
State Plan for Independent Living (SPIL) Committee Charter

Committee Type:	Standing Committee
Authority:	SILC Bylaws, Article 1, Section 1.1(a)(b); Article 2, Section 2.17
Effective Date:	May 7, 2026
Last Revised:	March 2026

I. Purpose

The SPIL Committee is responsible for the development, implementation, monitoring, and evaluation of the State Plan for Independent Living (SPIL). The SPIL is the strategic roadmap for the Independent Living Network in Hawaii, developed in partnership with Centers for Independent Living (CILs) and the Designated State Entity (DSE). This Committee ensures the SPIL reflects the needs and priorities of people with disabilities across all Hawaiian islands.

II. Scope of Authority

- Lead the development, drafting, and amendment of the SPIL in coordination with CIL directors and the DSE (Division of Vocational Rehabilitation).
- Monitor and evaluate the implementation of SPIL goals and objectives.
- Coordinate community needs assessments and public input processes to inform SPIL priorities.
- Review quarterly and annual progress reports from the Independent Living Network on SPIL implementation.
- Recommend SPIL amendments to the full Council for approval and submission to ACL.
- Ensure that the SPIL aligns with federal requirements under Title VII, Part B of the Rehabilitation Act, as amended by WIOA.
- Collaborate with the Data/Survey Committee to integrate community needs data into SPIL planning.

III. Composition

The SPIL Committee shall consist of:

- A Committee Chair appointed by the SILC Chair
- At least two (2) additional Council members
- At least one representative from a Center for Independent Living
- The Executive Director (non-voting, staff support)

Community members and representatives from partner organizations may be invited to participate in an advisory capacity.

IV. Meetings

- The SPIL Committee shall meet at least quarterly, or more frequently during SPIL development or amendment periods.
- A majority of Committee members shall constitute a quorum.
- Meetings may be conducted in person, by telephone, or by video conference.

V. Responsibilities

SPIL Development

- Coordinate the three-year SPIL development cycle, including community input, drafting, public comment, and final approval.
- Ensure the SPIL addresses the independent living needs of people with disabilities across all islands, including underserved and unserved populations.

Monitoring and Evaluation

- Track progress on SPIL goals and objectives using established indicators and benchmarks.
- Review activity reports from CILs, the DSE, and other network partners.
- Identify barriers to implementation and recommend corrective actions.

Community Engagement

- Plan and coordinate public forums, listening sessions, and surveys to gather input from people with disabilities statewide.
- Ensure meaningful participation of diverse disability communities in SPIL planning.

VI. Reporting

- The Committee Chair shall report on SPIL activities and implementation progress at each regularly scheduled Council meeting.
- Minutes of all SPIL Committee meetings shall be recorded, approved, and made available to Council members.

VII. Review

This charter shall be reviewed annually by the SPIL Committee and the full Council, and updated as necessary to reflect changes in federal requirements or SPIL priorities.