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: MARYLAND

FISCAL YEARS: 2021-2023
EFFECTIVE DATE: OCTOBER 1, 2020

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Executive Summary

The 2021-2023 State Plan for Independent Living (SPIL) for Maryland serves as a strategic plan to develop collaboration between the Independent Living (IL) Network, public and private partners, and people with disabilities to advance the independence of individuals with significant disabilities. The IL Network will work toward the mission "to maximize independence and productivity of Marylanders with disabilities and to promote, enhance and support their full integration into the community."

Each partner in the Plan has their own work within their organization and community. This Plan is our vehicle to come together in a unified way to impact all Marylander's with disabilities.

In working toward that mission, the IL Network has identified the following goals for this Plan:

- Goal 1: The Maryland IL system operates with a strong infrastructure.
- Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.
- Goal 3: The IL Partners promote systems change to maximize the independence, productivity, and community integration of people with disabilities.

Below is a brief description of the contents of the plan, by section.

Sections of the Plan

Section 1: Goals, Objectives, and Activities

- In this section, you will find the outline of the overall goals and objectives that the Maryland IL Network will be working to complete over the course of this three-year period, including the evaluation plan, and financial resources anticipated to be available for the IL Network's work. This section is important because it creates the roadmap of how we will work to make progress in achieving the overall mission of the Plan.

Section 2: Scope, Extent, and Arrangement of Services

- In this section, you will find information on the services that will be provided by the IL Network, the outreach plan, and the plan for coordination with other programs and organizations that support community life for persons with disabilities. Important contents in the section include the targeted outreach to unserved and underserved populations that have been defined by the IL Network, as well as the partnership and collaborative efforts that the IL Network will continue to grow and expand.

Section 3: Network of Centers

- In this section, you will find information on the existing network of CILs and the details on any expansion or adjustment of the Network. From this section you can find the information on where each CIL is operating, the funding needs of the IL Network, and plans for changes and increases in funds for the IL Program.

Section 4: Designated State Entity (DSE)

- In this section, you will find information on how the DSE will administer the financial and administrative functions required, including the grant and disbursement, and oversight process. This section outlines how the Maryland Division of Vocational Rehabilitation (DORS) will maintain its role as the DSE for the IL Program.

Section 5: Statewide Independent Living Council (SILC)

- In this section, you will find information on the establishment and operations of the SILC, including information on the SILC Resource Plan. This section outlines how the Maryland SILC will remain autonomous and continue to perform the required duties and engage in the granted authorities of SILC.

Section 6: Legal Basis and Certifications

- In this section, you will find the information on the DSE, SILC, and the CILs that are eligible to sign this Plan. You will also find the certification that SILC is authorized to submit this Plan, the SILC and CILs are legally authorized to carry out all provisions of the Plan, and the DSE has authorization to carry out the applicable administration of the Plan.

Section 7: DSE Assurances

- In this section, you will find the DSE Director's signature agreeing for the Agency to serve as the DSE and to comply with the Assurances.

Section 8: SILC Assurances and Indicators of Minimum Compliance

- In this section, you will find the SILC Chairperson signing and agreeing to the SILC's continued compliance with the Assurances and Indicators of Minimum Compliance.

Section 9: Signatures

- In this section, you will find the signatures of the SILC Chairperson and the Directors of the CILs agreeing to fully implementing the Plan.

Section 1: Goals, Objectives and Activities

1.1 Mission:

Mission of the IL Network and the SPIL.

The mission of Independent Living services in Maryland and the MSILC is to maximize independence and productivity of Marylanders with disabilities and to promote, enhance and support their full integration into the community. Through this SPIL, the Maryland IL Partners have promoted goals and objectives that truly reflect that mission.

1.2 Goals:

Goals of the IL Network for the three-year period of the plan.

Goal 1: The Maryland IL system operates with a strong infrastructure.

Goal description: This goal builds on the progress that the MSILC and the Maryland CILs have made over the last few years. MSILC will continue to make improvements in the terms of

membership, meetings, organizational structure, and statutory responsibilities with the leadership of the MSILC Executive Committee.

Maryland CILs, through grants from the DSE, have met or exceeded standards for providing services to Marylanders with disabilities. Their exemplary and innovative practices have resulted in satisfied consumers as well as accolades and recognition in their communities. This goal and its objectives seek to enhance and build on the services offered by the CILs. Resources for this goal will be included in both the MSILC and the Centers budgets.

Goal 2: People with disabilities will know about their CIL and they will work with their centers to receive the information and services they need.

Goal Description: Consistent with a philosophy of continuous improvement, the IL service delivery system in Maryland will focus on supporting new and existing CILs and expanding service delivery to more individuals with disabilities, including un-served and underserved populations. The focus will be on serving individuals seeking support to live in the community, transitioning youth/nursing home transition, and individuals from Hispanic communities with Spanish as their primary language. Public information and outreach tools and strategies will be enhanced. Resources for this goal will come from state IL funds and will be included in both the MSILC and the Centers' budgets.

