To receive federal funding for the State Independent Living Services (SILS) program and the Centers for Independent Living (CIL) program, states are required by section 704 of the Rehabilitation Act of 1973 as amended to submit a State Plan for Independent Living (SPIL) every three years. The purpose of this plan is to describe how the state’s IL network of independent living programs and services will meet the IL needs of persons with disabilities in the state.

**SPIL Planning/Monitoring Team and SPIL Writing Team Members agree to the following:**

* Show up – attend meetings, be prepared, and be an active participant
* Check your ego at the door – everyone has value
* Support the SILC employees to be successful
* Focus on the achievement of collective results
* Commit to decisions and plans of action – when a decision is made support it
* Practice and assume positive intent with others
* Give one another the benefit of the doubt before arriving to a negative conclusion
* Accept questions and input
* Offering feedback and assistance in a solution-oriented manner
* Appreciate and tap into one another’s skills and experiences
* Focus time and energy on important issues, not politics or past mistakes
* Say what you mean
* Be transparent
* Clarify expectations and questions
* Use discipline in what you share/communicate
	+ Is it relevant to the topic at hand?
	+ Will it help us move forward?
	+ Is it something we can build upon?
* Hold yourself and one another accountable for delivery of action items
* Admit weakness and mistakes
* Offer and accept apologies without hesitation
* Ask for help

**SPIL Planning/Monitoring Team Description**

Members:

* Chair appointed by SILC Chair
* Co-Chair selected by SPIL Planning Committee (individual who has received, current receiving or benefited from CIL services)
* SILC Member serving as the CIL Representative
* Three members of SILC
* Other members determined by SILC
* Nonvoting members: Bureau of Services for Blind Persons representative, representative from Michigan Rehabilitation Services

The SPIL Committee shall be responsible for providing oversight to the SILC on the current status of the SPIL. The SPIL Committee has the authority to take action within its team description and responsibilities, however, the overall framework of the SPIL Planning is approved by the SILC. No member of the SPIL Planning Committee has authority to act on behalf of the committee as individual members.

The SPIL planning team’s primary responsibilities are:

* Work with SILC staff to develop semi-annual report
* Evaluation of information received by the Council for SPIL inclusion
* Create a list of SPIL related information and recommendations
* Development of the SPIL writing team

**SPIL Writing Team Recommendation to SILC** (up to 13 people)

Members: Bureau of Services for Blind Persons representative, representative from Michigan Rehabilitation Services, up to three CIL representatives, SILC Member serving as the CIL Representative, SILC Chair, up to three SILC members, up to three people identified as individuals with disabilities

October 2019

* SPIL Planning Team established
* Needs Assessment – people with disabilities
	+ Review California Needs Assessment
	+ Determine how to reach underserved groups
* Needs Assessment Info - information gathered from other advocacy, service provider, and state agencies
* Determine who will be interviewed (key stakeholders)
* Writing Team Committee member job description completed (Steve)
* Application for SPIL Writing Team sent out to CILs and posted on website (Steve)
* Questionnaire designed/sent for CILs to understand their local needs/priorities
* **SPIL Planning Committee meeting – last week of October**

November 2019

* Information synthesized and framework presented to SILC
* Public hearing (for SPIL technical amendments) and gather info for new SPIL
* Executive Committee and Executive Director Interview SPIL Writing Team Applicants
* **SPIL Planning Committee meeting – 2nd week of November**
	+ Edit/Review Framework
	+ Recommendations of SPIL Writing Team prepared for SILC
	+ Create template for CILs or other groups to gather input for needs assessment based on the framework
* SILC meeting – Third week of November – review framework, timeline and process.

December 2019

* Virtual Forums Held
* Public Forums held
* Information from public forums synthesized
* **SPIL Planning Committee Meeting 3rd week of December**

January 2020

* **Joint meeting** of SPIL Planning Team and SPIL Writing Team to present Needs Assessment to SPIL Writing Team Meeting
* SPIL Writing team meets determines process/future meetings

March 2020

* Send draft to key organizations/partners for input (deadline for input is March 31)
* Hold virtual/public meetings for further input into the draft SPIL

April 2020

* SPIL writing team completes SPIL for SILC Review
* Last week of SILC meeting to review SPIL
* SPIL writing team shares with CILs for input

May 2020

* Final SPIL Draft to Partners for Approval

June 2020

* SILC meeting – presentation and approval of SPIL
* Signatures Secured – June 15, 2020
* SPIL Submitted to ACL – No later than June 30, 2020