry County.

Empower Tennessee Living would like to possibly expand into Maury, Marshall, and Coffee Counties if long term, ongoing funding was \$100,000. Empower Tennessee could continue into Cannon, Dekalb, and Smith Counties should long term ongoing funding was greater than \$100,000 and up to \$300,000, and continue into Trousdale, Macon, Lincoln, Moore, and Franklin Counties if long term ongoing funding was over \$300,000 up to \$500,000.

disABILITY Resource Center would possibly expand into Blount and Sevier Counties.

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

SPIL objectives will be furthered using one-time Part C or Part B funds, or any other unanticipated one-time funding by enhancing ongoing funding stream to CILs in order to continue to provide IL services established in Tennessee. Should onetime funding be enough to warrant temporary changes to a Center's service area, the SPIL committee and individual SPIL participating CIL's will establish priorities.

#### **Section 4: Designated State Entity**

Division of Rehabilitation Services will serve as the entity in Tennessee designated to receive, administer, and account for funds made available to the state under Title VII, Chapter 1, Part B of the Act on behalf of the State. (Sec. 704(c))

##### **4.1 DSE Responsibilities**

- (1) receive, account for, and disburse funds received by the State under this chapter based on the plan;
- (2) provide administrative support services for a program under Part B, and a program under Part C in a case in which the program is administered by the State under section 723;
- (3) keep such records and afford such access to such records as the Administrator finds to be necessary with respect to the programs;
- (4) submit such additional information or provide such assurances as the Administrator may require with respect to the programs; and
- (5) retain not more than 5 percent of the funds received by the State for any fiscal year under Part B. for the performance of the services outlined in paragraphs (1) through (4).

##### **4.2 Grant Process & Distribution of Funds**

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

## **Process and Determination**

Current Centers eligible for funding will receive contracts in amounts in accordance with the funding distribution outlined in Section 3.2 Expansion and Adjustment of Network and consistent with the relevant portions of the resource plan. If, in partnership with the SILC, a sustainable, long term expansion award or a new grant were to be allocated to serve an unserved area, a competitive process will be utilized as appropriate. A facilitated review committee will be established by the DSE in collaboration with the SILC. The DSE will draft the initial request for proposals to serve areas in need and receive input from the SILC prior to soliciting responses from organizations in the community.

## **Disbursement and Administration**

Part B and State funds will be allocated through the DSE's annual contracting process. Prior to the start of the grant year, Centers will be notified of their award amount. The Centers will then prepare the budget in accordance with the DSE standard contracting practices for approval. Once approved, the DSE will issue a contract to the Center. As part of the response, the Center will submit additional proof of compliance as a Center for Independent Living as required in the Act.

### 4.3 Oversight Process for Part B Funds

The oversight process to be followed by the DSE.

Describe the oversight process for Part C:

Part C funding (alone or in combination with Part B or other funds) oversight by ACL; Title VII, Part C funds are administrated and monitored directly through ACL, with no involvement by the DSE.

Part B oversight by DSE is directed by the SPIL:

Tennessee Division of Rehabilitation Services (DRS) monitors monthly financial reports as well as quarterly and annual individual program performance reports submitted by all CILs receiving funding through DRS and the SILC. Additionally, DRS also requires submission of auditing reports by all CILs and the SILC.

### 4.4 Administration and Staffing

Administrative and staffing support provided by the DSE.

No more than 5% of Part B appropriation will be used on administrative costs.

No DSE employees will serve as staff to the SILC, therefore there will not be a conflict of interest in staffing and administration by the DSE.

As stated in 5.3 The SILC Council is responsible for hiring, supervision, and removal of the

Executive Director. The Executive Director is responsible for hiring, evaluating, and supervising other staff (if additional staff be deemed necessary with Council approval). The Executive Director has the responsibility of managing the day-to-day operations including carrying out the policies and goals of the SILC. Those responsibilities are detailed in the Executive Director's position description.

#### 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

At this time, there are no additional state-imposed requirements that relate to the DSE's administration or operation of IL Programs.

