**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: NH**

## **FISCAL YEARS: 2021-2023**

**Effective Date: October 1, 2020**

###### **THIS IS A DRAFT DOCUMENT PUBLISHED FOR PUBLIC** **COMMENT**

###### **COMMENTS MUST BE SUBMITTED PRIOR TO JUNE 19TH, 2020 AND MAY BE SENT VIA E-MAIL TO PROGRAM ASSISTANT JENNIFER BEAULIEU AT:** [**Jennifer.Beaulieu@gcd.nh.gov**](mailto:Jennifer.Beaulieu@gcd.nh.gov)

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**Executive Summary (needs to go here):**

Section 1: Goals, Objectives and Activities

* 1. **Mission**:

The mission of the New Hampshire Statewide Independent Living Council is to provide leadership and advocacy in support of the Independent Living philosophy for persons with disabilities.

* 1. **Goals:**

The FY 2021-2023 State Plan for Independent Living acknowledges and integrates the missions of the New Hampshire Statewide Independent Living Council, (hereinafter referred to as “SILC”), New Hampshire Bureau of Vocational Rehabilitation (the “DSE”), and New Hampshire’s only CIL, Granite State Independent Living, (hereinafter referred to as “GSIL”). In the last 2-3 years the SILC has experienced numerous changes of DSE representatives due to staff retirements. Additionally, during this same time period, the SILC has also experienced a great deal of turnover in membership. To address the impacts of these combined pressures and to allow it to continue to provide effective Independent Living services statewide, the SILC has determined to address the goals listed below. Without addressing the immediate need to rebuild the SILC, both with members and a solid foundation, the future of the SILC would not be as impactful as it needs to be to support the residents of New Hampshire to live as independently as possible.

***Goal Name:***Provide effective and measurable Independent Living Services statewide.

***Goal Description:*** The State of New Hampshire’s (NH) overall mission and goal for its Independent Living Programs and Services is to ensure the implementation of the Title VII Program is consistent with the Federal Statute and Regulations, and to provide Independent Living services statewide to improve the ability of individuals with significant disabilities in NH to live independently, through the collaboration with and partnership of stakeholders. The SPIL also is attentive to the goals of the Chapter Two Program (Older Blind Independent Living Program (SSIL).

***Goal Name:***Strengthen SILC membership.

***Goal Description:*** As previously mentioned, the SILC has seen many of the tenured members leave the SILC which inevitability takes with it long-standing history and knowledge of the SILC and its responsibility to the residents of NH. Allowing the SILC to focus on rebuilding its foundation will allow for a stronger standing organization. The SILC’s goal is to strengthen SILC membership by recruiting new members, especially those living with a disability and/or their family members; therefore, building a diverse membership. Additionally, the SILC is committed to developing its members’ knowledge of Independent Living, while focusing on their leadership abilities & skills. These goals are vital to the overall success of carrying out the SILC’s responsibility.

***Goal Name:***Incorporate best practices into SILC operations.

***Goal Description:*** The SILC is dedicated to improving the overall business functions that guide the SILC. As the we look to rebuild, it has been identified that our policies & procedures, as well as the current bylaws have not been updated to be in line with today’s business operations. Over the next 2-3 years the members of the SILC will be focusing on developing and implementing best practices. Given the vast resources of the ILRU and partnering SILCs, we will be updating and creating policies & procedures, updating bylaws, and clarifying roles and responsibilities of members, officers, administrative support staff, and the DSE representative.

