YOUTH ACTION COUNCIL
PROJECT COORDINATION AGREEMENT
Nevada Statewide Independent Living Council

1. Parties and Effective Date

This Project Coordination Agreement ("Agreement") is entered into as of 10/12/2026 by and between the Nevada Statewide Independent Living Council ("NV SILC") and Malaya Wright, a sole proprietor and independent contractor who uses the public organizing name "Laya" ("Project Coordinator"). NV SILC and the Project Coordinator may each be referred to as a "Party" and together as the "Parties."

2. Purpose of Agreement

NV SILC retains the Project Coordinator to coordinate and implement the restructuring of the Youth Action Council into a sustainable shared-leadership model, with an emphasis on leadership development for youth and young adults with disabilities. The Project Coordinator will carry out the Project over the 3-month term stated in this Agreement.

3. Definitions

"Council" means the Nevada Statewide Independent Living Council's Youth Action Council. "Project" means the 3-month restructuring and implementation of the Nevada Statewide Independent Living Council's Youth Action Council into a sustainable shared-leadership model for youth and young adults with disabilities.

"Project Coordinator" means Malaya Wright, acting as the independent contractor retained under this Agreement and publicly known in organizing work as Laya.

"Project Period" means the three-month period beginning on the Effective Date.

"Services" means the project coordination, administrative, stakeholder engagement, outreach, implementation, tracking, reporting, and related work described in this Agreement. "Supplemental Hours" means authorized work performed above the minimum weekly hours, provided that total weekly hours under this Agreement do not exceed twenty (20) hours.

4. Scope of Services

The Project Coordinator will plan, coordinate, document, and implement the Youth Action Council restructuring Project. The Services include the following:

 Identify current Youth Action Council members and other key stakeholders relevant to the restructuring Project.

 Schedule and conduct meetings with Youth Action Council members to understand their leadership goals, community interests, accessibility needs, skills, career or transition goals, and areas they would like to develop.

 Compile information gathered from Council members to support individualized, voluntary leadership-development pathways and opportunities.

 Develop and implement a shared-leadership structure that allows Council roles and

responsibilities to grow from member interests, skills, Council needs, and project needs.

 Maintain and track progress toward Project goals and restructuring activities.

 Track Council meeting attendance and maintain administrative records related to participation and Project coordination.

 Email Council members, attendees, interested parties, and relevant stakeholders as needed to perform the Services.

 Coordinate meetings, outreach, and other administrative activities relevant to implementation of the Youth Action Council restructuring.

 Create and upload approved Youth Action Council structure, guidelines, and related content to the appropriate website or digital platform.

 Develop the Council's marketing and outreach approach after receiving feedback from
Youth Action Council members.

 Conduct outreach intended to increase Youth Action Council membership by at least five (5) people during the Project Period.

 Conduct internal power mapping relevant to people with disabilities and the Youth Action Council's outreach and relationship-building efforts.

 Provide biweekly Project updates to Dawn Lyons.

The Project Coordinator may support current Council initiatives, meetings, conference-participation, outreach activities, or other Council work when those activities are reasonably related to implementation of the restructuring Project and fall within the weekly hour cap stated in this Agreement.

5. Term

The term of this Agreement will be three (3) months. The Project Period will begin on October 12, 2026, and will end on January 8, 2027, unless modified in writing by the Parties.

6. Compensation and Hours

NV SILC will compensate the Project Coordinator at a rate of Twenty-Five Dollars ($25.00) per hour. The Project Coordinator will work a minimum of ten (10) hours per week. The Project Coordinator may perform supplemental work as needed, provided that total compensated work under this Agreement does not exceed twenty (20) hours in any week unless NV SILC provides prior written approval for an exception.

The minimum weekly hours will be used primarily for Project coordination and administrative work. Supplemental hours may be used for meetings, outreach, conference-related work, stakeholder engagement, or other work relevant to the Youth Action Council and the restructuring Project.

7. Monthly Invoicing and Payment

The Project Coordinator will submit invoices monthly. Each invoice will identify the applicable billing period, hours worked, hourly rate, and amount due.

Invoices will be submitted no later than the day of each month. Payment for each

monthly invoice will be due and payable no later than the ninth (15th) day of each month. The Parties may revise the invoice-submission deadline in writing to ensure sufficient processing time before the payment due date.
Payment will be processed monthly through NV SILC's third-party fiscal agent and the Project Coordinator will coordinate all necessary tax forms with them.

8. Reimbursable Expenses

The Project Coordinator may request reimbursement for Youth Action Council-related expenses personally incurred in connection with the Services. Reimbursable expenses require prior approval from NV SILC. The Project Coordinator will provide receipts or other reasonable documentation requested by NV SILC for approved reimbursements. NV SILC will identify any additional reimbursement limits, eligible expense categories, or internal reimbursement procedures that apply to the Project.

9. NV SILC Support and Access

NV SILC will provide the Project Coordinator with organizational information, records, system access, credentials, website access, communication access, and other materials reasonably necessary to perform the Services, subject to NV SILC's applicable policies and access controls.
If at any time a reasonable accommodation is needed, the Project Coordinator agrees to communicate the need with the Executive Director (ED) of NV SILC and the ED will ensure reasonable accommodations are provided.
The Project Coordinator agrees to accept all personal liability and does not hold NV SILC responsible for any personal injury or illness that may or may not arise from contracted work performed for the Council in any manner. The Project Coordinator agrees to maintain personal insurance coverage for all potential risks, including personal injury and understands that all contracted work for the Council will be at her own personal risk and expense. The Program Coordinator also agrees to hold harmless any Council staff for any perceived breech of contract. Either party may terminate the contract at any time for any reason.

10. Changes to Scope or Agreement

Any material change to the scope of Services, weekly hour cap, compensation, Project Period, responsibilities, or other material term of this Agreement must be documented in writing.
Changes may be proposed by the Project Coordinator through written email communication to Dawn Lyons or by Dawn Lyons through written email communication to the Project Coordinator. The Parties will document any agreed change before the modified work is performed.
Any agreement to end the engagement before the conclusion of the Project Period must also be documented in writing.

11. Independent Contractor Relationship

The Project Coordinator is engaged as an independent contractor and sole proprietor and is not an employee of NV SILC under this Agreement. The Project Coordinator is responsible for the Project Coordinator's own tax reporting and other obligations arising from independent contractor status, except as otherwise required by law.

12. Project Records and Reporting

The Project Coordinator will maintain reasonable records of time worked, Project progress, Council attendance, administrative coordination, and biweekly status updates during the Project Period. Project records created for NV SILC will be provided to NV SILC upon reasonable request.

13. General Terms

This Agreement contains the terms agreed to by the Parties regarding the Services described above. Any amendment must be made in writing and agreed to by both Parties. If any provision of this Agreement is determined to be unenforceable, the remaining provisions will remain in effect to the extent permitted by law.

This Agreement may be signed electronically and in counterparts. Each signed counterpart will be treated as an original, and together they will constitute one Agreement.

Governing law: State of Nevada.

14. Signatures

The Parties acknowledge that they have reviewed and agree to the terms of this Agreement.

Name/Title: Malaya Wright/ Nevada Statewide Independent Living Council Project Coordinator

Public organizing name: "Laya"

Signature:

Date:

Nevada Statewide Independent Living Council Representative

Name/Title: Dawn Lyons/Executive Director

Signature:

Date: