

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: 2021-2024

EFFECTIVE DATE: OCTOBER 1, 2020

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Executive Summary

The 2021-2024 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: The IL service delivery system in Maryland will increase its visibility and expand service delivery to more individuals with disabilities, including unserved and underserved populations.
- 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 four-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 State Department of Education, Division of Rehabilitation Services (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 implement 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 Maryland SILC 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 four-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 Maryland SILC and the Maryland CILs have made over the last few years. Maryland SILC will continue to make improvements in the terms of membership, meetings, organizational structure, and statutory responsibilities with the leadership of the 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 and the Centers' budgets.

Goal 2: The IL service delivery system in Maryland will increase its visibility and expand service delivery to more individuals with disabilities, including unserved and underserved populations.

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 unserved 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 Maryland SILC 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 SILC and Centers’ budgets.

1.3 Objectives: Objectives for the four-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 Maryland SILC will offer support for the development of the IL Network so that CIL staff and board of directors have training in program, nonprofit, and financial management and data collection each year, as well as SILC members.
Lead Organization: Maryland SILC
<p>Measurable Indicators:</p> <ol style="list-style-type: none"> 1. 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. 2. 100% of Maryland IL Network will increase skill, knowledge, and capacity amongst partners as evidenced by annual survey. 3. Maryland SILC and CILs will work to hold collaborative networking opportunities for the purpose of mutual support and sense of common purpose and to better communicate areas of expertise in the Network of Centers. 4. Year 1 the IL Network leadership, including SILC members, SILC Staff, CIL Directors, and CIL leadership staff participate in a mandatory intensive mediation and training session on diversity and implicit bias. Years 2-4, all IL Network staff will be included in subsequent training on diversity, inclusion of racially marginalized people, and intersectionality.
Time Frame: 10/01/20 - 9/30/24
Geographic Scope: Statewide
Outcomes: Maryland Centers for Independent Living will have infrastructures consistent with Federal and State laws and will have a common set of definitions for reporting services.

Goal 1: The Maryland IL system operates with a strong infrastructure.
Objective 2: The Maryland SILC will function effectively and efficiently, consistent with the Rehabilitation Act, as amended, and the federal independent living Regulations.

Activity 1: The Maryland SILC will regularly review all activities in order to assure that it is acting in full compliance with federal and state laws.

Activity 2: In order to receive, control and expend funds, and maintain required autonomy, in compliance with federal assurances, Maryland SILC will seek to become codified by the Maryland General Assembly as an instrumentality of the state.

Activity 3: Maryland SILC will then seek 501c3 status.

Lead Organization: Maryland SILC Executive Committee, IL Partners, lawyers, auditors, etc.

Measurable Indicators:

1. Will conduct full review of SILC Assurances and Indicators of Minimum Compliance, as well as an annual policy and procedure review to include the Continuity of Operation Plan.
2. Maryland SILC will review board composition annually and identify areas of experience/knowledge that could benefit the Maryland SILC.
3. Maryland SILC will engage CILs to assist in recruitment of new Council members from the disability communities they serve. Maryland SILC will track the percentage of candidates that are referred from CILs.
4. Maryland SILC will work with the Maryland General Assembly to pass legislation to become codified as an instrumentality of the state.
5. Maryland SILC will file for 501c3 status.

Time Frame: 10/01/20 - 9/30/24

Geographic Scope: Statewide

Outcomes: SILC members and the public will be confident that the organization is complying with all internal procedures and external requirements.

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

Objective 3: CILs will identify the needed capacity and funding required to effectively work in their communities and create data to support the value of IL Services.

Activity 1: CILs will engage with each other and the SILC on determining long-term funding strategies for IL Services.

Lead Organization: CILs

Measurable Indicators:

1. CILs will work to develop a funding plan that more accurately represents the needs of the CILs in Maryland.
2. CILs will develop a mechanism to identify data that demonstrates the value of IL in Maryland, with priority on creating common data collection across the network.
3. Data will be compiled and utilized in telling the story of the IL Network.

Time Frame: 10/01/20 - 9/30/24

Geographic Scope: Statewide

Outcomes: IL Network, Legislators and Consumers will have access to annual performance data and budgets to determine where additional funding is needed.

Goal 2: The IL service delivery system in Maryland will increase its visibility and expand service delivery to more individuals with disabilities, including unserved and underserved populations.

