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State Plan for Independent Living : Fiscal Years 2011-2013

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State Plan for Independent Living (SPIL)

State: Maine

**Agency: Maine Department of Labor - Division of Vocational Rehabilitation & the
Division for the Blind and Visually Impaired**

Plan for: 2011-2013 Submitted in fiscal year: 2010

Table of Contents

Part I: Assurances

- Section 1: Legal Basis and Certifications
- Section 2: SPIL Development
- Section 3: Independent Living Services
- Section 4: Eligibility
- Section 5: Staffing Requirements
- Section 6: Fiscal Control and Fund Accounting
- Section 7: Recordkeeping, Access and Reporting
- Section 8: Protection, Use and Release of Personal Information
- Section 9: Signatures

Part II: Narrative

- Section 1: Goals, Objectives and Activities
- Section 2: Scope, Extent, and Arrangements of Services
- Section 3: Design for the Statewide Network of Centers
- Section 4: Designated State Unit (DSU)
- Section 5: Statewide Independent Living Council (SILC)
- Section 6: Service Provider Requirements
- Section 7: Evaluation
- Section 8: State-Imposed Requirements

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.
- 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.
- 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.
- 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.
- 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.
- 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 Dennis Fitzgibbons, Acting Chair, Elizabeth Hopkins and Director, Division of Vocational Rehabilitation and Jon McMahon, Director Division for the Blind and Visually Impaired

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.
- 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.
- 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.
- 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.
- 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.
- 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.

Section 3: Eligibility

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

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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).

Section 9: Signatures

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of Maine is in compliance and will remain in compliance with the aforementioned assurances during 2011-2013.

The effective date of this SPIL is October 1, 2011.

Section 9: Signature for SILC Chairperson

Name: Dennis Fitzgibbons

Title: Vice Chair (Acting Chair)

Signed *Dennis Fitzgibbons* Date signed 6/15/2010

Section 9: Signature for DSU Director

Name: Elizabeth Hopkins

Title: Director, Division of Vocational Rehabilitation

Signed *Elizabeth Hopkins* Date signed 6/15/2010

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

Is there a Separate State Agency for Individuals Who Are Blind? **Yes**

Name: John McMahon

Title: Director, Division for the Blind and Visually Impaired

Signed *John McMahon* Date signed 6/15/2010

Part II: Narrative

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.

Maine Statewide Independent living Council: Mission Statement

"The Statewide Independent Living Council (SILC) is dedicated to ensuring that citizens with disabilities have control over their lives and environments, and equal access to options, opportunities and choices as do all citizens."

* The SILC seeks to reach these goals by influencing public policy and supporting local opportunities for all citizens with disabilities to live independently in their chosen communities, regardless of their disabilities, and in all facets of their lives.

* The SILC also recognizes the need for supporting the independent living goals and addressing the needs of citizens regardless of their disabilities, while they work towards community-based independent living.

The mission/vision of Alpha One (CIL):

"Alpha One, Directed by people with disabilities, is committed to being a leading enterprise providing the community with information, services and products that create opportunities for people with disabilities to live independently."

The Bureau of Rehabilitation Services (BRS) in Maine mission:

The Division of Vocational Rehabilitation and Division for the Blind and Visually Impaired are housed within Bureau of Rehabilitation Services.

"The Bureau of Rehabilitation Services works to bring about full access to employment, independence and community integration for people with disabilities."

The Division of Vocational Rehabilitation administers Part B funds on behalf of itself and the Division for the Blind and Visually Impaired. The Division of Vocational Rehabilitation enters into a contractual agreement with Alpha One (CIL) to deliver Independent Living services.

Any goals, objectives or activities listed below that may be associated with a cost, will be conducted as noted in collaboration with the DSU or CIL. *The SILC received a gift of funds from a private organization several years ago to be used for special projects.*

Engagement in any of the below activities will not limit or restrict SILC's ability to perform its statutory duties.

