

**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: 25-27

Effective Date: October 1, 2024

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Executive Summary

The 2025-2027 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 Marylanders with disabilities.

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

- Goal 1: The Maryland IL Network operates with a strong infrastructure.
- Goal 2: The IL Network in Maryland will increase its visibility and provide/expand services to more individuals with disabilities, including unserved and underserved populations.
- Goal 3: The IL Network will promote systems change to maximize independence, ensure equity, and increase full inclusion 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 Network.

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, 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 Network.

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 the 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 the 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:

The mission of the Independent Living Network in Maryland is to maximize independence, ensure equity, and promote full inclusion of people with disabilities. This SPIL identifies goals and objectives that will support the achievement of this mission.

1.2 Goals:

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

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

Goal description: This goal builds on the statutory change to the structure of the Maryland SILC to solidify its autonomy. The Maryland SILC will continue to make improvements in terms of membership, meetings, organizational structure, and statutory responsibilities.

This goal and its objectives seek to enhance and build on the strong foundation that exists within the Maryland CILs.

Goal 2: The IL Network in Maryland will increase its visibility and provide/expand services to more individuals with disabilities, including unserved and underserved populations.

Goal Description: Consistent with a philosophy of continuous improvement, the IL Network in Maryland will focus on supporting CILs and expanding services to more individuals with disabilities through an equity lens, a focus on the intersection of disability and historically marginalized populations. Outreach and engagement will be enhanced.

Goal 3: The IL Network will promote systems change to maximize independence, ensure equity, and increase full inclusion of people with disabilities.

Goal description: To make significant strides in independent living, we must address systemic issues. The IL Network will enhance participation and advocacy with various entities to eliminate barriers to independent living.

1.3 Objectives

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

G1 Objective 1: Maryland CILs will have increased skills and knowledge to strengthen operational infrastructure and provide the five core services.

Activity: The Maryland SILC will offer training to support CIL staff and SILC members to increase their knowledge in program development and provision of services.

Measurable Outcomes:

1. 80% of participants indicate through a survey, an increase in knowledge and skills.
2. 80% of participants apply knowledge learned in their work through a follow-up survey.

G1 Objective 2: The Maryland SILC will function independently consistent with the Rehabilitation Act, as amended, and the federal independent living regulations.

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

Activity: Maryland SILC will take the steps necessary to operate as an independent entity.

Measurable Outcomes:

1. Maryland SILC will conduct an annual review of SILC Assurances and Indicators of Minimum Compliance, as well as an annual policy and procedure review.
2. Maryland SILC will review council member composition annually, identify areas of experience/knowledge, and engage in target recruitment that could benefit Maryland SILC.
3. Maryland SILC members will receive at least one training opportunity per year.

G1 Objective 3: The IL Network has the necessary funding to expand access and improve services.

Activities:

1. Educate state legislators and other key decision makers on the need for additional funding.
2. The IL Network and other key partners will pursue grants and other funding opportunities to expand access and improve services.

Measurable Outcomes:

1. The IL Network will create and distribute its policy platform to state legislators annually, prior to or during the Maryland Legislative Session.
2. Increase in the number of funding opportunities pursued by the IL Network.

G2 Objective 1: People with disabilities will have the information they need to make informed choices and to access support and services to participate fully in all aspects of society.

Activity:

1. CILs will provide access to their information in accessible formats, and interpreting services as requested for individuals for whom communication may be a barrier.
2. The IL Network will expand its outreach to historically underrepresented populations.

Measurable Outcomes:

1. The IL Network will document the number of individuals who indicate this is the first time they are accessing services.
2. In year 1 the IL Network will obtain baseline data for requests for interpreting/translation services.
3. In years 2 & 3 the IL Network will set target increases of 5% per year over the baseline Data.
4. At least 80% of consumers surveyed in year 1, 85% of consumers in year 2. And 90% of consumers in year 3, indicate their accessibility needs were met.

G2 Objective 2: Marylanders will understand who the CILs are, their purpose, and their value.

Activity: The IL Network will work to increase awareness of IL and conduct focused outreach within both the broader disability and non-disabled community.