* 1. **Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals** | **Objectives to be achieved** | **Time frame start date** | **Time frame end date** |
| **Provide effective and measurable Independent Living Services statewide.** | Representatives from the SILC and DSE will develop & disseminate an RFP for 3-year Part B contracts to providers of IL services, assess proposals received, and select contractors. | 3/1/2021 | 9/30/2021 |
|  | Form a Compliance Committee comprised of the SILC, DSE, GSIL, and Part B contractors to design and implement an ongoing assessment tool geared at ensuring compliance regarding delivery of IL services, which will also include any performance improvement plans, if needed. | 10/1/2020 | 12/31/2020 |
|  | Compliance Committee to oversee and audit contractors to ensure ongoing compliance with Part B funding. | 1/1/2021 | 9/30/2023 |
|  | Develop a standardized consumer satisfaction survey of contracted Part B providers to document the effectiveness of IL services provided. | 1/1/2021 | 3/31/2021 |
|  | Ensure a consumer satisfaction survey is completed every year by contracted providers. | Q2CY2021  Q2CY2022 | Q2CY2023 |
|  | Compliance Committee to review results of annual consumer surveys to develop action plans for non-compliance or areas of improvement. | Q3CY 2021  Q3CY2022 | Q3CY2023 |
| **Strengthen SILC membership and Awareness.** | Convene an Outreach Committee to develop and implement an Awareness Action Plan to improve statewide awareness of the SILC and broaden scope of membership. | 10/1/2020 | 12/31/2020 |
|  | Convene a Membership Committee designed to develop a new board member orientation program. | 10/1/2020 | 12/31/2020 |
|  | Membership Committee will develop a Recruitment Plan, designed to recruit new members, both those living with a disability, and/or family members and those interested in supporting the independence of those living with a disability. | 1/1/2021 | 3/31/2021 |
|  | Create a training manual for all SILC members to develop and enhance their board and leadership skills. | 4/1/2021 | 6/30/2021 |
|  | Throughout the tenure of this SPIL monitor, track, and adjust as needed, the Awareness action Plan. | 1/1/2021 | 9/30/2023 |
|  | Develop a training manual regarding the history of the independent living philosophy to include, but not be limited to Rehab Act as amended, ADA, Olmstead Act, etc. Manual will be disseminated to members, consumers, and the general public for greater awareness of IL philosophy. | 4/1/2021 | 6/30/20201 |
|  | Create a variety of ongoing learning opportunities for SILC members to learn about the history of the Independent Living movement and the principles of the Independent Living philosophy. | 10/1/2020 | 9/30/2023 |
| **Incorporate best practices into SILC operations.** | Develop an assessment tool to ensure measurable compliance with implementation of SPIL | 10/1/2020 | 10/31/2020 |
|  | Identify & implement known best practices relative to bylaws, policies & procedures, and operations with ILRU and other statewide SILCs. | 10/1/2020 | 3/31/2021 |
|  | Develop and adopt updated SILC bylaws. | 10/1/2020 | 12/31/2020 |
|  | Develop and adopt updated SILC policies & procedures. | 10/1/2020 | 6/30/2021 |
|  | Clarify and update the job descriptions for all members, officers, administrative support staff, and the DSE representative. | 10/1/2020 | 11/30/2020 |

1.4 Evaluation

Methods and processes the SILC will use to evaluate the effectiveness of the SPIL.

