

# **State Plan for Independent Living (SPIL) for District of Columbia for 2014-2016**

## **General Information**

Designated Agency Identification

State:District of Columbia

Agency:Rehabilitation Services Administration, DC Dept. on Disability Services

Plan for:2014-2016

Submitted in fiscal year:2013

View grant [H169A130012](#) in the Grant Award screen.

# Part I: Assurances

## Section 1: Legal Basis and Certifications

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs.

Department on Disability Services/Rehabilitation Services Administration

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

1.3 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.

DC State Independent Living Council

1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. Yes

1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. Yes

1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. Yes

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Andrew P. Reese, Deputy Director, DDS/RSA.

## Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;
- The development and support of a statewide network of centers for independent living;

- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

Yes

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. Yes

2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:

- appropriate and sufficient notice of the public meetings;
- reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
- public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication.

Yes

2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. Yes

2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. Yes

2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. Yes

### Section 3: Independent Living Services

3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. Yes

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

- the availability of the CAP authorized by section 112 of the Act;
- the purposes of the services provided under the CAP; and
- how to contact the CAP.

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. Yes

#### Section 4: Eligibility

4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. Yes

4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. Yes

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. Yes

#### Section 5: Staffing Requirements

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. Yes

5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Yes

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. Yes

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. Yes

#### Section 6: Fiscal Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. Yes

#### Section 7: Recordkeeping, Access and Reporting

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit.

Yes

7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. Yes

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. Yes

#### Section 8: Protection, Use and Release of Personal Information

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). Yes

#### Section 9: Signatures

As the authorized signatories, we will sign, date and retain in the files of the state agency(ies) and the Statewide Independent Living Council the Part I: Assurances, 1-8, and the separate Certification of Lobbying forms ED-80-0013 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2013.

#### Section 9: Signature for SILC Chairperson

Name Robert Coward

Title Chairperson, Statewide Independent Living Council

Signed? Yes

Date signed 07/03/2013

#### Section 9: Signature for DSU Director

Name Andrew P. Reese

Title Deputy Director, DDS/RSA

Signed? Yes

Date signed 07/03/2013

#### Section 9: Signature for Separate State Agency for Individuals Who Are Blind

Is there a Separate State Agency for Individuals Who Are Blind? No

Name

Title

Signed? No

Date signed

## **Part II: Narrative: Section 1 - Goals, Objectives and Activities**

### Section 1: Goals, Objectives and Activities 1.1 Goals and Mission

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Goal Name:Outreach

Goal Description:

The DSU and SILC will work cooperatively with the CIL to ensure and expand the availability of high-quality person-centered IL services District-wide, to individuals of all racial and ethnic backgrounds.

Goal Name:Education

Goal Description:

The DSU, the SILC and the CIL will work together to ensure that persons with disabilities are aware of services available to them, and will provide education to private and public agencies to ensure that they are aware of the special needs of persons with disabilities who access their services.

Goal Name:Advocacy

Goal Description:

The DSU, the SILC and the CIL will collaboratively provide active support for the equal opportunity, self-determination, and self-respect for people living with disabilities in the District of Columbia, with the objective of ensuring they have the greatest possible degree of independence.

Goal Name:Organizational Development

Goal Description:

The DSU, SILC, and CIL will work collaboratively to support and strengthen the agencies' organizational structure in order to provide an effective IL service delivery system for District residents with disabilities. The DSU, SILC, and CIL will work to collaborate on key initiatives and to streamline inter-agency

operations in ways that ensure high-quality, accessible, person-centered, and widely available IL services.

Goal Name:

1.2 Objectives

1.2A. Specify the objectives to be achieved and the time frame for achieving them.