Goal 3: The IL Partners promote systems change to maximize the independence, productivity and community integration of people with disabilities.

Goal description: In order to make significant strides in independent living, we must address the systemic issues. The IL Partners intend to carry this out in a targeted and structured manner, focusing specifically on housing for individuals with disabilities. As the Maryland IL system is further stabilized through goals 1 and 2, it is expected that IL Partners will be able to enhance participation and advocacy with various entities to address systemic barriers to housing as it impacts independent living. Resources for this goal will be included in both the MSILC and Center budgets.

1.3 Objectives

Objectives for the three-year period of the plan – including geographic scope, desired outcomes, target dates, and indicators. Including compatibility with the purpose of Title VII, Chapter 1.

Goal 1: The Maryland IL system operates with a strong infrastructure.
Objective 1: Maryland CILs will have increased skills and knowledge to strengthen operational infrastructure and provide the five core services
Activity 1: The MSILC will support the development of CIL staff and boards of directors training in program, nonprofit and financial management, and data collection each year.
Lead Organization: MSILC
Measurable indicators: 1. All CILs and MSILC are in compliance with the IRS, Maryland Secretary of State, and

Department of Assessment and taxation and are in good standing with Health and Human Services (HHS) and DSE, as appropriate. 2. 80% of participants in training will indicate two new things that they learned and 80% will indicate that they are using the training on the job 3. SPIL progress and growth as a result of the trainings will be described, documented, and shared annually at an IL Partners meeting/retreat 4. 100% of MD CIL Directors will increase skill, knowledge, and feelings of support as evidenced by meeting minutes. Information will be shared at IL Partners' meetings. 5. Resource Directory will be updated as needed and it will be made available to CIL Directors and the MD IL Partners
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 1: The Maryland IL system operates with a strong infrastructure.
Objective 2: The MSILC will function effectively and efficiently, consistent with the Rehabilitation Act, as amended, and the federal independent living Regulations.
Activity 1: The MSILC will regularly review all activities in order to assure that it is acting in full compliance with federal and state laws
Lead Organization: MSILC Executive Committee, IL Partners, lawyers, auditors, etc.
Measurable indicators 1.The Chair and Vice Chairs evaluation of staff will be maintained in their personnel file. 2. The Executive Committee's evaluation of expenditures will be documented and filed by the Executive Director 3. Full Council meeting minutes will confirm the existence of these plans/documents. All plans developed, audits, or other such documents will be maintained by the Executive Director. 4. All vacancies of SILC members will be identified, and candidates will be sent to the Governor for approval
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.
Objective 1: People with disabilities will have the information they need to make informed choices and to access supports and services to participate fully in all aspects of society

Activity 1: The MSILC will maintain and update a website and social media outreach.
Lead Organization: MSILC
Measurable Indicator: 1. Meeting minutes will confirm social media site updates and numbers of hits to the website and followers on Facebook and other social media.
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.
Objective 1: People with disabilities will have the information they need to make informed choices and to access supports and services to participate fully in all aspects of society
Activity 2: MSILC will present to interested groups, including CIL Boards of Directors, upon invitation, organizations, and exhibit at statewide conferences that benefit Marylanders with disabilities.
Lead Organization: MSILC
Measurable Indicator: 1. MSILC will collect, record, and maintain a list of group and contact information. The MSILC will send this information to the local CIL, following outreach events
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.
Objective 1: People with disabilities will have the information they need to make informed choices and to access supports and services to participate fully in all aspects of society
Activity 3: MSILC will maintain a web-based tool for CIL staff to discuss IL resources.
Lead Organization: MSILC
Measurable Indicator: 1. Meeting Minutes will detail the use of this tool and updates for changes needed.
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.

Objective 2: The IL Partners will understand statewide demographic trends of people with disabilities participating in the IL service delivery system; racial/ethnic diversity and underserved populations
Activity 1: The MSILC will explore options to compile statewide data from the PPR reports submitted annually by the CILs to the U.S. department of Health and Human Services, Administration for Community Living. The MSILC will use the data as it monitors the effectiveness of the SPIL
Lead Organization: MSILC
Measurable Indicator: 1. Statewide trends will be documented shared annually, and discussed at an IL Partners retreat/meeting
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 2: People with disabilities will know about their Centers for Independent Living (CILs) and they will work with their Centers to receive the information and services they need.
Objective 3: The community will understand who the CILs are, their purpose, and their value
Activity 1: Using a tagline developed by the CILs, create marketing products with statewide information. Records of sales/giveaways will be maintained by the CILs and sent to the MSILC
Lead Organization: MSILC and the CILs
Measurable Indicator: 1. MSILC will share information about statewide product sales/giveaways at an annual meeting/retreat.
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

Goal 3: The IL Partners promote systems change to maximize the independence, productivity, and community integration of people with disabilities.
Objective 1: Increase awareness of public officials on IL issues.
Activity 1: IL Network partners will engage in statewide advocacy efforts.
Lead Organization: CILs and MSILC
Measurable Indicators: 1.Minutes from an IL Partners meeting will detail the involvement of each CIL on statewide advocacy for programs and services which advance the independence of people with disabilities. 2. Legislative outcomes will be reflected in Full Council/IL Partner meeting minutes
Time Frame: 10/01/20-9/30/23
Geographic Scope: Statewide

1.4 Evaluation

Methods and processes the SILC will use to evaluate the effectiveness of the SPIL including timelines and evaluation of satisfaction of individuals with disabilities.