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: CILs will provide access to their information, forms, and interpreting for individuals whose primary language is not English.

Lead Organization: CILs

Measurable Indicator:

1. CILs will have materials about CIL and services produced in languages other than English.
2. CILs will identify internal documents for consumers that need to be created in alternate languages.
3. CILs will identify resources in the community that can provide language interpreting.

Time Frame: 10/01/20 - 9/30/24

Geographic Scope: Statewide

Outcomes: More Marylanders will have equal access to information about Maryland Centers for Independent Living.

Goal 2: The IL service delivery system in Maryland will increase its visibility and expand service delivery to more individuals with disabilities, including unserved and underserved populations.
Objective 2: The community will understand who the CILs are, their purpose, and their value.
Activity 1: The IL Network will work to increase awareness of IL and conduct focused outreach to unserved and underserved populations.
Lead Organization: Maryland SILC and the CILs
Measurable Indicator: <ol style="list-style-type: none"> 1. In year 1, the IL Network will develop a common strategy to promote the awareness of Independent Living. 2. In Years 2-4, the strategy will be implemented, the number of hours in outreach will be reported by CILs to track any increases annually. 3. Maryland SILC will conduct outreach to other statewide networks and groups informing them of the value of the CILs and annually compile a report of those entities outreach was conducted to and number of hours. 4. Maryland SILC and CILs will track social media and website data.
Time Frame: 10/01/20 - 9/30/24
Geographic Scope: Statewide
Outcomes: Maryland CILs and the SILC better understand and equitably communicate statewide trends and service delivery gaps.

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 Maryland SILC
Measurable Indicators: <ol style="list-style-type: none"> 1. Annually the IL Network will develop a policy platform addressing the identified needs of the Maryland disability community. 2. CILs and SILC will increase systemic advocacy, hours will be reported by CILs to track any increases annually.

Time Frame: 10/01/20-9/30/24
Geographic Scope: Statewide
Outcomes: The SILC and the Maryland CILs will be better positioned to affect policy and funding.

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 Maryland SILC 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 Maryland SILC 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 (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
Throughout the 4-year plan	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.	<ol style="list-style-type: none"> 1. 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. 2. 100% of Maryland IL Network will increase skill, knowledge, and capacity amongst partners as evidenced by annual survey. 3. Maryland SILC and CILs will work to hold collaborative networking oppor- tunities for the purpose of mutual support and sense of common purpose and to better com- municate areas of expertise in the Network. 	<ol style="list-style-type: none"> 1. Survey to be conducted after trainings to measure progress. Maryland SILC will compile annually. 2. Annually MSILC Members and CILs will be given a survey asking if activities lead to increases in skill, knowledge, and capacity. Maryland SILC will compile annually. 3. Meeting minutes will be produced for an annual collaborative networking meeting for all IL Network Partners. 	<p>Maryland SILC and CILs</p> <p>Maryland SILC and CILs</p> <p>Maryland SILC and CILs</p>

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
			<p>4. Year 1, the IL Network leadership, including SILC members, SILC Staff, CIL Directors, and CIL leadership staff participate in a mandatory intensive mediation and training session on diversity and implicit bias.</p> <p>Years 2-4, all IL Network staff will be included in subsequent training on diversity, inclusion of racially marginalized people, and intersectionality.</p>	<p>4. Annually, the Network will document training conducted.</p>	<p>MSILC and CILs</p>

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
Throughout the 4-year plan	Goal 1: The Maryland IL system operates with a strong infrastructure.	Objective 2: The Maryland SILC will function effectively and efficiently, consistent with the Rehabilitation Act, as amended, and the federal independent living Regulations.	<ol style="list-style-type: none"> 1. Maryland SILC will conduct full review of SILC Assurances and Indicators of Minimum Compliance, as well as an annual policy and procedure review to include Continuing Operation Plan. 2. Maryland SILC will review board composition annually and identify areas of experience/ knowledge that could benefit the Maryland SILC. 3. Maryland SILC will engage CILs to assist in recruitment of new Council members from the disability communities they serve. 	<ol style="list-style-type: none"> 1. Annually, Maryland SILC minutes will show review has been conducted and any changes needed will be addressed. 2. Annually, Maryland SILC will complete a review in working with Maryland SILC members to assess expertise and skill areas. Upcoming vacancies will be identified, and skillsets needed will be identified. 3. When vacancies occur, CILs will be notified to assist in solicitation of new Maryland SILC members. 	<p>Maryland SIC</p> <p>Maryland SILC</p> <p>Maryland SILC and CILs</p>