1.2 Objectives – 34 CFR 364.42(a)(1) and (d); 34 CFR 364.32; 34 CFR 364.33

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

1. Goal Name: Organizational Capacity of SILC Goal

Goal Description: Increase the capacity of the organization and its members' effectiveness.

2. Goal Name: Transportation Goal:

Goal Description: Provide people with disabilities a better understanding of available transportation services in Maine.

3. Goal Name: Emergency Planning and Preparedness Goal

Goal Description: Educate people with disabilities regarding individual emergency planning and preparedness and collaborate with local officials to ensure that they are aware of the needs and rights of people with disabilities before emergencies occur.

4. Goal Name: Housing Goal

Goal Description: Promote increased housing opportunities for people with disabilities in accessible, affordable, integrated settings.

5. Goal Name: Community-Based Living Goal

Goal Description: Promote and advocate for more community-based living situations for people with disabilities in Maine.

6. Goal Name: Economic Self-Sufficiency Goal

Goal Description: Investigate resources available to increase the economic self-sufficiency of people with disabilities in Maine.

Section 1: Goals, Objectives and Activities

1.2 Objectives

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

1. Organizational Capacity of SILC Goal: Increase the capacity of the organization and its members' effectiveness.

A. Year One (All objectives to be completed by September 30, 2011):

- Establish A SILC work group that will prepare a 3-Year Communication/Outreach Plan detailing specific actions, in collaboration with the DSU and CIL, necessary for successful outreach and public participation, including how materials (electronic and paper) will be prepared and disseminated and what other activities (e.g., phone tree, press, organizing, collaboration) will be conducted.
- Conduct a comprehensive training for SILC members to promote organizational capacity at the annual meeting.
- Increase membership with a net gain of at least two members.
- Update membership/orientation materials.
- Encourage members to complete online SILC training with a minimum of two members per year participating.
- Meet with new Governor's administration to discuss timely appointment of new SILC members.

B. Year Two (All objectives to be completed by September 30, 2012):

- Conduct a comprehensive training for SILC members to promote organizational capacity at the annual meeting.
- Increase membership with a net gain of at least two members.
- Review the structure of bylaws.
- Make membership materials available online.

- Encourage members to complete online SILC training with a minimum of two members per year participating.
- Develop a timeline for complete the next three-year SPIL.
- Evaluate outreach plan at least annually.

C. Year Three (All objectives to be completed September 30, 2013):

- Increase membership from underserved populations across disability groups with a net gain of two new members.
- Conduct a comprehensive training for SILC members to promote organizational capacity at annual meeting.
- Encourage members to complete online SILC training with a minimum of two members per year participating.
- Develop and conduct survey for public input on next SPIL.
- Conduct a minimum of three public forums for input on next SPIL.
- Evaluate outreach plan at least annually.

2. Transportation Goal: Provide people with disabilities a better understanding of available transportation services in Maine.

A. Year One Objectives (All objectives to be completed by September 30, 2011):

- Catalog available transportation services.
- Develop a plan to disseminate catalog of transportation services state-wide, in collaboration with the CIL and DSU, by the end of year one via the communication/outreach plan.
- Request update from Department of Transportation regarding available transportation services throughout the state bi-annually.
- Collaborate with CIL to encourage people with disabilities to participate in state-wide forums to provide input for the development of the state's Consolidated Plan concerning transportation issues with a minimum of 25 people attending.
- Designate SILC members to attend state-wide forums concerning transportation issues with members attending a minimum of four forums.
- Invite Maine CITE, State-wide Assistive Technology Program, to educate SILC regarding transportation/AT related issues.

B. Year Two Objectives (All objectives to be completed by September 30, 2012):

- Disseminate catalog of transportation services state-wide, in collaboration with the CIL and DSU, via the communication/outreach plan.
- Request update from Department of Transportation regarding available transportation services throughout the state bi-annually.
- Collaborate with the Section 121 Native American program to ensure that the underserved Native American population can effectively access the transportation catalog via the communication/outreach plan (see Goal V).
- Collaborate with CIL to encourage people with disabilities to participate in state-wide forums to provide input for the development of the state's Consolidated Plan concerning transportation issues with a minimum of 25 people attending.
- Designate SILC members to attend state-wide forums concerning transportation issues with members attending a minimum of four forums.