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Organizational Development	The SILC will locate pro bono legal counsel to assist it with identifying a mechanism for receiving funds from the DSU, to enable the SILC to independently manage its resource plan, and to maintain autonomy. The DSU Office of General Counsel will work with the SILC and any identified legal counsel to resolve the issue of how the SILC may receive funds necessary to fulfill the resource plan.	10/01/2013	09/30/2014
Outreach Advocacy	The DSU's representative on the Assistive Technology Advisory Committee will attend all meeting of the Committee. A SILC representative will also attend all advisory committee meetings in order to be aware of and utilize the services available through ULS's Assistive Technology Programs, and to educate the community about these services.	10/01/2013	09/30/2016
Outreach Advocacy	The DSU will collaborate with the DCCIL, the SILC and the SRC to develop a scope of work for the 2014 - 2016 Comprehensive Needs Assessment; and will ensure that the needs assessment addresses un-served and underserved populations in the city as it relates to independent living services; and addresses the quality and accessibility of independent living	10/01/2013	03/31/2014



	services in Washington, DC.		
Education Advocacy	The SILC will implement an education campaign on maintaining safety in the community. The campaign will include supporting safety and continuity of needed supports during emergencies. The SILC will advocate to the Mayor, on behalf of persons with disabilities, to ensure that persons with disabilities are considered in all aspects of emergency planning.	10/01/2013	09/30/2016
Education Advocacy Organizational Development	The SILC and the DSU will coordinate with other government and community agencies to achieve a system that ensures planning for independence across the lifespan. The SILC will implement an education and support campaign on transition planning for people who are on track for discharge from institutional or other restrictive settings to a less restrictive setting or their natural home. Person centered thinking must be the focus of all such planning.	10/01/2013	09/30/2016
Education Advocacy	The DSU and the DCCIL will work together to develop and distribute client satisfaction surveys to assess the views of people receiving independent living services in the District of Columbia.	10/01/2013	09/30/2016
Education Advocacy	The DCSILC, with support from the DSU and the DCCIL will conduct a minimum of 4 quarterly general public meetings, 1 consumer forum and 1 public hearing to elicit public comments and recommendations regarding the provision of services.	10/01/2013	09/30/2016
Outreach	The DCSILC, in collaboration with the DCCIL will re-establish, update and improve the website <a href="http://www.dcsilc.org">www.dcsilc.org</a>	10/01/2013	09/30/2016

	and introduce a community newsletter, to include initiation and development of announcements for and about across disability activities which highlight local persons that achieve or promote the independent living philosophy.		
Outreach	The DSU and the DCCIL will continue to provide outreach to unserved and underserved emerging populations identified in the Comprehensive State Needs Assessment.	10/01/2013	09/30/2016
Outreach Education	The DSU and the DCCIL, in collaboration with the DCSILC, will create new outreach brochures for community distribution in various languages and accessible formats.	10/01/2013	09/30/2014
Organizational Development	The DCCIL, in collaboration with the DSU and DCSILC, will identify additional funding sources for IL services and ensure that the IL philosophy is fully understood and embraced by those who petition for IL funds.	10/01/2013	09/30/2016
Education	The DCSILC in collaboration with the DSU and DCCIL, shall promote staff and board member training opportunities to improved knowledge of the Independent Living Philosophy, Title VII Regulations and the 4-core independent living service objectives: information and referral, peer counseling, advocacy and independent living skills training in collaboration with the Georges Washington University for Counseling Research & Education, Technical Assistance & Continuing Education Center, Region3.	10/01/2013	09/30/2016
Education	The DCCIL, in collaboration with the DSU and the DCSILC, shall create A-	10/01/2013	09/30/2014

Advocacy	How-to Information Guide for distribution to the community that will promote understanding of local housing requirements for persons with significant disabilities.		
Education Advocacy	The DCCIL and the DCSILC, shall partner and participate in cross disability community meetings, boards and commissions that promote empowerment, independence, and self-sufficiency through independent living services.	10/01/2013	09/30/2016
Education	The DCCIL will develop a Literacy program for emerging populations with disabilities in the District; and will seek funding to develop a computer training class for people with disabilities emphasizing basic keyboarding skills, understanding of WORD, and the various search engines for research.	10/01/2013	09/30/2016
Education Advocacy	The DCCIL and the DCSILC will assist in the organization of a housing Advocacy group to speak to the issues around the lack of affordable and accesible housing in the District. The advocacy group will focus on issues such as developing a housing resource guide that would include the “how to’s” in search of housing; teaching consumers to become their best advocates; a checklist that covers the A-Z in pursuit of housing from how to secure the most updated information to how to make that first telephone call.	10/01/2013	09/30/2014
Outreach Education	The DCCIL will provide education and peer support in the following areas:  The SE satellite office will develop Literacy Class for TBI youth and	10/01/2013	09/30/2016