The MSILC will utilize the most efficient evaluation method based on the type of activity being conducted. These methods will include documented records/reports, meeting minutes, and completion of surveys directly after and two months post training, this data will be presented to the IL Partners for further discussions regularly and at least annually at an IL Partners meeting/retreat.

Annually, the MSILC will provide an update to the IL Network on the progress and effectiveness of the State Plan objectives. After reviewing the progress, the MSILC will determine if any revisions to the Plan are needed.

Timeline	Goals (copy from section 1.2 above)	Objectives (copy from section 1.3 above)	Data to be collected	Data collection method	Organization primarily responsible for data collection (please check as many as apply)
Throughout the 3-year period	Goal 1: The Maryland IL system operates with a strong infrastructure.	Objective 1: Maryland CILs will have increased skills and knowledge to strengthen operational infrastructure and provide the five core services.	1.Government reports related to the MSILC and the CILs' compliance. 2. Percentage of trainees who indicate that they have increased knowledge of the subject matter and that they are using this knowledge on the job 3. SPIL progress 4.Information for the resource directory	1. Annual reports from the IRS., Maryland Secretary of State and Office of Assessment and Taxation 2. Two surveys 1-at the completion of the training 2- 60 days post training to ask trainees if they are using the training on the job 3.SPIL progress document that is reviewed quarterly in the outcomes committee and it is presented at least annually at an IL Partners retreat/meeting 4. Resource directory document will be available to new and existing skills and updated as needed	MSILC and CILs
Throughout the 3-year period	Goal 1: The Maryland IL system operates with a strong infrastructure	Objective 2: The MSILC will function effectively and efficiently, consistent with the	1. Evaluation of staff performance 2. MSILC resource expenditures 3. MSILC operating	1. Council Chair and Vice Chair will conduct an annual staff evaluation which will be kept in staff personnel file. 2. Staff expenditures will be documented, reviewed monthly by the Executive	MSILC

		Rehabilitation Act, as amended, and the federal independent living Regulations.	within a legal framework	Committee and shared quarterly at full Council meetings 3. MSILC will develop a plan for their legal operations after consulting with an attorney	
Throughout the 3-year period	Goal 2: People with disabilities will know about Centers for Independent Living and they will work with their centers to use the information and services that they receive.	Objective 1: People with disabilities will have the information they need to make informed choices and to access supports and services to participate fully in all aspects of society	1. Updates on use of social media sites 2. lists of names and contact information 3. Updates of use of web-based communication tool for CIL staff	1. MSILC will monitor use of social media sites and report quarterly at the IL Partners meetings. Meeting minutes will confirm 2. List of names and contact information from exhibits, workshops and other statewide events. Contact info will be sent to CILs as appropriate. 3. Minutes from IL Partners meetings will detail use of the web-based communication tool for CIL staff	MSILC
Throughout the 3-year period	Goal 2: People with disabilities will know about Centers for Independent Living and they will work with their centers to use the information and services that they receive.	Objective 2: The IL Partners will understand statewide demographic trends of people with disabilities participating in the IL service delivery system; racial/ethnic diversity and underserved populations	Consumer demographic information	Compiling statewide demographic data from CIL-PPR reports. IL Partners will look for trends of underserved populations in the data.	MSILC and CILs
Throughout	Goal 2: People	Objective 3: The	Number of products sold	Keeping records of on file at the CILs and	MSILC and

the 3-year period	with disabilities will know about Centers for Independent Living and they will work with their centers to use the information and services that they receive.	community will understand who the CILs are, their purpose and their value	or given to individuals	sharing outcomes at an annual IL Partners retreat. This will be documented in meeting minutes	CILs
Throughout the 3-year period	Goal 3: The IL Partners promote systems change to maximize the independence, productivity, and community integration of people with disabilities.	Increase awareness of public officials on IL issues.	Legislative and community support for IL issues	All forms of advocacy with outcomes detailed by Full Council or IL Partner meeting minutes	CILs

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): 2021					
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)	84550	33872*	237231	0	16936
Chapter 1, Part C	0	0	1356976	0	
CARES Act	0	0	1311611	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034	0	0	0	
Social Security Reimbursement	0	0	200090	0	
Other	0	0	0	0	
Non-Federal Funds					
State Funds	0	4462840	100977	0	
Other	0	0	0	0	

*State Fund Match

Fiscal Year 2022

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)	84550	33872*	237231	0	16936
Chapter 1, Part C	0	0	1356976	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034	0	0	0	
Social Security Reimbursement	0	0	200090	0	
Other	0	0	0	0	
Non-Federal Funds					
State Funds	0	462840	100977		
Other	0	0	0	0	

*State Match

Fiscal Year 2023

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)	84550	33872*	237231	0	16936
Chapter 1, Part C	0	0	1356976	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034	0	0	0	
Social Security Reimbursement	0	0	200090	0	

Other	0	0	0	0	
Non-Federal Funds					
State Funds	0	462840	100977		
Other	0	0	0	0	

*State Match

Description of financial plan narrative.