C. Year Three: (All objectives to be completed by September 30, 2013):

- Update transportation catalog by the end of the second quarter of year three.
- Disseminate updated catalog state-wide in collaboration with the DSU and CIL, via the communication/outreach plan.
- Promote access to the transportation catalog of resources by identified underserved populations (other than Native Americans) through collaboration with the DSU and CIL and via the communication/outreach plan
- Collaborate with CIL to encourage people with disabilities to participate in state-wide forums to provide input for the development of the state's Consolidated Plan concerning transportation issues with a minimum of 25 people attending.
- Designate SILC members to attend state-wide forums concerning transportation issues with members attending a minimum of four forums.

3. Emergency Planning and Preparedness Goal: Educate people with disabilities regarding individual emergency planning and preparedness and collaborate with local officials to ensure that they are aware of the needs and rights of people with disabilities before emergencies occur.

A. Year One (All objectives to be completed by September 30, 2011):

- Collaborate with the CIL, DSU, Maine Emergency Management Agency and disability organizations in Southern Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individual emergency preparedness plans.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning emergency preparedness planning issues with a minimum of 25 people attending.
- Establish links on the SILC website for access to individual emergency preparedness planning tools.
- Identify one SILC member to serve on the Maine Disaster Behavioral Health Response Team.

B. Year Two (All objectives to be completed by September 30, 2012):

- Collaborate with the CIL, DSU, Maine Emergency Management Agency and disability organizations in Central Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individuals emergency preparedness plans.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning emergency preparedness planning issues with a minimum of 25 people attending.
- Develop a plan to distribute information regarding individual emergency preparedness planning to people with disabilities who do not have Internet access via the communication/outreach plan.

C. Year Three (All objectives to be completed by September 30, 2013):

- Collaborate with the CIL, DSU, Maine Emergency Management Agency and disability organizations in Northern Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individuals emergency preparedness plans.
- Distribute individual emergency preparedness planning information to individuals without Internet access, in collaboration with the CIL and DSU, via the communication/outreach plan.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning emergencies preparedness planning issues with a minimum of 25 people attending.

4. Housing Goal: Promote increased housing opportunities for people with disabilities in accessible, affordable, integrated settings.

A. Year One (All objectives to be completed by September 30, 2011):

- Collaborate with CIL to encourage people with disabilities to attend state-wide forums to provide input for the development of the state's Consolidated Plan concerning housing issues with a minimum of 25 people attending.
- Designate SILC members to attend state-wide forums concerning housing issues with members attending a minimum of four forums.
- Obtain catalog of available housing services for SILC members.
- Invite speakers from Maine State Housing to address one SILC meeting.

B. Year Two (All objectives to be completed by September 30, 2012):

- Collaborate with CIL to encourage people with disabilities to attend state-wide forums to provide input for the development of the state's Consolidated Plan concerning housing issues with a minimum of 25 attending.
- Invite speakers from Rural Housing to address one SILC meeting.
- Link catalogued housing information to SILC website.
- Designate SILC members to attend state-wide forums concerning housing issues with members attending a minimum of four forums.
- Invite MaineCITE to educate SILC regarding housing/AT issues.

C. Year Three (All objectives to be completed September 30, 2013):

- Share data from needs assessments and other sources with state officials concerning housing issues for people with disabilities in Maine via the communication/outreach plan.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums to provide input for the development of the state's Consolidated Plan concerning housing issues with a minimum of 25 attending.
- In collaboration with DSU and CIL, disseminate catalogued housing information to people with disabilities who do not have Internet access via the communication/outreach plan (see Goal V).
- Designate SILC members to attend state-wide forums concerning housing issues with members attending a minimum of four forums.

5. Community-Based Living Goal: Promote and advocate for more community-based living situations for people with disabilities in Maine.