|  |  |  |
| --- | --- | --- |
| **Goal(s) and the related Objective(s)** | **Method that will be used to evaluate** | **Evaluation timeline** |
| **Provide effective and measurable Independent Living Services statewide.** |  |  |
| Representatives from the SILC and DSE will develop & disseminate an RFP for 3-year Part B contracts to providers of IL services, assess proposals received, and select contractors. | A general format will be used for the RFP which would include the requirements under Title VII chapter 1. | Prior to public release of the RFP. |
| Compliance Committee to oversee and audit contractors to ensure ongoing compliance. | Once the contracts are awarded, the SILC will use the RFP and contract issued to evaluate effectiveness of vendors. | Once Contract is issued, review will happen twice a year through the term of the contract. |
| Develop a standardized consumer satisfaction survey of contracted Part B providers to document the effectiveness of IL services provided. | Work with SMEs to develop a statistically sound, independent survey which every consumer would be able to respond to. | Throughout contract terms of vendors. |
| Ensure a consumer satisfaction survey is completed every year by contracted providers. |  |  |
| Compliance Committee to review results of annual consumer surveys to develop action plans for non-compliance or areas of improvement. | At the time of survey development, a rating score will be developed (ex: 95% consumers are getting needs met). If vendor is not meeting expectations an action plan will be developed with measurable goals. | Throughout contract terms of vendors. |
| **Strengthen SILC membership and Awareness.** |  |  |
| Convene an Outreach Committee to develop and implement an Awareness Action Plan to improve statewide awareness of the SILC and broaden scope of membership. | During the design of the Awareness plan, the goals will be to make presentations to state & local officials and community partners. Compliance will be measured based on completed presentations/calls/outreach to the community. | Throughout contract terms of vendors. |
| Convene a Membership committee designed to develop a new board member orientation program. | Method of compliance is a solid informative orientation manual vetted by vendors and consumers alike.  Every new board member will complete a survey of the orientation program once completed, to validate effectiveness. | Post new orientation by any new member. |
| Membership Committee will develop a Recruitment Plan, designed to recruit new members, both those living with a disability, and/or family members and those interested in supporting the independence of those living with a disability. | SILC will complete an assessment of board needs and gaps with current membership. Once completed, board will be charged with identifying individuals who can assist with the SILCs gaps. | Throughout the duration of this SPIL. |
| Create a training manual for all SILC members to develop and enhance their board and leadership skills. | An assessment will need to be completed to understand the current gaps. Once completed, committee will do annual trainings with board to ensure needs are being met. |  |
| Throughout the tenure of this SPIL monitor, track, and adjust as needed, the Awareness action Plan. | If goals (i.e. number of visits/calls/trainings/reach an additional 500 people) of the plan are too lofty, SILC will need to reassess and adjust. | Throughout the duration of this SPIL. |
| Develop a training manual regarding the history of the independent living philosophy to include, but not limited to Rehab Act, as amended, ADA, Olmstead Act, etc. | Provide manuals to external partners. | Throughout the duration of this SPIL. |
| Create ongoing learning opportunities for SILC members to learn about the history of the Independent Living movement and the principles of the Independent Living philosophy. | Yearly compliance trainings. | Throughout the duration of this SPIL. |
| **Incorporate best practices into SILC operations.** |  |  |
| Develop an assessment tool to ensure measurable compliance with implementation of SPIL | Require vendors to report to SILC three times/year on compliance. | Throughout the duration of this SPIL. |
| Identify & implement known best practices relative to bylaws, policies & procedures, and operations with ILRU and other statewide SILCs. |  | Throughout the duration of this SPIL. |
| Develop and adopt updated SILC bylaws. | Require the executive committee to review bylaws and all policies & procedures annually. | Throughout the duration of this SPIL. |
| Develop and adopt updated SILC policies & procedures. | Require the executive committee to review bylaws and all policies & procedures annually. | Throughout the duration of this SPIL. |
| Clarify and update the job descriptions for all members, officers, administrative support staff, and the DSE representative. | Require the executive committee to review job descriptions yearly. | Throughout the duration of this SPIL. |

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):** | | | | | |
| **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) |  |  |  |  |  |
| Chapter 1, Part C |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Federal Funds** |  |  |  |  |  |
| Sec. 101(a)(18) of the Act (Innovation and Expansion) |  |  |  |  |  |
| Social Security Reimbursement |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **Non-Federal Funds** |  |  |  |  |  |
| State Funds |  |  |  |  |  |
| Other |  |  |  |  |  |

Description of financial plan narrative.

