

Center for Independent Living (CIL)

Request for Application (RFA)

Project Goal Statement

The Pennsylvania Office of Vocational Rehabilitation (OVR) is announcing the Grant for Centers for Independent Living (CIL) in Pennsylvania to provide independent living services to people with disabilities in accordance with the State Plan for Independent Living (SPIL), Pennsylvania Independent Living Services Act (ILSA, Act No. 1994-139), 62 P.S.3201 *et seq.*

Eligible Applicants are all Pennsylvania CILs established under the ILSA (Act 1994-139) and/or Title VII of the Federal Rehabilitation Act of 1973, as amended, who are consumer-directed and have a governing board that is comprised of 51% or more of people with disabilities. Required documentation to be included is: non-profit status, incorporation, and verification of the composition of the governing board and staff.

A Center for Independent Living (CIL) must have a non-profit 501(c)(3) organizational status in good standing. It must also demonstrate that it is consumer-controlled and cross-disability. The CIL must have an existing (or designated) footprint in at least one Pennsylvania county or major metropolitan area.

The CIL must describe and, through its workplan and operations, demonstrate that it will utilize the state funds provided by OVR to improve and increase the delivery of the core independent living and related services to consumers in the project service area. Specifically, the CIL is expected to leverage its administrative expertise, resources, and partnerships to help improve the operations and capacity of the CIL services for their designated area, including financial management, information technology, marketing, resource development, human resources, and quality management. Board membership representation must be from the

geographic project service area and members must represent a cross section of disabilities served.

CIL Board By-Laws must describe how the CIL Board intends to retain qualified CIL staff in the service area. By-laws must also indicate how local community expertise is developed and supported and include the specific term limits, constraints, and processes in the assignment, retention, and removal of Board members and officers.

CRITERION 1: PROJECT APPROACH AND MANAGEMENT PLAN

Provide a general description of how the CIL will provide services and supports to the disabled community, specifically addressing its electronic records system and utilization of CIL Management Suite, for each of the following four core services:

1. Information and referral.
2. IL skills training.
3. Peer counseling.
4. Individual and systems advocacy.

CRITERION 2: MANAGEMENT TEAM CAPABILITIES

Roles and Responsibilities

- a. Attach the CIL table of organization (TO) and identify key personnel (include job descriptions and experience requirements, as well as resumes, for all identified staff).
- b. Describe the existing accounting and record keeping systems and identify the experience (and education) of the key personnel to manage and maintain the accounting and record keeping systems for the CIL.
- c. Describe the degree to which the CIL has leveraged existing relationships, collaborations, or partnerships.
- d. Describe the roles and responsibilities of the CIL program staff (non-accounting/non-administrative) that have been identified on the TO and their ability (education, training,

experience, etc.) to successfully coordinate, implement, and provide the 4 core program services.

- e. Attach the CIL Board Roster, identifying the geographic, disability, and professional area of representation of each Board member. Include term status and identify Board officers including contact information.
- f. Attach a copy of Board By-Laws.
- g. Attach copy of CIL 501(c)(3) certificate.
- h. Attach a copy of the Articles of Incorporation.
- i. Attach a copy or link to the FY21-22 990.

CRITERION 3: WORK PLAN

Deliverables and Service Provision Targets/Goals – describe in detail the CIL’s approach to provide each of the following and include current goals with target dates and responsible staff (by position):

- a. Provide Advocacy Services: Describe activities related to individual and systems advocacy to promote positive change and growth for the individuals served.
- b. Provide Information and Referral: Provide information on any subject related to living independently with all disabilities. Describe training process and follow-up activities to refer individuals to other agencies to assist in gaining independence.
- c. Provide Independent Living Skills: Identification and training of staff to train individuals to perform basic tasks that lead to independence, including, but not limited to, budgeting, resume writing, application assistance, and employment readiness.
- d. Provide Peer Counseling & Mentoring: Identification and training of staff as “peer mentors with disabilities” to serve as role models and provide moral support and creative solutions for life issues.

- e. Describe all resource development activities to supplement and expand service provision beyond that funded through this state funded appropriation.
- f. Describe Promotional/Community Outreach and Awareness activities and efforts. Describe actions taken within the past 2 years and current goals.
- g. Describe planned efforts to ensure that services are provided in an accessible building or office, and the ongoing maintenance thereof.
- h. Describe how the CIL will provide and maintain reasonable and consistent operation (days and hours) with regards to traditional business days and hours, such as Mon-Fri 8-4 or 9-5 etc., and establish reasonable closings for holidays, not to exceed Federal and/or State Holidays. Include a sample schedule of operations, including policy and procedures to modify scheduled hours and/or days of operation. Specify CIL building/physical plant hours versus “virtual” or online hours.
- i. Provide the schedule and process for the CIL Executive Director and Board President to conduct internal program monitoring of stated CIL goals as identified in items a-i above.

CRITERION 4: BUDGET

Complete the attached budget and budget narrative