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
			<p>Maryland SILC will track the percentage of candidates that are referred from CILs.</p> <p>4. Maryland SILC will be codified as an instrumentality of the state.</p> <p>5. Maryland SILC will file for 501c3 Status.</p>	<p>4. Maryland SILC will track the legislation as well as record and report the outcome.</p> <p>5. Maryland SILC will track the status of the 501c3 application and report the outcome.</p>	<p>Maryland SILC</p> <p>Maryland SILC</p>
Throughout the 4-year plan	Goal 1: The Maryland IL system operates with a strong infrastructure.	Objective 3: CILs will identify the needed capacity and funding required to effectively work in their communities and create data to support the value of IL Services.	1. CILs will work to develop a funding plan that more accurately represents the needs of CILs in Maryland.	1. CILs will begin meeting to identify funding needs in year 1 of the SPIL. By Year 2, funding plan will be developed and presented to the SILC.	CILs

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
			3. CILs will identify resources in the community that can provide language interpreting.	3. Throughout the SPIL, CILs will share information on language translation and interpreting services in communities.	CILs
Throughout the 4-year plan	Goal 2: The IL service delivery system in Maryland will increase its visibility and expand service delivery to more individuals with disabilities, including unserved and underserved populations.	Objective 2: The community will understand who the CILs are, their purpose, and their value.	<ol style="list-style-type: none"> 1. In Year 1, the IL Network will develop a common strategy to promote the awareness of Independent Living. 2. In Years 2-4, the strategy will be implemented, the number of hours in outreach will be reported by CILs to track any increases annually. 	<ol style="list-style-type: none"> 1. By the end of Year 1, meetings will take place to identify the strategy. 2. CILs will report the number of hours in outreach semi-annually with the new strategy in place. 	<p>Maryland SILC and CILs</p> <p>CILs</p>

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
			<p>3. Maryland SILC will conduct out-reach to other state-wide networks and groups informing them of the value of the CILs and annually compile a report of those entities outreach was conducted to and number of hours.</p> <p>4. Maryland SILC and CILs will track social media and website data.</p>	<p>3. Maryland SILC will compile data semi-annually on outreach and education activities to promote the IL Network.</p> <p>4. In Year 1, IL Network will identify the social media data to be compiled and tracked as part of the outreach strategy. In Years 2-4 the data will be reported annually.</p>	<p>Maryland SILC</p> <p>Maryland SILC and CILs</p>

Timeline	Goals (from section 1.2 above)	Objectives (from section 1.3 above)	Indicators	Data to be collected and Data collection method	Organization primarily responsible for data collection (please check as many as apply)
Throughout the 4-year plan	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.	<ol style="list-style-type: none"> 1. Annually the IL Network will develop a policy platform addressing the identified needs of the Maryland disability community. 2. CILs and SILC will increase systemic advocacy hours will be reported by CILs to track any increases annually. 	<ol style="list-style-type: none"> 1. By January of each year, the platform will be developed. 2. Advocacy hours will be reported semi-annually. 	<p>Maryland SILC and CILs</p> <p>Maryland SILC and CILs</p>

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 2021: Projected Funding Amounts and Uses

Source	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	\$84,550	\$33,872	\$237,231	\$0	\$16,936
Chapter 1, Part C	0	0	1,356,976	0	
CARES Act	0	0	1,311,661	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	54,450	0	0	0	
Social Security Reimbursement	0	0	199,758	0	
Other	0	0	0	0	
Non-Federal Funds					
State Funds	0	462,840	100,891	0	
Other	0	0	0	0	

Fiscal Year 2022: Projected Funding Amounts and Uses

Source	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	\$84,550	\$33,872	\$237,231	\$0	\$16,936
Chapter 1, Part C	0	0	1,356,976	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	54,450	0	0	0	
Social Security Reimbursement	0	0	199,758	0	
Other	0	0	0	0	

Source	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities	Retained by DSE for Administrative costs (applies only to Part B funding)
Non-Federal Funds					
State Funds	0	462,840	100,891		
Other	0	0	0	0	

Fiscal Year 2023: Projected Funding Amounts and Uses

Source	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	\$84,550	\$33,872	\$237,231	\$0	\$16,936
Chapter 1, Part C	0	0	1,356,976	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion)	54,450	0	0	0	
Social Security Reimbursement	0	0	199,758	0	
Other	0	0	0	0	
Non-Federal Funds					
State Funds	0	462,840	100,891		
Other	0	0	0	0	

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 \$139,000 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 \$2,530,568 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 funds.