	<p>seniors.</p> <p>The DCCIL will develop a Nutrition class for people with disabilities.</p> <p>The SE satellite office will develop and support group for Family with TBI.</p> <p>The DCCIL will develop a Peer support group for all individuals who are blind.</p> <p>The DCCIL will develop a peer training class for jaws.</p>		
<p>Education</p> <p>Organizational Development</p>	<p>DCCIL will continue to build partnerships with DCPS which will include but is not limited to outreach to create awareness about DCCIL services, and integrating DCCIL Youth Peer-Support Group into DCPS.</p>	<p>10/01/2013</p>	<p>09/30/2016</p>

## 1.2 Objectives

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

In May, 2013, San Diego State University conducted a Statewide Needs Assessment for the DSU. In this needs assessment, a number of groups were identified as unserved or underserved in the District. The DSU and the CIL will both ensure additional outreach to these groups. In the District, both Latinos and Asians were identified as underserved groups. In addition, the District has a large population of Ethiopians, who are not currently being served in numbers consistent with their number in the community.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside

The CIL has offices in Southeast DC, bordering between the 7th and 8th wards; two wards that are consistently identified as underserved in the District. In addition, the CIL has offices in Ward 5 and in Ward 1. Ward 1 has a high concentration of Latinos and Asians. The DSU has been working over the past several months to increase the number of outreach locations where it provides services. It currently has agreements with 11 government agencies and 11 private non-profit service providers, in 27 different offices, to provide intake interviews and meet with clients in offices in the client's community. The DSU is monitoring new referral numbers at each of

these sites to ensure that these outreach efforts are effective. The DSU is focusing on expanding outreach in wards 7 and 8; and expanding outreach to the Office of Asian Affairs, and agencies in the community serving Latinos.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed

The CIL has offices in Southeast DC, bordering between the 7th and 8th wards; two wards that are consistently identified as underserved in the District. In addition, the CIL has offices in Ward 5 and in Ward 1. Ward 1 has a high concentration of Latinos and Asians.

The DSU has been working over the past several months to increase the number of outreach locations where it provides services. It currently has agreements with 11 government agencies and 11 private non-profit service providers, in 27 different offices, to provide intake interviews and meet with clients in their offices. The DSU is monitoring new referral numbers at each of these sites to ensure that these outreach efforts are effective. The DSU is focusing on expanding outreach in wards 7 and 8; and expanding outreach to the Office of Asian Affairs, and agencies in the community serving Latinos.

### 1.3 Financial Plan

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

#### 1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2014 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	105650	206119		

Title VII Funds Chapter 1, Part C			857435	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal funds - other				
Non-Federal funds - State funds		34641		
Non-Federal funds - Other				
Total	105650	240760	857435	0

Year 2 - 2015 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	88650	223119		
Title VII Funds Chapter 1, Part C			857435	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal funds - other				
Non-Federal funds - State funds		34641		
Non-Federal funds - Other				
Total	88650	257760	857435	0

Year 3 - 2016 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	88650	223119		
Title VII Funds Chapter 1, Part C			857435	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal funds - other				
Non-Federal funds - State funds		34641		
Non-Federal funds - Other				
Total	88650	257760	857435	0

### 1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

N/A

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

N/A

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

The DSU provides office space, and equipment, including desk, telephone and computer to the SILC staff person as in-kind support.

1.3B(4) Provide any additional information about the financial plan, as appropriate.

N/A

#### 1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

Provide for independent living services to persons with severe and persistent cross disabilities, by addressing the needs of un-served and underserved persons with disabilities within the Latino, and multicultural populations of the District of Columbia.

Provide counseling, guidance, information and referral, and self-advocacy training utilizing effective evaluation assessment tools which will lead to heightened consumer empowerment.

Conduct IL training, housing modification requests, physical and or mental restoration, therapeutic treatment, transportation, reader and/or sign language interpreter accessibility, assistive aids and devices, transition training and other services related to enhancing and promoting the philosophy of Independent Living.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The DSU and the SILC worked closely with the CIL in developing the SPIL objectives. The CIL Director sits on the SILC. In addition, at least two CIL employees attend each SILC meeting; also a member of the CIL is a member of the SILC Executive Committee - in her personal capacity. The DSU, SILC and CIL met together and jointly developed the goals and objectives for the SPIL, taking into account the priorities and objectives established by the CIL.