Maryland's financial plan for IL services has been consistent throughout the past several years to more equitably distribute Subchapter Part B funds to the CILs while continuing to support the statewide work carried out by the SILC resource plan. The SILC receives approximately $140,000 annually in grant funding to support the SILC which includes the salary of staff hired to assist the Council. This funding also includes training, meeting and conference expenses, outreach materials, reasonable accommodations for meetings, and reimbursement to members for meeting related expenses. This is consistent with Goals 1, 2 and 3.

Maryland's overall annual budget is approximately $2,527,477 for the IL program to include general operations, core services, and other independent living services to the CILs. This includes outreach and services to underserved populations and geographic areas. This is consistent with Goals 1, 2 and 3.

On an annual basis, DORS provides significant funds for the IL program. This is coordinated through DORS' Grants Management, Administration and Financial Services Office. These State general funds, approved by the Governor and the Maryland General Assembly are distributed annually. In addition, to meet state budget requirements, the funding level may be reduced at the Governor's discretion in a given fiscal year. Therefore, the level of funding may vary from year to year. Federal funding may also vary depending on current budget cycle and applicable federal

DORS provides $200,090 of Social Security Administration (SSA) Reimbursement funds received by DORS for the costs of services provided to individuals receiving SSDI or SSI payments based on disability or blindness if certain conditions are met. These funds are optional for DORS to fund independent living services.

FY2021-2023
Subchapter B funds are matched with State Revenue Funds.

Title VII, Part B funds and non-federal funds will be used to fund the SILC and the Resource Plan. Innovation & Expansion activities support the funding of the SILC, consistent with the Resource Plan.

Title VII Part B funds and non-federal funds will be used to fund the general operations of all seven CILs. Part B funds pass from HHS/ACL to Vocational Rehabilitation (VR). VR distributes the Part B funds to the CILS based on a population service area funding formula.

The current distribution percentage of Part B funds to the CILs occurred in 2009 with the authorization of the American Recovery and Reinvestment funds (ARRA). A larger percentage of the DORS' Part B funds was distributed to Southern Maryland Center for Independent Living as they were primarily a State funded CIL and only receiving about $2,000 of Part B funds. The remaining CILs then received a larger portion of State funds due to the redistribution.

Title VII, Part C funds will pass directly to the CILs on an annual basis by HHS/ACL

DORS/DSE maintains no more than 5% for administrative costs

FY2021 – CARES Act Funds
Maryland CILs received a total of $1,311,661 for CARES funds as follows:

CIL	CARES Funds
Accessible Resources for Independence	188157
Bay Area Center for Independent Living	93145
The Freedom Center	240522
IMAGE Center of Maryland	290831
Independence Now	152477 and 132437
Resources for Independence	156510
Southern Maryland Center for Independent Living	57582

CIL Federal and State Funding Sources FY-2021-2023

The following chart identifies the funds received by *each* CIL in support of independent living services. The CILs expand these sources through fund raising, foundation grants and fees-for-services.

CILs	HHS/ACL (Federal Funding)		State General Funds		SSA Reimburse-ment	Sum Total
	Title VII Part C Funds[1]	Title VII Part B Funds				
			Operations	Assistive Technology		
Accessible Resources for Independence	194657	5149	0	40000	0	**234386**
Bay Area Center for Independent Living	96363	50162	50028	67140	74203	**337896**
Freedom Center	248832	20224	0	57140	0	**326196**
IMAGE Center of Maryland	300879	7773	0	60000	0	**368652**
Independence Now	*157745 *137012	50126	14934	114280	22189	**496286**
Resources for Independence	161917	50162	19859	57140	29459	**318537**
Southern Maryland Center for Independent Living	59571	50126	50028	67140	74239	**301104**
Maryland State Independent Living Council (MSILC)		84550				
MSILC I & E			54450			
Totals	**1356976**	**318272**	**189299**	**462840**	**200090**	**2527477**

*Independence Now receives two separate grants for the provision of IL services to Montgomery and Prince George's Counties.

General state funds are received and categorized into CIL Operations and Assistive Technology

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:	X	X	CILs
- Information and referral	X	X	CILs
- IL skills training	X	X	CILs
- Peer counseling	X	X	CILs
- 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	X	CILs
Counseling services, including psychological, psychotherapeutic, and related services	X	X	CILs
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	X	CILs
Rehabilitation technology	X	X	CILs
Mobility training	X	X	CILs
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X	X	CILs

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)
Personal assistance services, including attendant care and the training of personnel providing such services	X	X	CILs
Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services	X	X	CILs
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	CILs
Education and training necessary for living in the community and participating in community activities	X	X	CILs
Supported living			
Transportation, including referral and assistance for such transportation	X	X	CILs
Physical rehabilitation	X	X	CILs
Therapeutic treatment	X	X	CILs
Provision of needed prostheses and other appliances and devices	X	X	CILs
Individual and group social and recreational services	X	X	CILs
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	CILs
Services for children		X	CILs
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	CILs
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	X	X	CILs

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)
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	X	X	CILs
Such other services as may be necessary and not inconsistent with the Act	X	X	CILs

2.2 Outreach

Identify steps to be taken regarding 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.