**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 state-wideness.

| 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 * IL skills training * Peer counseling * Individual and systems advocacy * 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 |  |  |  |
|  | X | CIL |
|  | X | CIL |
|  | X | CIL |
|  | X  X | CIL  CIL |
| Counseling services, including psychological, psychotherapeutic, and related services |  |  |  |
| Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with disabilities)  Note: CILs are not allowed to own or operate housing. |  | X | CIL |
| Rehabilitation technology |  |  |  |
| Mobility training |  | X | DSE |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services | X | X  X | NH Brain Injury Association  Northeast Deaf & Hard of Hearing Services  CIL |
| Personal assistance services, including attendant care and the training of personnel providing such services |  | X | CIL |
| Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services |  | X | DSE |
| 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 | DSE  CIL |
| Education and training necessary for living in the community and participating in community activities |  | X  X | DSE  CIL |
| Supported living |  |  |  |
| Transportation, including referral and assistance for such transportation | X | X  X | DSE  CIL |
| Physical rehabilitation |  |  |  |
| Therapeutic treatment |  |  |  |
| Provision of needed prostheses and other appliances and devices |  |  |  |
| Individual and group social and recreational services |  | X  X | DSE  CIL |
| 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 | DSE  CIL |
| Services for children |  |  |  |
| 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 | DSE  CIL |
| Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future |  | X | DSE |
| Community awareness programs to enhance the understanding and integration into society of individuals with disabilities |  | X  X | DSE  CIL |
| Such other services as may be necessary and not inconsistent with the Act |  | X  X | DSE  CIL |

2.2 Outreach

The SILC will continue to conduct 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.

The populations designated for continued outreach are individuals with significant disabilities, minority groups, and individuals living in rural areas. In 2014 the Disability Statistics and Demographics, Rehabilitation Research and Training Center, University of New Hampshire reported that, 1,326,813 people lived in New Hampshire, of which 81,485 were individuals with disabilities from ages 18-64.

The University of New Hampshire's Carsey Institute's data continues to show that New Hampshire is one of the least culturally diverse states in the country. Minorities represent 7.7 percent of the state's population. The concentrations of minorities are in the Nashua, Manchester, Concord urban corridor, as well as in the Hanover-Lebanon region. With an increasingly growing population of individuals of Asian origin in the Seacoast area. Demographic change has been uneven across New Hampshire. While approximately 62 percent of the population reside in the three metropolitan counties (Hillsborough, Rockingham and Strafford), 38 percent live in nonmetropolitan counties, compared to 16 percent nationally.

The prime effort of the State to identity the needs of minorities who are individuals with significant disabilities continues to be the partnership with the Department of Health and Human Services Office of Minority Health. The state continues to have a hiring priority for individuals from diverse ethnic communities, as well as fluency in languages of populations of Asians in the Seacoast Area; Spanish, French in the southern part of the state where the majority of individuals from Central America, Mexico, and Africa are located.  The availability of Language Line statewide is helpful in addressing the myriad of languages that are now spoken in the areas referenced above.

* 1. Coordination

Since the last approved SPIL, the resources available for Independent Living Services in New Hampshire continue to remain limited. In order to maximize limited resources the SPIL objectives will be attended to with a small allocation of funds that the SILC retains for its own use (training, conferences, etc.) as well as some funds that the DSE has used to help support the SILC. These resources will be used to continue the strong partnerships with the DSE, Granite State Independent Living, and the SILC to continue to engage with the Department of Health and Human Services, Office of Minority Health, and other offices and divisions in HHS in the achievement of the SPIL's objectives.

The coordination of Federal and State funding for IL Services is standard practice in this state because of the minimal funding received. The State IL Program utilizes the Part B monies (Federal and State Match) to leverage additional independent living services for individuals with significant disabilities from qualified non-profit community-based service providers. Part B monies are distributed annually through the State's Request for Proposal process. The IL Center has been a recipient of Part B monies for more than 25 years. As a result, the level of coordination of IL services is very high. The number of new individuals receiving IL services continues to increase modestly. Because the IL center has a well-established service delivery system and partnerships with other funding streams, Part B monies can directly impact individuals with significant disabilities without duplication. There are two additional providers funded through Part B, the Brain Injury Association of NH, and Northeast Deaf and Hard of Hearing Services. These providers have received funding for more than 15 years. Because of the service delivery infrastructure that has been developed, through the continued close collaborations between the IL Center and the other 2 Part B contractors, there continues to be increased capacity for the State Services for Independent Living Program.