#### 1.5 Cooperation, Coordination, and Working Relationships Among Various Entities

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

The SILC was reconstituted in FY 2013; it increased the frequency of its meetings in January, 2013, in order to increase the coordination of activities between the



SILC, the CIL and the DSU, in order for the SILC to establish working committees to focus on accomplishing the goals of the SILC.

The SILC will work with the CIL and its Board to redefine strategies, curriculum and communication regarding persons with disabilities and the ever-pressing affordable and accessible housing issues via meetings, brown bag lunch forums and conferences.

The DC SILC will coordinate with the DSU and the SRC to develop a scope of work for the Comprehensive Statewide Needs Assessment for 2014-16; the SILC will ensure that the scope of work includes identifying communities that are un-served or underserved in terms of provision of independent living services and evaluating the quality of independent living services currently being provided by the DSU and contracting agencies.

The DCSILC will work with the SRC to establish a "feedback loop" for the RSA from the community so that RSA is kept abreast of community suggestions and concerns, and includes the community members when developing solutions.

The DCSILC and the CIL will advocate for the full inclusion of persons with disabilities in the emergency planning in the District of Columbia.

With the passing of the Disability Protection Rights Act of 2006, which established the Office of Disability Rights, the DCSILC will monitor the implementation of the DC Olmstead plan.

Expanding advocacy for improved reliable and accessible modes of taxicab transportation for persons with disabilities with these stakeholders: DSU, DCSILC, DCCIL, Metropolitan Washington Council of Governments - Access for all Committee, Transportation Policy Board; WMATA; DC Taxicab Commission.

Promote public input of fully accessible taxicab transportation.

Organize a series of public outreach forums to address health and wellness issues, including development of social connections, friendships, dating/romantic relationships, sexual relationships . Promote public education of health and wellness issues by listing information of planned events on websites that serve persons with disabilities, including coordination with the Developmental Disabilities Council; Ms. Wheelchair DC.

Develop advocacy program for persons with disabilities that promote youth participation in partnership with DCSILC, DSU, DCCIL, DCPS, DC Department of Employment Services, DDS-DDA, DDS-RSA, DHS and DMH.

Provide information and referral about DSU, DCSILC and DCCIL and their respective IL services to persons with disabilities at SCPS education and career fairs held specifically for youth participants.

Partner with other community agencies and stakeholders to promote additional transition to work and/or independent living activities for youth with disabilities.

The DCCIL will continue to work with established partners as follows: DC Housing Authority, DC Housing Finance Agency, DC Housing and Community Development, National Council on Independent Living, DC Share (a DCCIL expansion partner), University Legal Services - Housing and Advocacy Unit, Washington Metropolitan Area Transit Authority, and Council of Governments (Transportation Division), Office of Human Rights - specifically the Language Access Coalition, Office of Latino Affairs, Office of Asian and Pacific Islander Affairs and the DC Board of Elections to promote accessible voting processes.

The DCSILC has monthly public meetings throughout the year. The DSU has two external monitors who make scheduled and unscheduled visits to IL service providers to facilitate a positive outcome for clients.

The DSU maintains a cross referral system with the DCCIL and the One Stop Centers in the District. The Department of Employment Services One Stop Centers (American Jobs Centers) personnel are trained to identify persons with significant disabilities who may benefit from VR or IL services.

Satisfaction and assessment surveys are conducted annually. The information gathered from these surveys serves to close any gaps in services that are identified. If disparities are recognized in any of the programs areas, subsequent objectives and specific goals are developed, implemented and services provided.

## 1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The DSU provides IL and ILOB services. These services are provided directly by the DSU, in that there are now an AT specialist, a blind rehabilitation specialist, and orientation and mobility specialist and a VR counselor who provides IL and ILOB services. In addition to the services provided directly by the DSU, many services are provided by community agencies that contract with the DSU. The DSU develops IL plans and refers clients for services. The DSU then monitors the quality of services provided through regular contact by the referring counselor, as well as regular visits by the contract monitors. The DSU receives funds from the Office of Disability Rights to contract with the Metropolitan Washington Ear, an

organization that makes print materials available to blind persons in the community. The DSU also coordinates with the Office on Aging to provide services to older blind persons as well as older deaf and hard of hearing persons. All services provided by community agencies, with IL funds, are done with either a blanket purchase agreement or a human care agreement. In developing these agreements, the DSU's Office of Contracts and Procurements ensures that the contracted service is necessary, and not duplicative of other available services. DSU and the CIL are both represented on the DCSILC, and work together to ensure the effective and efficient use of IL resources in the District.