Based on public input, Census data/population information, and consumer feedback, Maryland has identified the following populations for targeted outreach:
1. Individuals with Hispanic background for whom Spanish is their first language.
2. People in institutions (such as nursing homes, state residential centers and rehabilitation facilities) – This continues to be a focus for all CILs.

Geographic areas in which targeted populations reside – ALL. Individuals can be found in each CIL catchment area who use Spanish as a first language, as well as individuals in nursing homes needing assistance and support to transition to the community.
How needs will be addressed:
a) We will identify and collaborate with organizations that are comprised of and run by individuals identified in target populations. Working together we can achieve more success in outreach into the underserved targeted populations.
b) When targeting these populations, we will modify our materials in a manner that best conveys our message of independent living for all.
c) We will address needs of individuals with disabilities in nursing facilities through local CIL initiatives and through collaboration with Aging and Disability Resource.

2.3 Coordination

Plans for coordination of services and cooperation among programs and organizations that support community life for persons with disabilities.

Consistent with all SPIL Goals, the Maryland IL Partners (DORS, MSILC and CIL Executive Directors) will meet on a quarterly basis. The MSILC will share information about progress in meeting SPIL objectives. Other matters of common interest will be discussed. The MSILC includes a CIL report at MSILC meetings in which the Council member who represents the CILs

will report on CIL activities and highlights from Maryland Association of CILs (MACIL) meetings. In turn, the representative will keep MACIL members updated on the activities of the MSILC through distribution of relevant information through emails and updates at MACIL meetings. MSILC members and IL Partners are represented on councils that address the independent living needs of specific disability groups.

These organizations include, but are not limited to: Maryland Association of Centers for Independent Living (CIL Directors), Maryland State Rehabilitation Council, Maryland Access Point, and Brain Injury Association of Maryland.

Section 3: Network of Centers

3.1 Existing Centers

Current Centers for Independent Living including: legal name; geographic area and counties served; and source(s) of funding. Oversight process, by source of funds (e.g., Part B, Part C, state funds, etc.) and oversight entity.

Legal name	**Counties served**	**Oversight process**	**Sources of funds**	**Oversight entity**	**SPIL Signatory** (yes/no)
Independence Now, Inc.,	Prince Georges and Montgomery Counties.	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES
Resources for Independence	Garrett County, Allegany County and Washington County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES
Bay Area Center for Independent Living	Dorchester County, Talbot County, Caroline County, Cecil County, Kent County, Queen Anne's County, Somerset County, Wicomico County, and Worcester County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES
Southern Maryland Center for Independent Living	Calvert County, Charles County and St. Mary's County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES
The Freedom Center	Frederick County and Carroll County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES

Independent Marylanders Achieving Growth through Empowerment	Baltimore City, Baltimore County and Harford County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES
Accessible Resources for Independence	Anne Arundel County and Howard County	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	YES

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.

When HHS informs MSILC and DORS that additional Title VII are available in a given FFY or if the MSILC, CILs and DORS are successful in acquiring additional funds for Independent Living they will be allocated in the following manner:

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.

Maryland IL Partners consider $365,000 to be a base level of funding for Maryland centers. This funding can be a combination of state and federal funding.

Until all Centers are at the base level of funding any new funds received will be divided among the CILs who are not yet at the base level of funding in the following way: half will be divided equally among the centers and half will be divided based on population. In this scenario, Centers who are at the base level of funding will not receive any of the new funds.

Should all Centers be at the base level of funding and we receive $250,000 or more, the priority will be to expand fiscal resources to Bay Area CIL to cover expenses for their large geographic region.

Should all Centers be at the base level of funding and we receive less than $250,000 it will be divided among the CILs in the following way: half will be divided equally among the Centers and half will be divided based on population.

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

It is the intention that in the case where Subchapter C grant funding is terminated; that a new CIL will be reestablished in that catchment area

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

Any cuts to funds will be made in equal percentages across the CILs.

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

Currently, there are no plans for adjustment. If the situation arose that changes were needed, an amendment to this Plan will be considered.

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

One-time funding will be distributed in the same percentage as current Part C awards.

Section 4: Designated State Entity

Division of Rehabilitation Services will serve as the entity in Maryland 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

Grant processes, policies, and procedures to be followed by the DSE in the awarding of grants of Part B funds.

Background and Distribution of Funds

The Maryland Division of Vocational Rehabilitation (DORS), Maryland's Designated State Entity (DSE), receives, accounts for, and disburses federal subchapter B funds per the Notice of Award (NOA) from the Administration on Community Living (ACL).