DORS provides \$199,758 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.

FY2021-2024

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	\$188,157
Bay Area Center for Independent Living	\$93,145
The Freedom Center	\$240,522
IMAGE Center of Maryland	\$290,831

CIL	CARES Funds
Independence Now	\$152,477 and \$132,437
Resources for Independence	\$156,510
Southern Maryland Center for Independent Living	\$57,582

CILs are directed to utilize the entirety of the funds to respond to the COVID-19 pandemic and the surge of needs of individuals with disabilities to access, reconnect, or continue with the services and supports they need to remain safely in their communities.” The CARES Act funding must be spent by the end of September 2022.

CIL Federal and State Funding Sources FY-2021-202

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.

CIL	HHS/ACL Federal Funding: Title VII Part C Funds	HHS/ACL Federal Funding: Title VII Part B Funds	State General Funds: Operations	State General Funds: Assistive Technology	Social Security Administration Reimbursement	Total
Accessible Resources for Independence	\$194,657	\$4,632	\$0	\$40,000	\$0	\$239,289
Bay Area Center for Independent Living	96,363	53,357	50,006	67,140	74,203	341,069
Freedom Center	248,832	19,707	0	57,140	0	325,679
IMAGE Center of Maryland	300,879	7,257	0	60,000	0	368,136
Independence Now (Note: Independence Now receives two separate grants for the provision of IL services to Montgomery and Prince George's Counties.)	157,745 137,012	49,609	14,912	114,280	22,189	495,747
Resources for Independence	161,917	49,645	19,838	57,140	29,459	317,999
Southern Maryland Center for Independent Living	59,571	53,024	50,007	67,140	73,907	303,649
Maryland State Independent Living Council (Maryland SILC)		84,550				84,550
Maryland SILC I & E			54,450			54,450
Totals	\$1,356,976	\$321,781	\$189,213	\$462,840	\$199,758	\$2,530,568

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.

Independent Living Service	Provided using Part B	Provided using other funds (do not list the other funds)	Entity that provides (specify CIL, DSE, or the other entity)
Core Independent Living Services	Yes	Yes	CILs
<ul style="list-style-type: none"> • Information and referral 	Yes	Yes	CILs
<ul style="list-style-type: none"> • IL skills training 	Yes	Yes	CILs
<ul style="list-style-type: none"> • Peer counseling 	Yes	Yes	CILs
<ul style="list-style-type: none"> • Individual and systems advocacy 	Yes	Yes	CILs
<ul style="list-style-type: none"> • Transition services including: <ul style="list-style-type: none"> ▪ Transition from nursing homes & other institutions ▪ Diversion from institutions ▪ Transition of youth (who were eligible for an IEP) to post-secondary life 	Yes	Yes	CILs
Counseling services, including psychological, psychotherapeutic, and related services	Yes	Yes	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.	Yes	Yes	CILs
Rehabilitation technology	Yes	Yes	CILs
Mobility training	Yes	Yes	CILs
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	Yes	Yes	CILs

Independent Living Service	Provided using Part B	Provided using other funds (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	Yes	Yes	CILs
Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services	Yes	Yes	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	Yes	Yes	CILs
Education and training necessary for living in the community and participating in community activities	Yes	Yes	CILs
Supported living	No	No	Not applicable
Transportation, including referral and assistance for such transportation	Yes	Yes	CILs
Physical rehabilitation	Yes	Yes	CILs
Therapeutic treatment	Yes	Yes	CILs
Provision of needed prostheses and other appliances and devices	Yes	Yes	CILs
Individual and group social and recreational services	Yes	Yes	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	Yes	Yes	CILs
Services for children	No	Yes	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	Yes	Yes	CILs

Independent Living Service	Provided using Part B	Provided using other funds (do not list the other funds)	Entity that provides (specify CIL, DSE, or the other entity)
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	Yes	CILs
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	Yes	Yes	CILs
Such other services as may be necessary and not inconsistent with the Act	Yes	Yes	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.