#### 1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The DSU works with two community partners, Columbia Lighthouse for the Blind (CLB) and the Prevention of Blindness, as well as coordinating with the DC Office on Aging, in providing services to older persons who are blind. The DSU also directly provides some services, including orientation and mobility training, AT assessments and assistance with using AT equipment. The DSU has a VR Specialist who works with older persons who are blind. This VR Specialist refers persons for assessment to determine eligibility for services; she then develops an IL plan with the individual, and identifies appropriate services, either at the DSU or in the community. In addition, the DSU assists persons in purchasing necessary AT equipment.

## Part II: Narrative: Section 2 - Scope, Extent, and Arrangements of Services

### 2.1 Scope and Extent

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

<b>Table 2.1A: Independent living services</b>	<b>Provided by the DSU (directly)</b>	<b>Provided by the DSU (through contract and/or grant)</b>	<b>Provided by the CILs (Not through DSU contracts/grants)</b>
Core Independent Living Services - Information and referral	Yes	No	Yes
Core Independent Living Services - IL skills training	Yes	Yes	Yes
Core Independent Living Services - Peer counseling	Yes	No	Yes
Core Independent Living Services - Individual and systems advocacy	No	No	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	Yes	No
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 significant disabilities)	Yes	No	Yes
Rehabilitation technology	Yes	Yes	No
Mobility training	Yes	Yes	No
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	Yes	Yes	No
Personal assistance services, including attendant	No	Yes	No

care and the training of personnel providing such services			
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	No	Yes
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	No
Education and training necessary for living in the community and participating in community activities	Yes	Yes	No
Supported living	No	No	No
Transportation, including referral and assistance for such transportation	No	Yes	Yes
Physical rehabilitation	No	Yes	No
Therapeutic treatment	No	Yes	No
Provision of needed prostheses and other appliances and devices	No	Yes	No
Individual and group social and recreational services	No	Yes	No
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	No	Yes	No
Services for children with significant disabilities	No	No	No
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 significant disabilities	No	Yes	No
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar	No	No	Yes

services in the future			
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	No	Yes
Other necessary services not inconsistent with the Act	No	Yes	No

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

Identify additional vendors who are able to provide independent living skills training for all disability types.

Collaborate with citywide service providers to promote additional peer counseling to include, but not limited to transition, asset development, housing.

The SILC will take a role in advocating on behalf of person transitioning from institutions (e.g., nursing homes and intermediate care facilities) and take a role in monitoring the the city's implementation of its Olmstead Plan.

Provide for health education to individuals with disabilities who have co-occurring chronic illnesses (e.g., diabetes, heart disease, HIV) to promote healthy living and prevent disease progression.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

The DSU purchases services for the client. However, where possible, comparable benefits are used such as, Medicare, Medicaid or other local medical insurance. For clients using Medicare or Medicaid, or receiving SSI or SSDI, no financial needs test applies. The DSU does apply financial participation rules consistent with 29 DCMR 124.

## 2.2 Arrangements for State-Provided Services

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

The DSU, through Blanket Purchase Agreements, Human Care Agreements, Memoranda of Understanding and Grants utilizes resources from public and private agencies to provide needed services for DCRSA clients. DCRSA works closely with the following agencies.

The D.C. Center for Independent Living will provide cross disability IL services in peer counseling, IL skills training and advocacy training.

Deaf Reach provides independent living services for persons who are deaf and hard of hearing.

New Life, Inc. provides independent living skills training, peer support and recreational services for young wheelchair users.

DDS/RSA has an MOU with the Office on Aging to provide independent living services, lunch, transportation and peer support to older deaf and hard of hearing persons at a Senior Day Center.