Measurable Outcomes:

1. In year 1, the IL Network will develop a common strategy to promote awareness of Independent Living.
2. In Years 2-3, the strategy will be implemented, and the number of outreach activities 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 will annually compile a report of those outreach activities.
4. Maryland SILC and CILs will track social media and website data.

G2 Objective 3: Centers for Independent Living will continue to provide high quality core services as well as services in the areas including youth, employment, emergency/disaster preparedness, housing, and community living.

Activity: 1. The SILC will facilitate information sharing and networking opportunities between CIL staff regarding service provision.

Measurable Outcome:

1. 80% of CIL survey responders indicate that the peer networking sessions increased their knowledge of service provision across the IL Network.
2. In year 1, create baseline for collaborative programming across the IL Network.
3. In years 2-3 measure the level of increase in collaborative programming across the IL Network.

G3 Objective 1: Increase awareness of public officials on IL issues.

Activity: IL Network partners will engage in statewide advocacy efforts.

Measurable Outcomes:

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 and SILC to track any increases annually

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 Maryland SILC will determine if any revisions to the Plan are needed.

Timeline	Goals (copy from	Objectives (copy from	Data to be collected	Data collection	Organizatio n primarily
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	section 1.2 above)	section 1.3 above)		method	responsible for data collection (please check as many as apply)
Throughout 3-year period	The Maryland IL Network operates with a strong infrastructure.	Maryland CILs will have increased skills and knowledge to strengthen operational infrastructure and provide the five core services.	Increase in skills and knowledge of participating CIL/SILC staff & volunteers.	Participant Survey	<input checked="" type="checkbox"/> CIL <input type="checkbox"/> DSE <input checked="" type="checkbox"/> SILC
Throughout 3-year period	Same as above	The Maryland SILC will function independently consistent with the Rehabilitation Act, as amended, and the federal independent living regulations.	Maryland SILC will conduct an annual review of SILC Assurances and Indicators of Minimum Compliance, as well as a policy and procedure review to include the Continuity of Operation Plan and other relevant documents. Maryland SILC will review board composition annually and identify areas of experience/knowledge and engage in target recruitment that could benefit Maryland SILC.	Annual Review	<input type="checkbox"/> CIL <input type="checkbox"/> DSE <input checked="" type="checkbox"/> SILC
Throughout 3-year period	Same as above	The IL Network has the necessary funding to expand access and improve services.	<ol style="list-style-type: none"> Number of state legislators & key decision makers educated on the need for additional funding. Number of grants 	Quarterly reports & meetings	<input type="checkbox"/> CILS <input type="checkbox"/> SILC

			and funding opportunities applied for.		
Throughout the 3-year period	The IL Network in Maryland will increase its visibility and provide/expand services to more individuals with disabilities, including unserved and underserved populations.	People with disabilities will have the information they need to make informed choices and to access support and services to participate fully in all aspects of society.	Number of individuals indicating first time accessing services. Year 1 baseline data for interpreting/translation services requests. Percent increase in requests for years 2-3. Percent of consumers indicating their accessibility needs were met.	Surveys Quarterly Reports	<ul style="list-style-type: none"> o CILs o SILC
Throughout the 3-year period	Same as above	Marylanders will understand who the CILs are, their purpose, and their value.	Year 1 common strategy developed. Years 2-3 number of outreach hours, events. Social media & website data	Network meetings. Annual reports. Website & social media reports	<ul style="list-style-type: none"> o CILs o SILC
Throughout the 3-year period	Same as above	Centers for Independent Living will continue to provide high quality core services as well as services in the areas including youth, employment, emergency/disaster preparedness, housing, and community living.	Year 1 baseline for collaborative programming. Years 2-3 percent increase in collaborative programming Percent of CIL staff	Surveys Reports	<ul style="list-style-type: none"> o CIL o SILC
Throughout the 3-year period	The IL Network will promote systems change to maximize independence, ensure equity, and increase full inclusion of people with	Increase awareness of public officials on IL issues.	Legislative Policy Platform updated annually and disseminated. Number of systems advocacy hours reported.	Tracking reports	<ul style="list-style-type: none"> o CILs o SILC

	disabilities.				
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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): 2025-2027					
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	86929	348060	261131	0	6675
Chapter 1, Part C	0		1528244	0	
Other Federal Funds					
Sec. 101(a)(18) of the Act (Innovation and Expansion shall not be \$0)	54450		0	0	
Social Security Reimbursement			699766	0	
Other	0		0	0	
Non-Federal Funds Part B State Match					
Other State Match for Funds in SPIL				0	
State Funds	0	462840	134765		
Other	0			0	

Narrative Section

Description of financial plan narrative.