The DSE provides meeting space for the SILC for its general meetings, communication access for all meetings, resources for accessible transportation of SILC members to its meetings, as well as transportation reimbursement for those members who can use a car or driver. The DSE also provides the use of equipment for presentations by SILC members.

**Section 3: Network of Centers**

3.1 Existing Centers

The State of New Hampshire has one statewide Center for Independent Living. SPIL signatory, Granite State Independent Living has 6 offices: Concord, Manchester, Nashua, Dover, Littleton, and Keene. It receives Part C funds as a CIL and competes for Part B contracts for funding from the SILC. Oversight over this funding is conducted by ACL and the SILC/DSE, respectively.

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 state-wideness of Network.*

*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.*

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

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

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

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

As in previous SPILs, the capacity of the state to support additional IL Centers has not changed. Due to the continued diminishment of both public and private monies there are simply not enough resources for the State to sustain an additional Center. The availability of monies to sustain non-profit agencies continues to shrink, as the population ages and has less disposable income. Historically this has been the major driver for funding of non-profits in New Hampshire. In addition, as Federal support for services continues to be based on a cost of living increase, or in some cases a reduction of Federal monies and the state's ability to generate adequate resources to fund even the most basic of human services, expanding the IL network is not a viable or realistic option, during the FY 2021-2023 SPIL.

**Section 4: Designated State Entity**

**New Hampshire Bureau of Vocational Rehabilitation** will serve as the entity in **New Hampshire** 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

The DSE provides all IL services through contracts with community-based non-profit providers whose Boards are comprised of at least 51% of individuals with disabilities. The DSE puts out an annual Request for Proposals (RFP) which specifically sets forth the services needed to be provided for underserved or unserved populations. The DSE reviews all proposals and selects providers based on the requirements established by the RFP, as defined by the DSE. Contracts are written with specific requirements, ensuring that the funds are used appropriately.

4.3 Oversight Process for Part B Funds

There is a regular review of all expenses and services to ensure that they are following the contract provisions and statutory requirements.

4.4 Administration and Staffing

The DSE provides administrative support to the SILC through a contract with the Governor's Commission on Disability (GCD). The contract includes housing the SILC office, the salary of the SILC Program Assistant, and the routine office expenses to conduct the business of the SILC.

The DSE does not assign the SILC Program Assistant any duties that would create a conflict of interest. The SILC Program Assistant works solely on issues which are related to Independent Living with all assignments vetted and approved by the SILC Chair. The SILC Program Assistance is directly supervised by the Executive Director of the Governor’s Commission on Disability (GCD). However, the SILC Chair and Executive Committee have authority to provide specific supervision regarding SILC related projects. While the personnel evaluation for the SILC Program Assistant is the responsibility of the GCD Executive Director, in compliance with state personnel rules, the SILC Chair and members of the Executive Committee provide substantial input into the Assistant's personnel performance evaluation.

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

4.6 722 vs. 723 State

Check one:

X 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

The SILC in New Hampshire was and continues to be operational pursuant to the statutory provisions in Title VII of the Rehabilitation Act, as amended. The SILC is independent and separate from the DSE. A written contract with the Governor's Commission on Disability (GCD) ensures the SILC is housed independently from the DSE. The contract also provides for the GCD's day to day supervision of the SILC Program Assistant. This ensures the independence and autonomy of the SILC.

There are no conditions or requirements in the SILC resource plan that compromise the independence of the SILC.