The Columbia Lighthouse provides independent living services, case management services, orientation and mobility services to blind and visually impaired persons

.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

N/A

## **Part II: Narrative: Section 3 - Design for the Statewide Network of Centers**

### 3.1 Existing Network

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

DCCIL has three locations :

- The Main located at 1400 Florida Avenue, NE, Suite 3; Washington, DC 20002
- The Anacostia Center at 2443 Good Hope Road, SE; Washington, DC 20020
- The Northwest office at 2001 14th Street, NW, (ground floor of the Greater Washington Urban League)

### 3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The DCCIL, in collaboration with the SILC and DSU established the need to develop a satellite office in NW to serve multicultural and other emerging populations with disabilities in the area. There is a specific need identified in the current needs assessment to provide more outreach in providing VR and IL services to the Latino population in the District. The Northwest office is technically in project year 3 at the NW location and the extant funding/budget in accordance with the ED 524 will allow two more years of service. Additional funding will be required to allow this office to reach the potential it has (if no more than the geographical potential). The DCCIL will need to engage in more collaboration and planning with the DSU and DCCIL to maximize the potential of this office.

### 3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

n/a



3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

n/a

## **Part II: Narrative: Section 4 - Designated State Unit (DSU)**

### 4.1 Administrative Support Services

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

Refer to the SPIL Instructions for additional information about administrative support services.

The SILC currently has one staff support person. She is located at the DSU. The DSU provides the office space, desk, chair, computer and telephone, as well as phone and internet service, as in-kind support. The staff person answers directly to the Chairperson of the SILC.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

The IL Program at the DSU is located within the Blind Services Division. Although IL services may be provided by any one of the thirty eight VR counselors in the DSU, there are staff specifically dedicated to provision of IL and ILOB services, as well as VR services to persons who are blind or visually impaired, in the Blind Services Division. The Administrator of the Blind Services Division is responsible for the administrative oversight of the IL program. The Blind Services Division will have the following employees during the 2014-16 period of this SPIL: one AT specialist, one orientation and mobility specialist, one blind rehabilitation specialist, one IL/ILOB Specialist (CRC), two VR Specialists, one rehabilitation assistant, one clerical assistant, and the Administrator of Blind Services.

## **Part II: Narrative: Section 5 - Statewide Independent Living Council (SILC)**

### 5.1 Resource plan

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

For more information click the icon.

The SILC will attempt to establish a legal entity into which funds can be transferred from the DSU to support to the resource plan. Each year, the SILC will have the following expenses, to be supported by the resource plan:

35,000 Clerical Staff Support

25,000 Community Forum

250 NCIL Organizational Dues - Annual

1000 local travel

1,200 meeting expenses

1,500 NCIL Conference Registration (5 participants)

2,500 CART Services

12,000 Interpreter Services

600 Printing

700 Postage

1,000 SILC Training and IT Consulting Services

2,500 Miscellaneous

13,440 SILC Congress (2 attendees plus cost for PCA services)

In addition, in the first year of the SPIL, the SILC will have the following one-time expenses:

2,500 Establishment of Foundation (Independent Living Support Foundation – to enable SILC to receive necessary Resource funds

10,000 Develop material for Outreach Campaign

12,000 Equipment and Adaptive Software

7,500 Accounting and Legal Expenses

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

The SILC had previously established a separate 501(c)(3) as the entity to receive and administer its funds. At the present time certain renewals must take place in order for the original 501(c)(3) to be reactivated. Therefore, the SILC has identified an alternative fiscal agent (The Quality Trust for Individuals with Disabilities) to administer its funds until a 501(c)(3) or 501(c)(4) can be established. The SILC Chairperson will approve an agreement with the identified fiscal agent to receive and administer the allocated funds on the the SILC's behalf. In 120 days, the SILC will acquire corporate status for the non-profit foundation, and in 180 days the corporation will apply for 501(c)(3) or 501(c)(4) status.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

The SILC currently has no mechanism for receiving the resource plan funds, which results in the SILC feeling its independence is stifled.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

The SILC has access to funds sufficient to support its resource plan. However, it lacks the ability to independently manage the related funds.

## 5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The SILC has been established in the District of Columbia by Mayor's Order 2010-105 as an Independent Commission. This is in compliance with 34 CFR § 364.21, and Section 795 of the Rehabilitation Act. Although the SILC staff person works is located at the DSU, in office space, and using equipment provided as in-kind support by the DSU, she is supervised directly by the Chairperson of the SILC.