The Maryland DORS (DSE) provides $232,781 in Part B funds to Centers for Independent Living (CILs) for the provision of core services as follows: a) information and referral; b) independent living skills training; c) peer support (including cross-disability peer support); d) individual and systems advocacy, and e) services that facilitate transition from nursing homes and other institutions to the community, provide assistance to those at risk of entering institutions, and facilitate transition of youth to postsecondary life.

The DSE also provides approximately $84,550 in Part B funds for the Statewide Independent Living Council (SILC) (see 4.4. Administration and Staffing).

The DSE retains $16,963 to cover administrative costs of the Independent Living Program.

The distribution of Part B funds is coordinated through DOR's Office of Administration and Financial Services' Fiscal Management Branch and the Grants and Cooperative Agreements program. Funding for the independent living assistive technology (ILAT) awards to the CILs is also coordinated through the Office of Administration and Financial Services. Legal oversight of all of the DSE's MOUs, Awards, etc., is coordinated through the Office of the Attorney General, Maryland State Department of Education.

The DSE does not solicit proposals but rather has an established, unique and long-standing system of renewing Memorandums of Understanding (MOUs) to CILs on a three-year cycle.

There are seven Centers for Independent Living strategically and geographically located throughout Maryland's 24 local areas. For many years, the DSE (Division of Rehabilitation Services) also used this geographic arrangement to serve citizens with disabilities in Maryland:

1. Resources of Independence - Garrett, Allegany, and Washington Counties (3)
2. The Freedom Center - Carroll and Frederick Counties (2)
3. The IMAGE Center of Maryland – Baltimore City; Baltimore and Harford Counties (3)
4. Accessible Resources for Independence – Howard and Anne Arundel Counties (2)
5. Independence Now – Montgomery and Prince George's Counties (2)
6. Southern Maryland Center for Independent Living – Calvert, Charles and St. Mary's Counties (3)
7. Bay Area Center for Independence – Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties (9)

<u>Process, Policy and Procedures</u>

The process for the development and signing of the Memorandum of Understanding (MOU) for each CIL and SILC are as follows:

1. DSE's Program grants manager drafts a copy of the standard format of the MOU, updating all sections based upon prior year's and/or current updates from the CILs and SILC's Executive Directors, and state and federal guidelines/regulations.

2. The draft MOU is forwarded in both word and pdf formats to the legal counsel of the DSE. If the draft requires edits or changes, the MOU word version is returned for further discussion with the CIL Executive Director for clarification, correction or other concerns. If the concerns are not related to state or federal regulations or legal counsel issues, the input by the CIL Director takes precedence. The MOU is sent back to legal counsel who approves by signing the MOU for legal sufficiency. The signed MOU is then returned in pdf to DSE Program manager.
3. The DSE Program manager sends the legally sufficient MOU and the required Maryland State Department of Education's Assurances to the CIL or SILC Director for review and signature. If the CIL Executive Director approves the MOU, the MOU and Assurances are signed and returned along with a current annual budget, outlining the use of Part B funds. Please note that this step generally occurs with the draft MOU review. The DSE Program manager reviews the budget and retains it for the files (see 4.3).
4. Upon receipt of the fully signed MOU and Assurances by the DSE Program Manager, the documents are sent to the Assistant State Superintendent for Rehabilitation Services for review and signature. If approved, the MOU is signed and forwarded to the Maryland State Department of Education's Deputy Superintendent for final signature.
5. The Deputy's Office returns the fully signed MOU back to the Assistant State Superintendent office, who then returns it to the Program grants manager.
6. The Program grants manager returns the fully executed Memorandum of Understanding to the CIL Director. A request for the annual funds is input into the FMIS system. Upon completion of this process, a Notice of Grant Award is sent to the CIL Director and a copy maintained by the DSE grants program (see Section 4.3 Oversight Process for Part B Funds).

In the event of very serious programmatic or fiscal mismanagement by the CIL, the DSE (DORS) has the obligation and responsibility to advise the CIL of the steps necessary to correct the mismanagement and to evaluate corrective actions by the CIL. In the event the mismanagement is extremely egregious and/or sustained beyond a reasonable correction period, the DSE (DORS) has the responsibility and obligation to terminate or discontinue Part B funding and/or state funding to the CIL. The following options for the Part B/ State IL funds shall be considered by the DSE (DORS) in consultation with the MSILC:

1. DSE (DORS) may explore the possibility of another CIL providing the IL services;
2. Part B funds may be distributed to other CILs that already have Part B grants; adjustments may be made in state funding so that Centers are held harmless;
3. A new CIL will be established if and when the existing CIL has been terminated and is no longer receiving Part C funds from HHS/ACL. Establishment of a new CIL shall be in accordance with Section 3 of the SPIL.

<u>4.3 Oversight Process for Part B Funds</u>
The oversight process to be followed by the DSE.

The DSE uses the State of Maryland's Financial Management Information System (FMIS) to track encumbrances and expenditures of IL funds. The DSE follows both federal and State policy concerning procurement of goods and services.