There are no additional state-imposed requirements that are beyond what would be required to comply with 45 CFR 1329.

There are no state imposed requirements that limit, expand, or alter the requirements of the SPIL.

Therefore, there are no state-imposed requirements that will restrict the autonomy of the SILC in fulfilling 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 Statewide Independent Living Council of Tennessee (SILC of TN) is federally mandated and funded under the Rehabilitation Act, 1992 Amendment, Title VII, furthermore it is a 501(c)3

non-profit that was established on 1/11/1996.

The SILC is not established as an entity within any State agency, including the DSE, and is independent of the DSE and all other State agencies.

Following is a brief description of the legal status and placement of the SILC:

- The Statewide Independent Living Council of Tennessee, Inc. is a 501(c) 3 status, non-profit agency mailing address is 23 Federal Drive Jackson, TN 38305.
- It is independent of the DSE. The SILCs current operational functions are delegated to a paid SILC Executive Director.

### 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.

The TN SILC resource plan includes:

- \$150,000 Part B funds.

The Resource Plan supports management and operation of the SILC, including but not limited to, staff, maintaining not for profit 501(c)3 status, contractual services necessary to meet the designated duties and authorities of a SILC, board training and development, and travel costs and reasonable accommodations for members and staff. The SILC is autonomous and responsible to manage its budget.

The SILC Council is responsible for hiring, supervision, and removal of the Executive Director. The Executive Director is responsible for hiring, evaluating, and supervising other staff (if additional staff be deemed necessary with Council approval). The Executive Director has the responsibility of managing the day-to-day operations including carrying out the policies and goals of the SILC. Those responsibilities are detailed in the Executive Director's position description.

Process used to develop the Resource Plan.

The TN SILC Resource plan was developed by the SPIL committee consisting of the SILC Director, SILC Executive Council Members and CIL Directors which constitutes the TN SPIL Committee.

The TN SILC resource plan includes:

- \$150,000 Part B funds.

The Statewide Independent Living Council of Tennessee (SILC of TN) was established as a non-profit corporation to coordinate the functions related to the planning, monitoring, and evaluation of the State Plan for Independent Living (SPIL) and other authorities as described in Section 705 of the Rehabilitation Act of 1973, as amended. The SILC of TN will maintain staff and an office

commensurate to the efforts necessary to carry out the work of the Council.

The resource plan outlined above identifies the state funds provided by the DSE (DRS) for the operation and management of the SILC of TN in accordance with its federally designated duties and authorities.

The Resource Plan supports management and operation of the SILC of TN, including but not limited to: staff, an office space, maintaining not for profit 501(c)3 status, contractual services necessary to meet the designated duties and authorities of a SILC, board training and development, and travel costs and reasonable accommodations for members and staff. The SILC of TN is autonomous and responsible to manage its budget.

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

The SILC of TN can request and receive an advance up to \$20,000 from the DSE (DRS) and pay it back incrementally before the end of the contract year.

The SILC will send expense receipts monthly to the DSE for monthly reimbursements.

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

Part B dollars are used to fund the SILC Resource Plan in the amount of \$150,000 for each year (FY 21-23), The SILC receives approximately 39 percent of Part B dollars to conduct quarterly meetings, providing travel for the council members and the CIL directors per the SILC bylaws. The SILC also conducts resource development striving for sustainable expansion of independent living programs throughout the state. The SILC's budget includes advocacy training, legislative education, and a comprehensive assessment for development of necessary tools to further the Independent Living Philosophy, programs and services in Tennessee.

### 5.3 Maintenance of SILC

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

The SILC shall recruit appropriate members through its Membership Committee. Three applicants will be submitted to the DSE (four months prior to vacancy) for every seat necessary to appoint.

The Bylaws of the Council address in Article IV the qualifications of council members, composition of the Council, appointment, and appointment terms. The SILC members are appointed by the Governor.

Annual elections are held to determine the Executive Council which consists of Chair, Vicechair, Treasurer, and Secretary. These are members of the SILC who have been on the SILC Council for at least one year and can only serve a position for 2 consecutive terms of one year.