### 5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

Nominations for membership on the SILC are made to the Office of Boards and Commissions. Appointment to the SILC is made by the Mayor. The Chairperson of the SILC is elected by the members of the SILC. The SILC established committees and officers, including an executive committee. All officers were elected by the membership of the SILC. Committee chairs were appointed by the SILC Chairperson.

### 5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The SILC currently has one staff person, a clerical assistant. This person works out of an office located at the DSU. The DSU provides office space, equipment, including desk, chair, computer and telephone. However, the SILC chairperson is responsible for the direct supervision of this employee. Although located at the DSU, the employee works exclusively for the SILC.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

As indicated above, although the DSU provides office space to the SILC staff person, she answers to the SILC Chairperson. Because of the current legal situation of the SILC having no mechanism to receive funds, the payment to the temporary agency that pays the staff person is done by the DSU. The SILC will establish an agreement with the Quality Trust for People with Disabilities to act as fiscal agent, until the SILC is able to establish a separate 501(c)(3) to receive resource funds for the SILC. Currently, the Director of the DSU signs the approval for the time for the staff person each week. Although the SILC staff

person works in office space at the DSU, provided as in-kind support, she is supervised by the SILC Chairperson, and has no responsibilities within the DSU.

## **Part II: Narrative: Section 6 - Service Provider Requirements**

Describe how the following service provider requirements will be met:

### 6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

All DSU staff have been trained in the IL philosophy and in the provision of IL services. All VR counselors have a Master's Degree in rehabilitation counseling or another counseling field. There are 37 VR counselors in the VR Division; all VR counselors accept IL referrals and have been trained in the provision of IL services. The DSU has one IL counselor devoted exclusively to providing IL services. This person is a certified rehabilitation counselor, with a Master's Degree in Rehabilitation Counseling.

All service providers that are contracted for the provision of services to IL clients must meet state qualifications as outlined in the Human Care Agreement.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

As described above, the District is very progressive in providing services to limited English proficient speakers and non-English proficient speakers, as mandated by the DC Language Access Act. In addition, persons who are blind are provided information in their choice of format -Braille, audio tape, computer compatible software, large print. Deaf or hard of hearing clients receive ASL interpreter services, listening devices, audio loops and CART services.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

The DSU has received extensive in-house staff development training from a consultant in all aspects of the case management process including IL services. As part of the DSU's 2014 VR State Plan, it will be developing policies and procedures in the areas of supported employment and Independent Living

Services. After these policies and procedures are developed, refresher training on each topic area will be provided to all staff.

The DSU provided updated training on its electronic case management system in June, 2013.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Mayor's Order 85-85 requires contractor's compliance with affirmative action in employment for a broad category of individuals, including persons with disabilities.

## 6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

The District of Columbia Office of the Chief Financial Officer maintains appropriate fiscal controls, in compliance with District requirements and federal contracting requirements. The District was monitored by RSA in February, 2013. Included in the monitoring report was an evaluation of the fiscal integrity of the program. In addition, RSA is subject to an independent audit to ensure compliance with federal fiscal and accounting procedures.

## 6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

The DSU assigns a contract administrator to monitor each private providers compliance with all provisions of the contract with the DSU, as well as all regulatory requirements. Contract administrators visit the facilities they monitor and review records to ensure compliance. All payments must be approved by a contract administrator before being processed by the Business Services Unit.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

DC-RSA submitted its 704 Report on December 28, 2012, for FY 2012. The report was reviewed by RSA and required some corrections. The corrected report was filed on May 28, 2013.



- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

DC-RSA had its monitoring visit in January, 2013. The DSU allows access to the Commissioner, Comptroller General or any of their duly authorized representatives for the purpose of conducting this or any other necessary audits or reviews.

