Joan LaBelle, Colorado SILC Chair

[Street Address, City, ST Zip Code] | [Telephone] | [Email]

December 13, 2019

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

The purpose of this correspondence is to explain the background and steps the Colorado SILC (Statewide Independent Living Council) has taken to move in becoming a 501c3. The origins of this discussion began with the federal approval of the State Plan for Independent Living (SPIL). This plan is a three year plan that was approved prior to September 30, 2016. One of the goals of the plan was for the SILC to research and determine if this group wanted to pursue 501c3 status.

It is not unusual for a State SILC to be a 501c3 organization. In fact with Colorado’s current structure, we are in a minority of SILCs across the nation that remains as a Council. There are over 30 State SILCs that have 501c3 status. So, according to the SPIL, the Colorado SILC took upon the research to measure the pros and cons of becoming a 501c3. After much work, the Colorado SILC voted on [provide date] to pursue nonprofit status. The Colorado SILC did not take this decision lightly. Attached is the justification the Colorado SILC provided in becoming a 501c3.

The Colorado SILC has been collaborating with the Colorado Department of Labor and Employment, Office of Independent Living Services to plan and coordinate this transition. There are a number of actions that will need to take place for this to become official. Below are the list of action steps and the timeline for implementation:

|  |  |
| --- | --- |
| **Action** | **Timeline** |
| Apply for State nonprofit status and achieve approval |  |
| Apply for Federal nonprofit status and achieve approval |  |
| Hire contractor for Colorado SILC to facilitate the transition to nonprofit status, manage SILC meetings, and coordinate the 2020 Youth Leadership network |  |
| Work with the Office of Independent Living Services to draft and execute a contract upon nonprofit status approval |  |
| Work with the governor’s office to obtain an executive order |  |

[Provide any additional action steps and dates to the table.]

We anticipate that going through this transition will have some implications. First, we will continue to rely on the governor’s office for appointments to the Council. The role of the Council appointed essentially is a Board member of the SILC nonprofit.

Currently, the Office of Independent Living Services serves as the fiscal sponsor for the Colorado SILC. As we secure nonprofit status, the SILC becomes a contractor of the State to perform the role of the SILC as required by the Rehabilitation Act of 1973 as amended. CDLE will then perform fiscal compliance annual visits. The Office of Independent Living Services will continue to collaborate with the SILC as the Designated State Entity and may continue to provide administrative support as requested by the SILC. We understand this is a transition and will continue to work with the State to ensure a successful transition. Please let us know what questions you may have. Thank you for your time and cooperation.

Sincerely,

[Your Name]