Maryland's financial plan for IL services continues to be consistent 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 received an increase in Part B funds in addition to the DSE providing an additional \$13,294.00 in Social Security reimbursement funding. The new budget for the SILC has increased from \$139,000.00 to \$154,673.00. This increased budget will help support staff hired to assist the Council as well as funding to support 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.

The DSE increased the overall budget to the Maryland Independent Living program by \$500,000.00 sourced from Social Security reimbursement funds. With the FY23 increase in Title C funds and Title B funds, Maryland's overall annual budget is approximately \$3,234,742 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. The 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 the current budget cycle and applicable federal funds.

DORS now provides \$699,766.00 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 remain optional for DORS to fund independent living services.

Subchapter B funds continue to be 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 received about \$2,000.00 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 continue to be passed directly to the CILs on an annual basis by

HHS/ACL.

DORS/DSE maintains less than 5% for administrative costs.

FY2025-2027

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 received 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 be passed directly to the CILs on an annual basis by HHS/ACL.

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

Maryland's financial plan for IL services continues to be consistent 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 received an increase in Part B funds in addition to the DSE providing an additional \$13,294.00 in Social Security reimbursement funding. The new budget for the SILC has increased from \$139,000.00 to \$154,673.00. This increased budget will help support staff hired to assist the Council as well as funding to support 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.

CIL Federal and State funding Sources FY25 – FY27

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)		Maryland State General Funds		VR Program Social Security Administration Reimbursement	Sum Total
	Title VII Part C Funds ¹	Title VII Part B Funds	Operations	Assistive Technology		
Accessible Resources for Independence	219225	5295	0	40000	82648	347168
Bay Area Center for Independent Living	108525	55388	50006	67140	119020	400079
Freedom Center	280238	24491	0	57140	44949	406818
IMAGE Center of Maryland	338853	7992	0	60000	28456	435301
Independence Now	177654 154306	51537	14912	114280	194809	707498
Resources for Independence	182353	54706	19838	57140	78962	392999
Southern Maryland Center for Independent Living	67090	55047	50007	67140	137628	376912
Maryland Statewide Independent Living Council (Maryland SILC)	0	86929	0	0	0	86929
Maryland SILC I & E	0	0	67744	0	13294	81038
Totals	1528244	341385	202507	462840	699766	3234742

*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 statewide reach.

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	X
- Information and referral	X	X	CIL
- Individual and systems advocacy	X	X	CIL
- Peer counseling	X	X	CIL
- IL skills training	X	X	CIL
- Transition services including:	X	X	CIL
▪ Transition from nursing homes & other institutions		X	CIL
▪ Diversion from institutions	X	X	CIL
▪ Transition of youth (who were eligible for an IEP) to post-secondary life	X	X	CIL
	X	X	CIL
Counseling services, including psychological, psychotherapeutic, and related services			
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	CIL
Rehabilitation technology	X	X	CIL
Mobility training	X	X	CIL

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)
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X	X	CIL
Personal assistance services, including attendant care and the training of personnel providing such services			
Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services	X	X	CIL
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	CIL
Education and training necessary for living in the community and participating in community activities	X	X	CIL
Supported living			
Transportation, including referral and assistance for such transportation	X	X	CIL
Physical rehabilitation			
Therapeutic treatment			
Provision of needed prostheses and other appliances and devices	X	X	CIL
Individual and group social and recreational services	X	X	CIL
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	CIL
Services for children	X	X	CIL

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)
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	CIL
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	X	X	CIL
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	X	X	CIL
Such other services as may be necessary and not inconsistent with the Act	X	X	CIL

2.2 Outreach to Unserved and Underserved Populations

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 and how outreach will be conducted to address equity.