5.2 SILC Resource plan

The three-year resource plan prepared by the SILC provides for salary, benefits, housing of the office, office supplies and equipment. These are funded through the NH's Innovation and Expansion resources under WIOA, Title IV, Rehabilitation Act Amendments. The DSE utilizes Title VII resources for costs associated with the full SILC meetings, its committee/task force meetings, including transportation, communication and meeting access, as well as meeting materials are covered. The SILC Executive Committee is charged with the oversight of the SILC's resources. As part of the State of New Hampshire's contract requirements, all Part B grantees are required to submit quarterly fiscal and performance reports, as well as year-end reports The Committee reviews these reports.

5.3 Maintenance of SILC

SILC membership and recruitment continues to be guided by the following criteria: statewide representation; representation of a broad range of individuals with significant disabilities; knowledge of independent living philosophy; persons from or representing ethnic minorities; and the knowledge of the independent living services and needs in NH as they relate to community living of persons with significant disabilities. The SILC recruits its members in different ways such as directly from individuals who indicate an interest in serving on the SILC. Members also come from cross disability organizations, service providers, and from recommendations of current SILC members. The Executive Committee reviews each membership application and then makes a recommendation to the Governor's Office. Each member is appointed to a three-year term, except if a member is appointed to fill a vacant position which occurs prior to the term’s end.

The SILC Executive Committee is responsible for community outreach for potential SILC members. The process is straightforward. When an individual has indicated an interest in serving on the SILC, they are sent an application (applications are also available on the SILC website). General information is provided to the potential member about the Council, its work, and responsibility. The application is forwarded to the Executive Committee for its review and recommendation. The DSE participates in the review and provides input but does not participate in the decision on forwarding the recommendation to the Governor. If for some reason the applicant is determined not to be suitable, then a letter is sent from the Executive Committee. If the application is approved, the application and the resume are forwarded on to the Governor's Office for final action. If there are questions, as much additional information as available is provided. The Governor's Office apprises the individual of the appointment by letter.

**Section 6: Legal Basis and Certifications**

* 1. Designated State Entity (DSE)

The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Part B of the Act is **New Hampshire Bureau of Vocational Rehabilitation**. Authorized representative of the DSE **Daniel B. Frye, JD**. Title, **Administrator**.

* 1. Statewide Independent Living Council (SILC)

The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is **New Hampshire Statewide Independent Living Council**.

* 1. Centers for Independent Living (CILs)

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

**Granite State 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/No)

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

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

(Yes/No)

**Section 7: DSE Assurances**

**Daniel B Frye, JD.,** acting on behalf of the DSE, **New Hampshire Bureau of Vocational Rehabilitation**, located at, **21 South Fruit Street, Suite 20, Concord, NH 03301, 603-271-3814, Daniel.Frye@doe.nh.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.

Daniel B Frye, JD

Name and Title of DSE director/authorized representative

Signature Date

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

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

8.1 Assurances

**Jeff Dickinson,** acting on behalf of the SILC, **New Hampshire** **Statewide Independent Living Council,** located at **121 South Fruit Street, Concord, NH, 603-271-2773, jdickinson@gsil.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;
   1. The SILC must inform the DSE if it chooses to utilize DSE staff;
   2. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.
6. The SILC shall ensure all program activities are accessible to people with disabilities;
7. The State Plan shall provide assurances that the designated State entity, any other agency, office, or entity of the State will not interfere with operations of the SILC, except as provided by law and regulation and;
8. The SILC actively consults with unserved and underserved populations in urban and rural areas that include, indigenous populations as appropriate for State Plan development as described in Sec. 713(b)(7) the Act regarding Authorized Uses of Funds.

Section 8.2 Indicators of Minimum Compliance

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

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

i. Staff/personnel;

ii. Operating expenses;

iii. Council compensation and expenses;

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

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

vi. Other costs as appropriate.

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

Jeff Dickinson

Name of SILC chairperson

Signature Date

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

**Section 9: Signatures**

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

The effective date of this SPIL is October 1, 2020.

SIGNATURE OF SILC CHAIRPERSON DATE

Jeff Dickinson

NAME OF SILC CHAIRPERSON

Granite State Independent Living

NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Deborah Ritcey, President & CEO

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.