The DSE has designated staff who reviews, evaluates, and dispenses Part B funds in accordance with Memorandums of Understanding as noted in 4.2.

The DSE maintains grant records and data according to retention policies set by State requirements and makes those records available for inspection when needed.

The DSE complies with the federal Notice of Grant Award and provides yearly financial reports and other information and data as defined in the award.

The DSE has an upper and executive management system (as noted in 4.2 Process, Policy and Procedures) for the review of Memorandums of Understanding and distribution of grant funds as follows: 1) Director, Fiscal Management Branch; 2) Director of Administration and Financial Services; 3) Principal Counsel, Maryland Office of Attorney General; 4) Assistant State Superintendent, DSE; and 5) Deputy State Superintendent, Maryland State Department of Education

Monitoring

On a quarterly basis, the program grants manager receives and reviews quarterly and financial reports and follows-up with the CIL and/or SILC Executive Director as deemed appropriate.

Annually and at a minimum, the DSE program grants manager and fiscal staff will receive and review the annual reports; and follow-up with grantee as deemed appropriate.

Annually, DORS/DSE may conduct on-site reviews of all CILs for review of expenditures and services provided under the awards/grants. The on-site review team may include representatives of DSE's fiscal, accounting and budget offices and program operations. Note that in special situations (short of staff) the DORS/DSE may conduct conference calls with a limited number of CILs.

The CILs and SILC submit on an annual basis a copy of either of the following reports: 1) independent audit conducted by a CPA; 2) financial review conducted by a CPA; or 3) financial review conducted by an appropriate party on an annual basis to the DORS Grants Program Manager. The SILC or CIL also agrees to submit to DORS a copy of any management letter related to the annual fiscal report.

A full independent audit is required if the SILC or CIL has been placed in "high risk" status by the DORS during the fiscal year or within two years prior to the start of this fiscal year.

4.4 Administration and Staffing

Administrative and staffing support provided by the DSE.

The DSE (DORS) provides approximately $140,000 annually in grant funding to support the Maryland Statewide Independent Living Council, which includes the salary of the staff hired to

assist the Council. This funding also includes training, meeting and conference expenses, outreach materials, reasonable accommodations for meetings (e.g., interpreters and CART services), and reimbursement to members for meeting related expenses. This is consistent with Goals 1, 2 and 3.

DORS/DSE, in concert with ACL provides grant funding of approximately $2,527,477 annually for IL general operations, assistive technology and other independent living services to CILs and the SILC (see chart under 4.2). This includes outreach and services to underserved populations and geographic areas. This is consistent with Goal 2 and Goal 3.

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

Executive Order 01.01.1993.24 established the Maryland State Department of Education/Division of Rehabilitation Services in accordance with Chapter 1 of Title VII of the Rehabilitation Act as the designated State Agency for the Maryland Statewide Independent Living Council (MSILC aka SILC). The Division of Rehabilitation Services (DORS) currently administers seven grants to Centers for Independent Living (CILs) for the provision of independent living services to individuals with disabilities throughout Maryland.

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
How the SILC is established and SILC autonomy is assured.

The Maryland Statewide Independent Living Council was established by Executive Order 01.01.1993.24 of the Governor of Maryland. The Council is supported through a grant from DORS. The Council has office space at an off-site location, separate from the DSE, and functions and carries out many activities in community locations. The staff of the Council is not assigned by the DSE.

5.2 SILC Resource plan
Resources (including necessary and sufficient funding, staff/administrative support, and in-kind), by funding source and amount, for SILC to fulfill all duties and authorities.

Process used to develop the Resource Plan.

The SILC determines an annual budget for the resource plan and all programs which are guided through the SPIL, in concert with CIL partners. Expenditures are paid and tracked through DORS/DSE as the fiscal agent. All financial transactions and record keeping are made in compliance with applicable federal fiscal and accounting requirements, as well as DORS financial policies and procedures. The SILC financial reports and records are subject to audits and compliance reviews and are reconciled on a regular basis. The Executive Director has the responsibility of obtaining approvals of all resource plan expenditures in advance. The SILC Executive Committee and full Council monitor the resource plan and programmatic budgets through quarterly reports which are presented at SILC meetings. Grants and contracts are made according to the SPIL and a monitored by both the SILC and the DORS/DSE
Maryland's SILC is responsible for the proper use of their approved expenditures resources under approved Budget. The SILC utilizes VR's Innovation & Expansion and IL Part B funds for the resource plan

Sources and amounts: Administrative Support Services
• Staff salaries, Payroll tax, payroll services, audit, unemployment insurance, workers compensation and accounts/bookkeeper (Part B $56,553) plus (I & Funds $42,274.11) = $98,828
Contractor
• Website manager/maintenance updates; trainers/consultants; CART; Sign language & PCA = (Part B funds $7200) = $7,200
Office & Meeting Space (Part B$10,000) plus I & E ($9,908) = $19,908
Communications
• Internet & telephone service; web hosting & teleconference services (Part B $2,715.21) = $2,715.21
Training & Conferences
• Dues & subscriptions; Training Registrations & outreach (carryover $270.00); (Part B $3,000); I & E $1,300.00) = $4,300
Travel
• Members & staff, Carryover - $500; Part B $6,138.99; plus I & E $6,761.01) = $12,900
Reasonable Accommodations