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, we have identified the following underserved populations for targeted outreach:

1. English Language Learners and individuals with other language barriers.
2. People living in institutional settings, such as nursing and rehabilitation facilities.
3. People re-entering from the correctional system.
4. Transitioning youth

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

1. The SILC will identify and provide information and presentations to organizations serving underserved populations.
2. The SILC and the CILs use social media to post information relevant to the targeted underserved populations.
3. 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, Spanish, and other languages or formats as requested.
4. The CILs will continue their Peer Outreach to Nursing and Rehabilitation Facilities through the Money Follows the Person program and with other funding.

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 Network (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 Maryland SILC 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 Maryland SILC through distribution of relevant information through emails and updates at MACIL meetings. The IL Network is 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, Maryland Commission on Disabilities, and the State Transition Collaborative.

Section 3: Network of Centers

3.1 Existing Centers

Current Centers for Independent Living include legal name; geographic area and counties served; and source(s) of funding. Oversight process, by source of funds and oversight entity.

The CIL Network in Maryland is all in compliance with the standards and assurances in section 725. As a 722 state, the CILs submit the Performance Progress Report to the SILC (see page 6 of instructions). The DSE receives a copy of the PPR as a tool to assist with monitoring, not as oversight.

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 & SILC	Part B Part C	ACL/OILP DSE	YES
Resources for Independence	Garrett County, Allegany County and Washington County	CIL submits CIL PPR to ACL/OILP & SILC	Part B Part C	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 & SILC	Part B Part C	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 & SILC	Part B Part C	ACL/OILP DSE	YES
The Freedom Center	Frederick County and Carroll County	CIL submits CIL PPR to ACL/OILP & SILC	Part B Part C	ACL/OILP DSE	YES
Independent Marylanders Achieving Growth through Empowerment	Baltimore City, Baltimore County and Harford County	CIL submits CIL PPR to ACL/OILP & SILC	Part B Part C	ACL/OILP DSE	YES
Accessible Resources for Independence	Anne Arundel County and Howard County	CIL submits CIL PPR to ACL/OILP & SILC	Part B Part C	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, and use of funds to build capacity of existing Centers, establish new Centers, and/or increase statewide reach of Network.

When HHS informs Maryland SILC and DORS that additional Title VII funds 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.

The Maryland IL Network considers \$500,000.00 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 weighted geography and population formula previously agreed upon by all Maryland Centers for Independent Living. 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 \$250,000.00 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 \$250,000.00 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 weighted formula.

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.

As noted above, priority will be given to expand service delivery for the nine counties served by Bay Area Center for Independent Living.

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

Maryland 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 Administration and Staffing: DSE Assurances

Administrative and staffing support provided by the DSE.

DORS provides \$154,000 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 in concert with ACL provides grant funding of approximately \$3,063,772 annually for IL general operations, assistive technology, and other independent living services to CILs and the SILC (See chart p. 16). 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 SILCs' resource plan authorized by 29 U.S.C. 721(a)(18). These funds do not exceed the Title II, Chapter B funds used for administrative costs of \$6,675 /(\$86,929Part B/\$ 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 staff 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 nonprofit, 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); its policies and procedures; hiring their own staff; and development of the budget. There is consistent and open communication between 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 of 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.

4.3 State- Imposed Requirements

State-imposed requirements contained in the provisions of this SPIL including:

- State law, regulation, rule, or policy relating to the DSE's administration, funding, or operation of IL programs, and/or establishment, funding, and operations of the SILC
- 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 between the non-profit and SILC. The DSE receives regular communication regarding meetings and topics of interest or concern. The DSE and the SILC have 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 of 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.

4.4 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 provided \$254,456.00 in Part B funds and increased it to \$341,385.00 to the 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 \$86,929.00 in Part B funds for the Statewide Independent Living Council (SILC) (see 4.4. Administration and Staffing).