Definitions:

In the state of Maryland we define both unserved and underserved populations as follows:

- **Unserved:** is a population or community that lacks adequate funding and does not have access to receive all/some of the 5 Core Independent Living Services.
- **Underserved:** is a population, county, or community that has access to all or some of the 5 Core Independent Living Services but does not have a funding level that is adequate to fully provide the needed or requested services.

Based on public input, Census data/population information, and consumer feedback, Maryland has not identified any unserved populations, however, have identified the following underserved populations for targeted outreach:

1. Individuals with Hispanic or Latinx backgrounds for whom Spanish is their primary language. According to the U.S. Census, 10.6% of the population of Maryland identifies as Hispanic. Yet Maryland CIL data shows we serve on average 2% of consumers annually who identify themselves in this category.
2. People in institutions, such as nursing and rehabilitation facilities. As the Maryland CILs continue to work on Money Follows the Person and increasing the population of people served who are transitioning to the community, we realize the need for members of this community to be connected to CILs in order to receive necessary peer counseling and other services we provide. Collectively the CILs want to increase services to this underserved group as a portion of the work we do in the fifth core service.

Maryland's outreach activities and methods to be conducted and responsible parties:

1. The SILC will identify and contact statewide Hispanic and Latinx organizations. The SILC will coordinate with the CILs to conduct presentations with the identified organizations. The SILC will offer social media posts written in Spanish for posting on the social media sites of identified organizations.
2. The SILC in consultation with the CILs will develop, print and distribute a single page document on Independent Living that also lists contact information for the CILs, this document will be printed in English and Spanish.
3. The CILs will continue their Peer Outreach to Nursing and Rehabilitation Facilities through the Money Follows the Person program and with other funding.
4. The SILC will support the CILs in a coordinated effort to align the collection of data on Nursing Facility Outreach work.

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, Maryland SILC and CIL Executive Directors) will meet on a quarterly basis. The Maryland SILC will share information about progress in meeting SPIL objectives. Other matters of common interest will be discussed. The Maryland SILC includes a CIL report at 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.

The CIL Network in Maryland are all in compliance with the standards and assurances in section 725.

Legal name	Counties served	Oversight process	Sources of funds	Oversight entity	SPIL Signatory
Independence Now, Inc.,	Prince George's and Montgomery Counties	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	Yes
Resources for Independence	Garrett, Allegany and Washington Counties	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	Yes
Bay Area Center for Independent Living	Dorchester, Talbot, Caroline, Cecil, Kent, Queen Anne's, Somerset, Wicomico, and Worcester Counties	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	Yes
Southern Maryland Center for Independent Living	Calvert, Charles and St. Mary's Counties	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	Yes
The Freedom Center	Frederick and Carroll Counties	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 and Harford Counties	CIL submits CIL PPR to ACL/OILP	Part B Part C CARES Act	ACL/OILP DSE	Yes
Accessible Resources for Independence	Anne Arundel and Howard Counties	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 Maryland SILC and DORS that additional Title VII are available in a given FFY or if the Maryland SILC, 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.

With approval from ACL, the Maryland IL Network would like the following change in the current network of CILs.

- Independence Now is currently funded as 2 separate entities or CILs but functions as one CIL with one Board of Directors and one Executive Director.
Grant #1: 1906MDILCL-00 for \$157,745
Grant #2: 1908MDILCL-00 for \$137,012
- We request that the 2 Part C grants awarded to Independence Now become one Part C grant that is the sum of the existing two grants.
- Independence Now currently serves Montgomery and Prince George's Counties under these 2 Part C grants, this would remain the same.

- This change in funding is agreed upon as it creates no funding difference, simply merges 2 Part C grants that are awarded to the same CIL.

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 (“DORS”) will serve as the entity in Maryland as the Designated State Entity (DSE) 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); 29 U.S.C. §796c(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

DORS receives, accounts for, and disburses federal subchapter B funds per the Notice of Award (NOA) from the Administration on Community Living (ACL).

DORS provides \$232,781.00 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 DORS' 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 makes arrangements with CILs by grants as allowed by 29 U.S.C. §796c and 45 C.F.R. §1329.17, and entering into Memorandums of Understanding (MOUs) with CILs that are renewed on a three-year cycle.

There are seven Centers for Independent Living strategically and geographically located throughout Maryland's 24 local areas.

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 Independent Living – Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties (9)

Process, Policy and Procedures

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 MS 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 concerns, 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).