• Medical equipment Part B funds ($500) = $500
Supplies
• Postage, printer cartridges, general office supplies, software, copier - Carryover $230; Part B $2891.88 = $3,121.88
No conditions or requirements are placed on the MSILC resource plan that may compromise the independence of the MSILC. The MSILC staff, in collaboration with the Executive Committee of the MSILC, projects and tracks expenditures to assure compliance with the SPIL objectives and current budget. In the current economic conditions, the MSILC cannot assume or rely on additional funding for independent living in Maryland.

Process for disbursement of funds to facilitate effective operations of SILC.

The Executive Director of the MSILC provides quarterly reports of expenditures, consistent with the budget included in the Memorandum of Understanding developed by DORS for support of the Council. This assures proper expenditures of funds consistent with DORS policy, state regulation and the SPIL. DORS Office of Business Support Services provides consultation regarding purchases and other financial matters.

Justification if more than 30% of the Part B appropriation is to be used for the SILC Resource Plan.

Not Applicable

5.3 Maintenance of SILC
How State will maintain SILC over the course of the SPIL.[1]

The Maryland SILC is currently in compliance with statutory composition, voting member and term limit requirements and will be increasing Ex-Officio members to the Council. The MSILC Infrastructure Committee will periodically review the current membership to ensure that all composition requirements are met and that all appointments are current. The MSILC shall, on an ongoing basis, release a call for applicants to determine interest in membership on the MSILC. The Infrastructure Committee shall categorize and cross reference applicants in relation to the present MSILC composition to determine in what area the MSILC needs to strengthen its representation. Interviews are conducted by the Committee. The full Council then votes to forward the individual's name and biographical information to the Governor's Office for consideration for appointment.

The MSILC will engage with state entities that provide services to individuals with disabilities, with recommendations from the IL Network, to secure additional Ex-Officio SILC members.

Section 6: Legal Basis and Certifications

6.1 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 Department of Rehabilitation Services, Maryland State Department of Education.

Authorized representative of the DSE Scott Dennis Title Assistant State Superintendent.

6.2 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 the Maryland Statewide Independent Living Council.

6.3 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:

Bay Area Center for Independent Living, Inc.
Southern Maryland Center for Independent Living, Inc
Independent Marylanders Achieving Growth through Empowerment, Inc.
Freedom Center, Inc.
Independence Now, Inc.,
Resources for Independence, Inc.
Accessible Resources for Independence, Inc.

6.4 Authorizations

6.4.a. The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living. **Yes**

6.4.b. The SILC and CILs may legally carryout each provision of the SPIL. **Yes**

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

Section 7: DSE Assurances

Scott Dennis acting on behalf of the DSE Department of Rehabilitation Services, Maryland State Department of Education located at 2301 Argonne Drive, Baltimore, Maryland 21218 *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;[1]

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.[1]

Scott Dennis, Assistant Superintendent
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
Reverend Tony Lawson acting on behalf of the SILC Maryland Statewide Independent Living Council located at 199 E. Montgomery Avenue, Rockville, MD 20850 *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;[1]
(3) The SILC terms of appointment adhere to the Act;[1]
(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;
    a. The SILC must inform the DSE if it chooses to utilize DSE staff;
    b. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.[1]
(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.[1]

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.

(a) STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS. –

(1) SILC written policies and procedures must include:
    a. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
    b. A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law;
    c. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
    d. 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);
    e. 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;
        i. "Executive Session" meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
        ii. Agendas for "Executive Session" meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
    f. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;
    g. 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
    h. 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).
(2) The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
(3) The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center's SILC training curriculum.
(4) The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
    a. 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.

b. All meetings 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);
c. 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);
d. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
    i. proximity to public transportation**,**
    ii. physical accessibility, and
    iii. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.
e. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.

(5) The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:
    a. 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.

(6) The SILC State Plan resource plan includes:
    a. Sufficient funds received from:
        i. 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;
        ii. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;
        iii. Other public and private sources.
    b. 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:

Reverend Tony Lawson
Name of SILC chairperson

Signature

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 Maryland 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

Reverend Tony Lawson
NAME OF SILC CHAIRPERSON

Bay Area Center for Independent Living, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Dr. Katherine Jones
NAME OF CIL DIRECTOR

Southern Maryland Center for Independent Living, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Lidiya Belyovska
NAME OF CIL DIRECTOR

Independent Marylanders Achieving Growth through Empowerment, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Michael Bullis
NAME OF CIL DIRECTOR

Freedom Center, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

David Drezner
NAME OF CIL DIRECTOR

Independence Now, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Sarah Basehart
NAME OF CIL DIRECTOR

Resources for Independence, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Lori Magruder
NAME OF CIL DIRECTOR

Accessible Resources for Independence, Inc.
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

Katie Collins-Ihrke
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.