The DSE retains \$6,675 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 Director, 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 Financial Management Information System 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.

4.5 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, evaluate, 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 will conduct on-site reviews of 15 percent of CILs for review of expenditures and services provided under the awards/grants (CFR, Title 45, Part 1329, Subpart C, 1329.23).

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/staffed) 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.

4.6 722 vs. 723 State

I

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, which outlines the program, fiscal roles, and responsibilities of the partners, ensuring compliance with any state-imposed duties, authorities, and responsibilities. The SILC reviews and offers edits as necessary, 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 programs 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. 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 monitored by both the SILC and the DORS.

Maryland's SILC is responsible for the proper use of their approved expenditures resources under the approved Budget. The SILC utilizes VR's Innovation & Expansion funds, SSA, and IL Part B funds for the resource plan.

Sources and amounts:

Administrative Support Services

- Staff salaries - \$70,000.00 (\$50,000.00 Part B) (\$20,000.00 I&E)
- OPE Including FICA, Healthcare, Workers Comp. Etc. - \$8,000.00 (\$4,000.00 Part B) (\$4,000.00 I&E)
- Payroll and HR Services - \$9,732.00 (SSA Funds)
- Audit/Financial Review - \$6,000.00 (\$3,000.00 Part B) (\$3,000.00 I&E)

Contractors

- Consultants/Contractors -Marketing, Website Maintenance, Training, CPA - \$39,941.00 (\$17,000.00 Part B) (\$20,000.00 I&E) (\$2,941.00 SSA)

Training & Conferences

- APRIL, DORS, NCIL, SILC Congress, to include dues, lodging, registration, transportation, meals, etc. - \$11,000.00 (\$7,000.00 Part B) (\$4,000.00 I&E)

Supplies

- Office supplies, equipment, software - \$4,400.00 (\$2,000.00 Part B) (\$2,000.00 I&E) (\$400.00 SSA)
- Postage - \$20.00 (I&E)

Communication

- Communications-Internet, telephone, tech support - \$2,000.00 (\$1,000.00 Part B) (\$1,000.00 I&E)
- Outreach – Printed materials, banner, tablecloth, merchandise - \$3,080.00 (\$2,929.00 Part B) (\$30.00 I&E) (\$121.00 SSA)

Miscellaneous

- Zoom - \$500.00 (I&E)

FY2023 Carryover

- \$141,379.00 – Carryover dollars expended first and will be used to provide training and programmatic support to the IL Network to further goals 1, 2, and 3 of the SPIL.

No conditions or requirements are placed on the Maryland SILC resource plan that may compromise the independence of the Maryland SILC. The Maryland SILC staff, in collaboration with the Executive Committee of the Maryland SILC, projects and tracks expenditures to assure compliance with the SPIL objectives and current budget. In the current economic conditions, Maryland SILC 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 ensures proper expenditure of funds consistent with DORS policy, state regulation and the SPIL. DORS Office of Administration & Business 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.

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Indicate who appoints members to the SILC, how the State ensures that the SILC composition and qualification requirements are met, how the chair is selected, how term limits are maintained, and how SILC vacancies are filled. Describe how the specific SILC-staffing requirements listed in the SPIL Instrument will be addressed. Concisely describe or cite relevant written policies, procedures, by-laws, technical assistance, and monitoring activities, or other practices.

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 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.

The Maryland SILC Infrastructure Committee meets at least quarterly to review the current membership of the Maryland SILC and ensure that all composition requirements are met and that all appointments are current. The Infrastructure Committee coordinates the nomination and election of Maryland SILC Officers, and Officers are voted on at the September meeting of the Maryland SILC. The Chair serves a one-year term, all other officer terms are for two years. 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 Maryland SILC composition to determine in what area the Maryland SILC needs to strengthen its representation. The Committee conducts interviews. The full Council then votes to forward the individual's name and biographical information to the Governor's Office for consideration for appointment. The Governor then makes appointments to the SILC through their Appointments Office. Vacancies on the Maryland SILC are handled in the same way. Appointments are for 3 year terms with the exception of appointments made to fill a vacancy on the SILC. Those appointments are for the remainder of the term of the vacant appointment. Terms are staggered so that no more than a third of Council Members terms end in any given year.