A. Year One (All objectives to be completed September 30, 2011):

- Identify and collaborate with other state groups who are focusing on increasing community-based living opportunities for people with disabilities in Maine via the communication/outreach plan.
- Invite a minimum of two speakers from other groups who are focusing on increasing community-based living to attend one SILC meeting.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning community-based living with a minimum of 25 attending.
- Designate SILC members to attend state-wide forums concerning community-based living in Maine with members attending a minimum of four forums.

B. Year Two (All objectives to be completed by September 30, 2012):

- Share current data on the state of community-based living issues for people with disabilities in Maine with at least two current legislators via the communication/outreach plan.
- Remain informed about potential or current legislation that would reduce community-based housing opportunities for people with disabilities in Maine.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning community-based living issues in Maine with a minimum of 25 attending.

C. Year Three (All objectives to be completed September 30, 2013):

- Collaborate with at least three other groups focused on community-based living for people with disabilities in Maine to decrease residential placements via the communication/outreach plan.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning community-based living issues in Maine with a minimum of 25 attending.
- Invite MaineCITE to educate SILC regarding Community-Based Living/AT issues.

6. Economic Self-Sufficiency Goal: Investigate resources available to increase the economic self-sufficiency of people with disabilities in Maine.

A. Year One (All objectives to be completed by September 30, 2011):

- Identify two SILC members to investigate existing economic support programs such as PASS plans, IDA's, housing vouchers, etc. that enable people with disabilities to maximize their financial resources.
- Identify two SILC members to investigate Maine Bank programs that offer people with disabilities access to capital through Community Reinvestment Act (CRA) programs.
- Assign two SILC members to research financial literacy models relevant to people with disabilities and report back to the full council.
- Assign two SILC members to investigate national resources regarding self-sufficiency and report back to the full council.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning self-sufficiency issues with a minimum of 25 attending.
- Designate SILC members to attend state-wide forums concerning self-sufficiency issues with members attending a minimum of four forums.

B. Year Two: (All objectives to be completed by September 30, 2012):

- Develop a catalogue of existing resources concerning self-sufficiency for people with disabilities in Maine in collaboration with the CIL and DSU.
- Make catalogued resources available on SILC website.
- Provide a link on website that provides access to information to Maine's PWDs, web, etc.
- Identify two SILC members to share information concerning opportunities through the CRA programs of Maine banks with the full council.
- In collaboration with the DSU and CIL, educate people with disabilities about self-employment opportunities in Maine with a minimum of 25 people attending self-employment forums/seminars.
- Invite a speaker from Small Business Association (SBA) to address SILC meeting.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning self-sufficiency issues with a minimum of 25 people attending.

C. Year Three (All objectives to be completed by September 30, 2013):

- Collaborate with the CIL, DSU and other organizations/agencies, such as the Work Incentives Planning and Assistance Project (a no-cost service) to educate people with disabilities regarding how work affects disability benefits by establishing a minimum of two trainings focused on this topic.
- Collaborate with CIL to encourage people with disabilities to attend state-wide forums concerning self-sufficiency issues with a minimum of 25 attending.
- Disseminate, in collaboration with the DSU and CIL, self-sufficiency resources to people with disabilities who do not have Internet access via communication/outreach plan.

Section 1: Goals, Objectives and Activities -

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 a state the size of Maine, it is difficult to identify all the underserved populations. As the rural nature and lack of resources available to individuals with disabilities makes many individuals in need of independent living services unserved or underserved. During the development of the SPIL, the SILC held five forums throughout the state.

Maine SILC; Alpha One, Maine's Center for Independent Living; and the Divisions of Vocational Rehabilitation (DVR) and for the Blind and Visually Impaired (DBVI) endeavor to include all people with disabilities in their activities, including people with sensory, cognitive, mental, and physical disabilities. These organizations are committed to making outreach and informational materials available in alternative formats to provide equal access to all citizens. This includes the continued use of electronic formats such as e-mail and websites. (See <http://www.alphaonenow.org> <http://www.abilitymaine.org> and <http://www.mainesilc.org/>) SILC, the DSU and Alpha One also routinely use telecommunications systems such as Communication Access Real-Time Translation (CART) both onsite or remote and Video Remote Interpreting for persons who are deaf or hard of hearing, work with supports for persons who are cognitively impaired and make materials available in formats such as Braille, recording and large print, as needed.