#### 6.4 Eligibility

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

The DSU and the CIL provide services to persons with significant disabilities. Eligibility for services is determined consistent with the requirements of 34 CFR 364.4. In the District's State Plan for VR services for 2014, the DSU plans to revise and update its policy manual, including adding specific provisions related to Independent Living Services. These provisions will be developed along with the SRC and SILC, will be consistent with federal regulations, and will be completed and implemented prior to September 30, 2014.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Both the DSU and the CIL provide information and referral for persons with disabilities. Either agency has staff available during all work hours and throughout the community at a number of private and government agencies to provide information about IL services, and when necessary, referral for these services.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

The DSU and the CIL provide services to persons with significant disabilities. Eligibility for services is determined consistent with the requirements of 34 CFR 364.4. In the District's State Plan for VR services for 2014, the DSU plans to revise and update its policy manual, including adding specific provisions related to Independent Living Services. These provisions will be developed along with the SRC and SILC, will be consistent with federal regulations, and will be completed and implemented prior to September 30, 2014.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

Based on the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

The DSU imposes no residency requirement for the provision of IL services, for any individual who is present in the state, and is otherwise eligible for services.

### 6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

The DSU and the CIL develop IL plans with persons receiving services, except in circumstances where the individual has signed a waiver stating that the plan is unnecessary.

### 6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

All clients are informed about the Client Assistance Program at intake, during plan development, at case closure, or when any service request is denied. Based on consumer choice, clients remain informed about the availability of the Client Assistance Program. All clients/applicants are given client assistance information that explains the program, the purpose of the program and the name and phone number of the person to contact should they have difficulty or need further clarification. Information is given in accessible formats.

### 6.7 Protection, Use and Release of Personal Information

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

The District has established regulations, consistent with the federal requirements of 34 CFR 354.56, to safeguard the confidentiality of all personal information in clients files. These regulations are found at 29 DCMR 118.

## Part II: Narrative: Section 7 - Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program.

### Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
Outreach Education	The DSU and the CIL, in collaboration with the SILC will develop and distribute consumer satisfaction surveys to evaluate the effectiveness of information and referral services, effectiveness of outreach campaigns for housing, service availability, and transition services.
Outreach Education Advocacy Organizational Development	The SILC will work with the DSU and the SRC in developing a solicitation for the 2014-16 Comprehensive Statewide Needs Assessment, which will evaluate the effectiveness of services, the quality of service delivery, and effectiveness of the collaboration between service providers.
Outreach Education	The DSU has external monitors who evaluate the quality of services provided by contract agencies. These monitors visit each agency at least quarterly to ensure compliance with the provisions in the agency's contract.
Outreach Education	The SILC has established active committees which meet regularly, on at least a monthly basis. The Service Needs/Monitoring and Evaluation Committee will be responsible for overseeing the implementation of outreach and education activities under the SPIL.
Organizational Development	The Director of the DSU, the Director of the CIL and the Chairperson of the SILC will meet quarterly to evaluate the progress of the organizations in coordinating services, and finalizing a system that provides for independence of the SILC.

<p>Advocacy</p>	<p>The SILC has established active committees which meet regularly, on at least a monthly basis. The Advocacy Committee will be responsible for overseeing the implementation of advocacy activities under the SPIL.</p>
<p>Outreach Education Advocacy Organizational Development</p>	<p>The SILC has established active committees which meet regularly, on at least a monthly basis. The State Plan Committee will be responsible for developing the state plan and overseeing its implementation.</p>
<p>Organizational Development</p>	<p>The SILC has established active committees which meet regularly, on at least a monthly basis. The Finance Committee will be responsible for assisting in the development of and overseeing the implementation of the SILC Resource Plan.</p>

## **Part II: Narrative: Section 8 - State-Imposed Requirements**

### 8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

Fiscal Accountability - The Administration has systems in place and qualified staff that control the disbursement of funds, and prepare fiscal reports. Records are available for audits upon request.

Eligibility - All individuals with a significant disability in need of independent living services are evaluated and provided services. The DSU currently maintains both electronic and hard copy case records. However, during FY 2014, the DSU will transition to exclusively electronic case records. The Non-Discrimination Act applies, as well as the District's Language Access Act, ensuring availability of services to non-English and Limited English speakers in their native language.

Independent Living Plans - IL Plans are developed with the client utilizing informed choice. The case documentation contains: goals, objectives, provider of services and timeframes for completion. The client receives a signed copy of the IL plan, which also contains the client's rights and responsibilities.

Protection, Use and Release of Personal Information - Policies and Procedures are in place to safeguard all client information as required by 34 CFR 364.56(a)