



State Plan for Independent Living (SPIL) Planning and Writing Tool

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Introduction: When the Rehabilitation Act, Title VII, was amended by WIOA, some of the required elements in the State Plan for Independent Living (SPIL) changed. The template into which the SPIL is entered, however, did not change. For your SPIL to be complete, compliant, and approvable, you will need to insert elements into the narrative sections that address these new items. Below is a planning and writing tool. Links to additional information found on the ILRU.org website are included. A general link on the process for SPIL formulation Under WIOA can be found at <http://www.ilru.org/training/process-for-spil-formulation-under-wioa>

Section	Contents	Who Did It before WIOA?	Who has to do it under WIOA?	What Changed?	Future Decisions	Assignments	Deadline
Part I Applicable resources such as instructions, guidance and the SPIL instrument can be found at http://www.ilru.org/resources-state-plan-for-independent-living-spil	Assurances	DSU & SILC	DSE, SILC, CILs	<p>This section details assurances/promises to the federal government about the program and funding.</p> <p>The DSE, SILC, and CILs (at least 51%) all sign the assurances, and thereby sign the SPIL. Because there are not enough signature lines, you may need to create a signature document to upload with your SPIL; at a minimum you will keep the signed document on file.</p> <p>The DSU has no role unless it is selected to be the DSE.</p> <p>You need to indicate which agency will serve as the DSE in Part 1, Section 1, 1.1 – even though the pre-print says “DSU.”</p>	Who is going to fill this out?		

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Part II, Section 2	Scope, Extent, and Arrangements of Services	DSU & SILC	SILC & CILs	<p>This section should specify the IL services to be provided, by whom, and service provision priorities.</p> <p>This section is developed by the SILC and CILs – the DSE may be invited to participate but is not required by law to participate.</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		
Part II, Section 3	Design for the Statewide Network of Centers	DSU & SILC	SILC & CILs	<p>This section is to describe the existing network of CILs and the design for a statewide network of CILs.</p> <p>Lay out a plan to achieve statewideness. Establish a minimum funding level for CILs, if desired. Be specific about how any new Part C funds are to be used. Establish priorities for the expansion of CILs and establishment of new CILs, including service areas. For more TA on this topic see http://www.ilru.org/training/strengthening-relationships-among-cils-and-silc-building-and-maintaining-statewide</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		



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Part II, Section 4	Designated State Unit (DSU)	DSU	DSE, SILC, CILs	<p>This section should include what, if any, administrative support services the DSE will provide and the role of the DSE.</p> <p>The DSE has to be designated by the SILC and CILs in the SPIL. This may be a good section in the narrative to do this.</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		
Part II, Section 5	Statewide Independent Living Council (SILC)	DSU	SILC & CILs	<p>This section includes the SILC resource plan, Establishment and Placement of the SILC, Appointment and Composition of the SILC, and SILC Staffing. How the SILC is structured -- including whether you are or plan to become a 501(c)3 and any specific policies around appointment of council members will be included here.</p> <p>The SILC resource plan must be negotiated by the SILC and DSE. The CILs should be involved in the discussion if any Part B funds are to be included in the SILC resource plan.</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		

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Part II, Section 6	Service Provider Requirements	DSU & SILC	SILC & CILs	<p>This section must address how compliance with the service provider requirements will be ensured. The SILC and CILs should develop this section. The DSE will likely have responsibility for ensuring requirements are met but the evaluation method and process must be negotiated. Some compliance is centered on the proper use of federal funds.</p> <p>http://www.ilru.org/training/internal-controls-for-centers-for-independent-living</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		
Part II, Section 7	Evaluation	DSU & SILC	DSE, FILC, CILs	<p>This section must detail how the implementation of the SPIL will be evaluated by the SILC. The SILC and CILs develop this. See http://www.ilru.org/training/evaluating-your-outcomes-focused-spil</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		
Part II, Section 8	State Imposed Requirements	VR	DSE, FILC, CILs	<p>This section should explain/describe any requirements imposed by the State for the SILS.</p>	<p>Who is going to develop this?</p> <p>Who is going to fill this out?</p>		

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Final steps	Submitting your SPIL			<p>Pull the final product together. Submit according to instructions.</p> <p>You may need to submit the signature sheet as an additional attachment.</p> <p>Complete and sign the Certification Regarding Lobbying form and file it with your SPIL.</p> <p>http://acl.gov/Funding_Opportunities/Announcements/Index.aspx</p>	Who is going to submit the SPIL?		