The SILC has identified that as a rural state Maine has many geographic barriers, therefore the SILC will focus on ensuring equal access to information via posting resources pertaining to its goals on its website and for populations who do not access to the internet, the SILC will be addressing alternative communication methods via its Outreach plan. The website will meet all accessibility guidelines.

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

In an effort to invite as many people as possible to these forums, the advertisements were published in several newspapers throughout the state, sent to all consumer groups represented by members of the SILC, and posted on CIL website as well as the Department of Labor website. Some of the groups contacted include: The Developmental Disability Council, The State Rehabilitation Council for the Blind, the Commission for the Deaf and Hard of Hearing and Late Deafened, Wabanaki of Sweetser, and the Wabanaki Vocational Rehabilitation Program (Section 121), as well as the Maliseet, Micmac, Penobscot, and Passamaquoddy tribal reservations.

The SILC membership has targeted two underserved populations: Native Americans and individuals who are Deaf or Hard of Hearing to focus resources on first (as reflected in the SILC goals, DSU & SILC's collaboration with Maine's 121 grant, and in how Maine has used its ARRA Part B funds).

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

All of the forums were facilitated by SILC members, and in an effort to ensure participation by the Native American population, the tribes were contacted by phone and in writing by the director of the Section 121 program. Another forum focused specifically on the deaf, hard of hearing, and late deafened population. This forum was facilitated in ASL. CART services were provided at all forums, and ASL interpreters were available at four of the five forums. Large print surveys were available upon request at all forums.

Individuals who were unable to attend forums were encouraged to provide feedback through an electronic or paper survey. The survey was posted on the SILC website at www.mainesilc.org, on the Alpha One website, on the Maine Department of Labor website under "What's New," and on the Regional Children's Cabinet website. Copies of the survey were distributed to the tribal offices and to Wabanaki of Sweetser to ensure participation of the Native American population.

Through the forums and surveys, identified needs drove the development of transportation, personal emergency management training, affordable and accessible housing and economic self-sufficiency goals.

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 - 2011 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	27,500	369,712	0	0
Title VII Funds Chapter 1, Part C	0		926,962	0
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)	0	0	0	0

Other Federal funds – other	0	128,836	0	0
Non-Federal funds - State funds	0	30,077	0	0
Total	27,500	528,625	926,962	0

Year 2 - 2012 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	27,500	270,712	0	0
Title VII Funds Chapter 1, Part C	0		926,962	0
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)	0	0	0	0
Other Federal funds – other	0	128,836	0	0
Non-Federal funds - State funds	0	30,077	0	0
Total	27,500	429,625	926,962	0

Year 3 - 2013 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	27,500	270,712	0	0
Title VII Funds Chapter 1, Part C	0		876,962	0
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)	0	0	0	0
Other Federal funds – other	0	128,836	0	0
Non-Federal funds - State funds	0	30,077	0	0
Total	27,500	429,625	876,962	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.

The Title VII part B funds are used to support the SILC operations and the remainder provides IL services under a contract with Alpha One the CIL. The CIL, SILC and DSU work together in assuring that these funds support and implement the Goals of the SPIL.

ARRA Part B funds are being used to focus on two projects to assist Deaf, Hard of Hearing and Late-Deafened individuals. Sign-Net is a portable computer lab to educate Maine's Deaf citizens in computer skills due to inaccessibility of Adult Education courses. Hear in Maine is a centralized information and referral source for Maine's elderly citizens to locate resource for hearing aids.

Although DVR administers the contract with Alpha One as the CIL, the Division for the Blind and Visually Impaired is consulted and has input on all financial and service delivery issues. DBVI clients have equal access to participation in any identified activity.