Each CIL receiving a grant is subject to DORS' review and enforcement as set out in 29 U.S.C §796f-2. In the event DORS has programmatic or fiscal mismanagement concerns with the CIL operation, DORS has the obligation and responsibility to advise the CIL of the corrective action necessary to correct the programmatic or mismanagement concerns and to evaluate the CIL's corrective actions. If necessary DORS will initiate a programmatic or fiscal audit of the CIL. In the event the programmatic or fiscal mismanagement is extremely egregious and/or remains uncorrected beyond a reasonable correction period, the DORS has the responsibility and obligation to terminate or discontinue Part B funding, State funding, or both to the CIL. The following options for the Part B/ State IL funds shall be considered by DORS in consultation with the Maryland SILC:

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.

4.3 Oversight Process for Part B Funds: 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 review, 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.

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 Goal 1, Goal 2 and Goal 3.

DORS 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 p. 18). This includes outreach and services to underserved populations and geographic areas. This is consistent with Goal 2 and Goal 3.

The Maryland DSE sees its primary role as serving as the fiscal intermediary to receive, account for, and disburse funds as directed by the SPIL including the additional legal responsibilities in Section 4 above.

More specifically, the Maryland DSE is the Chapter B recipient from ACL to prepare the necessary paperwork ensuring distribution of funds. While no exact amount of funds is required by law, the DSE annually sets aside funds through Innovation and Expansion (I&E) for the SILC’s resource plan authorized by 29 U.S.C. 721(a)(18). These funds exceed the Title II, Chapter B funds used for administrative costs of \$16,936 /(\$84,550 Part B/\$54,450 I&E).

The DSE does not have staff hired to the SILC. Therefore, there is no need for the SILC to hire, fire, or supervise such staff. The DSE has a staff assigned to facilitate working with SILC, including the expertise of the DSE’s accounting/fiscal staff, DSE Executive and management staffs that would otherwise exceed the required 5% of matching funds. Additionally, the DSE and the SILC has had a strong working relationship, as such, that the DSE’s parent organization, The Maryland State Department of Education, has a permanent appointed legal representative to the SILC for advice and counsel on matters affecting the SILC.

The DSE initially drafts a 3-year partnership MOU in consult with the SILC through its non-profit, which outlines the program, fiscal roles and responsibilities of the partners, ensuring compliance with any state-imposed duties, authorities and responsibilities. The SILC through its non-profit reviews; and offers edits as necessary that ensures complete understanding of the MOU prior to signing. On an annual basis, the SILC presents an annual budget that represents current program needs, as there may have been significant changes in the budget or carryovers in order to carry out responsibilities under the law. A discussion may occur but only for clarification, not disallowance, as the DSE respects the autonomy of the SILC to determine and manage their needs under the law. In order to ensure accountability of funds, DSE under the MOU requires quarterly and monthly program and financial reports. The SILC has up-front funding on a quarterly basis and is not reimbursed for services, as this would delay the SILC’s ability to carry out their responsibilities.

The DSE supports and respects the autonomy of the SILC, including but not limited to: where the SILC is located (and in Maryland is not an entity or affiliated under any state agency); it's policies and procedures; hiring their own staff; and development of the budget. There is consistent and open communication with the non-profit and SILC. The DSE receives regular communication regarding meetings and topics of interest or concern.

The SILC maintains an active Nominations & Development Committee. The DSE is always available to the SILC in helping to identify potential members to the SILC. However, it is the SILC that makes the final recommendations to the Governor's Office appointments office, thereby supporting the SILCs right to autonomy in the selection of its members.

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

The DSE supports and respects the autonomy of the SILC, including but not limited to: where the SILC is located (and in Maryland is not an entity or affiliated under any state agency); policies and procedures; hiring their own staff; and development of the budget.

There is consistent and open communication with the non-profit and SILC. The DSE receives regular communication regarding meetings and topics of interest or concern. The DSE and the SILC has had a strong working relationship for many years such that the Maryland State Department of Education, Attorney General's Office has staff appointed to the SILC concerning advice and counsel.

The DSE is always available to the SILC in helping to identify potential members to the SILC. However, it is the SILC that makes the final recommendations to the Governor's appointments office, thereby supporting the SILCs right to autonomy in the selection of its members.

COMAR 13A.11.03.06 sets out the IL services that may be provided.

4.6 722 vs. 723 State

Check one:

- 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.