The SILC Council is responsible for hiring, supervision, and removal of the Executive Director.

The Executive Director is responsible for hiring, evaluating, and supervising other staff (if additional staff be deemed necessary with Council approval). The Executive Director has the responsibility of managing the day-to-day operations including carrying out the policies and goals of the SILC. Those responsibilities are detailed in the Executive Director's position description.

## **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 Tennessee Division of Rehabilitation Services.

Authorized representative of the DSE Kevin Wright Title Assistant Commissioner.

### **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(c) of the Act in the State is Statewide Independent Living Council of Tennessee.

### **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:

Memphis Center for Independent Living

Jackson Center for Independent Living

T.A.R.P. Center for Independent Living

Empower Tennessee

disABILITY Resource Center

Tri-State Resource & Advocacy Corp

### **6.4 Authorizations**

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

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

6.4.c. State/DSE operation and administration of the program is authorized by the SPIL. Yes (Yes/No)

## **Section 7: DSE Assurances**

Kevin Wright acting on behalf of the DSE \_\_\_\_\_ Tennessee Division of Rehabilitation Services located at James K. Polk Bldg. 15th Floor 505 Deaderick St. Nashville, TN 37243, 615-741-3599, kevin.r.wright@tn.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;

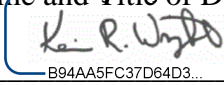
- 7.2. The DSE will assure that the agency keeps appropriate records, in accordance with federal and state law, and provides access to records by the federal funding agency upon request;
- 7.3. The DSE will not retain more than 5 percent of the funds received by the State for any fiscal year under Part 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
  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.

Kevin R Wright, Assistant Commissioner - Tennessee Division of Rehabilitation Services

Name and Title of DSE director/authorized representative



6/23/2023

Signature

Date

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

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

8.1 Assurances

Sandi Klink acting on behalf of the SILC Statewide Independent Living Council of Tennessee located at 23 Federal Drive Jackson TN, 38305, 615-255-0283, SILCDirector@silctn.org 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);
  - 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.

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:

Sandi Klink

Name of SILC chairperson

DocuSigned by:  
*Sandi Klink*

6/23/2023

7BB131231BB2473...  
Signature

Date

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

**Section 9: Signatures**

The signatures below are of the SILC chairperson and at least 51 percent of the directors of the centers for independent living listed in section 6.3. These signatures indicate that the Statewide Independent Living Council of Tennessee 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, 2020 (year)

DocuSigned by:  
*Sandi Klink*

6/23/2023

7BB131231BB2473...  
SIGNATURE OF SILC CHAIRPERSON

DATE

Sandi Klink

NAME OF SILC CHAIRPERSON

Memphis Center for Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

DocuSigned by:  
*Sandi Klink*

6/23/2023

7BB131231BB2473...  
SIGNATURE OF CIL DIRECTOR

DATE

Sandi Klink

NAME OF CIL DIRECTOR

Jackson Center for Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

DocuSigned by:  
*Beth James*

6/23/2023

0C3C485901B44E7...  
SIGNATURE OF CIL DIRECTOR

DATE

Beth James  
NAME OF CIL DIRECTOR

T.A.R.P. Center for Independent Living  
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

*Denise Wardle*  
895E0193FE3143B

6/25/2023

SIGNATURE OF CIL DIRECTOR

DATE

Denise Wardle  
NAME OF CIL DIRECTOR

Empower Tennessee  
NAME OF CENTER FOR INDEPENDENT LIVING

*Brandon Brown*  
1B221CAE15DC467...

6/23/2023

SIGNATURE OF CIL DIRECTOR

DATE

Brandon Brown  
NAME OF CIL DIRECTOR

disABILITY Resource Center  
NAME OF CENTER FOR INDEPENDENT LIVING

*Katherine Moore*  
37BE8B733B204DA...

6/26/2023

SIGNATURE OF CIL DIRECTOR

DATE

Katherine Moore  
NAME OF CIL DIRECTOR

(INSERT ADDITIONAL CILS AS NEEDED)

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