The Maryland SILC, while being a Governor appointed body, operates independently from the state, manages its own budget and business, and is independent from any state agency. The Maryland SILC operates under its own bylaws which prescribe its purpose and duties, membership composition, committees, meeting structure, and administrative and fiscal provisions. The Maryland SILC meets at least quarterly with the Executive Directors of the Centers for Independent Living to coordinate activities, outreach, and resource development for the Maryland Independent Living Network contained in this State Plan for Independent Living. The SILC utilizes VR's Innovation & Expansion funds, SSA, and IL Part B funds to fulfill its statutory duties and responsibilities.

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 Jody Boone Title Acting 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:

Accessible Resources for Independence

Bay Area Center for Independent Living

Independence Now

Resources for Independence

Southern Maryland Center for Independent Living
The Freedom Center
The IMAGE Center

6.4 Authorizations

6.4.a. The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living. Yes_ (Yes/No)

6.4.b. The SILC and CILs may legally carryout each provision of the SPIL. Yes_ (Yes/No)

6.4.c. State/DSE operation and administration of the program is authorized by the SPIL.
Yes__ (Yes/No)


Section 7: DSE Assurances

Jody Boone acting on behalf of the DSE Department of Rehabilitation Services, Maryland State of Education located at 2301 Argonne Drive, Baltimore, Maryland 21218, 410-554-9451, and jody.boone@maryland.gov) 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;
- 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.

Jody Boone - Senior Executive Director of Planning, Operations & Field Services
 Name and Title of DSE director/authorized representative

 Signature
 10/29/2024
 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

Melissa Blubaugh acting on behalf of the Maryland Statewide Independent Living Council (Maryland SILC) located at 1890 N. Market St. Ste 203 Frederick MD 240-727-4692 and melissa.blubaugh@yahoo.com 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;
- (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.

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:

Name of SILC chairperson

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 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 _____ (name of SILC) _____ 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.

- 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:

Melissa Blubaugh
 Name of SILC chairperson

Melissa Blubaugh 10/28/24
 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 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 SILC _____ 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, 2024 (year)

Melissa Blubaugh 10/28/24
 SIGNATURE OF SILC CHAIRPERSON DATE

Melissa Blubaugh
 NAME OF SILC CHAIRPERSON

 NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

Diane Palmer
SIGNATURE OF CIL DIRECTOR DATE

Diane J. Palmer
NAME OF CIL DIRECTOR 10/23/24
DATE

Independence Now
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

Lori M. Magruder
SIGNATURE OF CIL DIRECTOR DATE

Lori M. Magruder
NAME OF CIL DIRECTOR

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

D. D.
SIGNATURE OF CIL DIRECTOR DATE

Dave Drezner
NAME OF CIL DIRECTOR

The Freedom Center
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)

SIGNATURE OF CIL DIRECTOR DATE

NAME OF CIL DIRECTOR
(INSERT ADDITIONAL CILS AS NEEDED)

Electronic signatures may be used for the purposes of submission, but hard copy of signature must be kept on file by the SILC.


SIGNATURE OF CIL DIRECTOR

10/23/24
DATE

KATHERINE JONES
NAME OF CIL DIRECTOR


BAY AREA CENTER FOR INDEPENDENT LIVING
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)


SIGNATURE OF CIL DIRECTOR

10/23/2024
DATE

Christopher Ketter Accessible Resources for Independence
NAME OF CIL DIRECTOR

The IMAGE Center of Maryland
NAME OF CENTER FOR INDEPENDENT LIVING (CIL)


SIGNATURE OF CIL DIRECTOR

10/23/24
DATE

Teara Winmond
NAME OF CIL DIRECTOR

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


SIGNATURE OF CIL DIRECTOR

10/23/2024
DATE

LIDIYA Belyovska
NAME OF CIL DIRECTOR
(INSERT ADDITIONAL CILS AS NEEDED)

Electronic signatures may be used for the purposes of submission, but hard copy of signature must be kept on file by the SILC.