The DSE initially drafts a 3-year partnership MOU in consult with the SILC through its non-profit, which outlines the program, fiscal roles and responsibilities of the partners, ensuring compliance with any state-imposed duties, authorities and responsibilities. The SILC through its non-profit reviews and offers edits as necessary that ensures complete understanding of the MOU prior to signing. On an annual basis, the SILC presents an annual budget that represents current program needs, as there may have been significant changes in the budget or carryovers in order to carry out responsibilities under the law. A discussion may occur but only for clarification, not disallowance, as the DSE respects the autonomy of the SILC to determine and manage their needs under the law. In order to ensure accountability of funds, DSE under the MOA requires quarterly and monthly program and financial reports. The SILC's funding is provided up-front on a quarterly basis and is not reimbursed, as this would delay the SILCs ability to carry out their responsibilities.

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 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 DORS.

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 Maryland SILC 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 Maryland SILC 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.

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

Maryland SILC Infrastructure Committee will periodically review the current membership to ensure that all composition requirements are met and that all appointments are current. The Maryland SILC shall, on an ongoing basis, release a call for applicants to determine interest in membership on the Maryland SILC. The Infrastructure Committee shall categorize and cross reference applicants in relation to the present 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 Maryland SILC 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) 29 U.S.C. §796c

- The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Part B of the Act is Division 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) 29 U.S.C. §796c and d.

- 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) 29 U.S.C. §796f

- 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 Division of Rehabilitation Services, Maryland State Department of Education located at 2301 Argonne Drive, Baltimore, Maryland 21218 *45 CFR §1329.12* assures that:

- 7.1. The DORS 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 DORS 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 DORS 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 DORS assures that the SILC is established as an autonomous entity within the State as required in *45 CFR 1329.14*;
- 7.5. To the extent permitted by law and policy, DORS 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
 7. Allowable travel
 8. Trainings
- 7.6. DORS will abide by SILC determination of whether the SILC wants to utilize DORS 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. DORS will fully cooperate with the SILC in the nomination and appointment process for the SILC in the State;

- 7.8. To the extent possible, consistent with State fiscal policies, DORS 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. To the extent permitted by law, when necessary, DORS 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).
- 7.9 DORS will adopt fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for federal funds provided to CILs, SILCs, and/or other services providers under the ILS program. DORS must comply with all applicable federal and State laws and regulations, including those in 45 CFR part 75.

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 four-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



Signed using Scriptal
2019-01-14 15:00:00

Signature

08/31/2020

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

Rose Carey acting on behalf of the SILC Maryland Statewide Independent Living Council located at 199 E. Montgomery Avenue, Rockville, MD 20850 45 CFR 1329.15 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;
3. The SILC terms of appointment adhere to the Act;
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.
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.
9. The SILC shall monitor, review and evaluate the implementation of the SPIL on a regular basis as determined by the SILC and set forth in the SPIL;
10. The SILC shall meet regularly, and ensure that such meetings are open to the public and sufficient advance notice of such meetings is provided;
11. The SILC shall submit to the Administrator such periodic reports as the Administrator may reasonably request, and keep such records, and afford such access to such records, as the Administrator finds necessary to verify the information in such reports; and
12. The SILC shall, as appropriate, coordinate activities with other entities in the State that provide services similar to or complementary to independent living services, such as

entities that facilitate the provision of or provide long-term community-based services and supports.

13. In carrying out the duties under this section, the SILC may provide contact information for the nearest appropriate CIL. Sharing of such information shall not constitute the direct provision of independent living services as defined in section 705(c)(3) of the Act.
14. The SILC, in conjunction with the DSE, shall prepare a plan for the provision of resources, including staff and personnel that are necessary and sufficient to carry out the functions of the SILC.
15. The resource plan amount shall be commensurate, to the extent possible, with the estimated costs related to SILC fulfillment of its duties and authorities consistent with the approved State Plan.
16. In accordance with § 1329.10(a)(1), no more than 30 percent of the State's allocation of Part B and Part B State matching funds may be used to fund the resource plan, unless the approved SPIL provides that more than 30 percent is needed and justifies the greater percentage.
17. The SILC is responsible for the proper expenditure of funds and use of resources that it receives under the resource plan.

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:

Rose Carey
 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, **2023**

SIGNATURE OF SILC CHAIRPERSON

DATE

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

Christopher Kelter

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.