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.

The DSU, the CIL director and the CIL contract coordinator meet annually prior to writing the annual contract. The funding the direct services and CIL support are evaluated as well as the funds available, both federal and state. The majority of Independent Living federal grant funding is designated for direct services to individuals with disabilities and the CIL's administrative support.

Both the Division for the Blind and Visually Impaired and the general Division of Vocational Rehabilitation receive Part B money. The Division of Vocational Rehabilitation administers the money on behalf of both agencies. DVR contracts with Alpha One (CIL) for delivery of independent living services.

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 makes available meeting space and accessibility equipment to the SILC and its subcommittees, when appropriate meeting spaces are available. The Division of Vocational Rehabilitation allows the DSU representative to attend all SILC full meetings, attendance subcommittees as needed, and the time needed to work with the SILC to write the 704 and the SPIL and enter into the RSA-MIS website. The DSU representative, the CIL director and the I. L. services contract manager worked together in supporting the SILC resource plan as well as services provided under title VII funding. The CIL also makes available meeting space to the SILC for regional meetings and public forums. Maine has two agencies – the Division of Vocational Rehabilitation and the Division for the Blind and Visually Impaired. The general agency administers the state IL. The Division for the Blind and Visually Impaired (DBVI) oversees a contract to provide services to the Older Blind population.

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.

In the five forums and on-line survey conducted for this SPIL, as well as in survey information received from IL partners; transportation, housing, personal emergency planning & preparedness and economic self-sufficiency were identified as important goals for the SILC to work on over the next

three years. The community-based housing initiative remains a priority as funding resources for independent living shrink in the present economy. The SILC selected these goals in collaboration with the DSU and CIL to address statewide needs.

The SILC continues its building of organizational capacity in order that the private, nonprofit SILC can continue to grow and function effectively.

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.

Alpha One's Executive Director and members of its peer group are currently members of the Maine SILC. Discussion of proposed goals and objectives took place at SILC meetings and forums. Every year the SILC and the CIL share their respective 704 reports for review and use the information on gaps in services (particularly regarding underserved geographic areas).

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 Bureau of Vocational Rehabilitation and the Department of Education Special Services are currently represented on the SILC. The membership committee is seeking a representative from the Department of Health and Human Services to join the Council. Within state agencies the SILC works with both State Rehabilitation Councils; for the Division of Vocational Rehabilitation DVR and Division for the Blind and Visually Impaired (DBVI); as well as the Commission for the Deaf, Hard of Hearing and Late Deafened; and the Commission for Employment for Individuals with Disabilities.

Other specific disability agencies and support groups include; the Developmental Disabilities Council, the Disability Rights Center, the Advocacy Initiative Network of Maine, Speaking Up for Us of Maine and other groups are regularly informed of our work. SILC members are very active in a diverse array of boards and councils as members and officers. The members of SILC sit on 48 diverse councils and boards. Some of these councils are disability specific and others are issue specific such as housing, transportation, technology, and elder abuse.

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 service coordination function is accomplished by the Division of Vocational Rehabilitation and the Division for the Blind and Visually Impaired working closely with the CIL to maximize state and federal resources. Alpha-One develops individual IL plans for each consumer identifying barriers and seeks funding sources from others agencies when appropriate. The IL specialists are trained in the comparable benefits of other State and Federal programs. It is the goal to serve the greatest number of individuals with available resources.

To maximize coordination and information sharing the Department and Education is represented and is seeking representation for the Department of Health and Human Services (DHHS) on the SILC. Many SILC members are active on other disability-related councils. These connections allow IL issues to be discussed in multiple forums increasing self-advocacy through membership and leadership. In addition BRS is working under a MOU with DHHS to address the services coordination for individuals served by both agencies. The DSU is also revisiting or developing other MOU's including with the Department of Education, Veteran's Services and the Department of Corrections. To ensure service coordination, the DSU and CIL work collaboratively with special education, vocational education, developmental disabilities, public health, mental health, housing, transportation, veterans' services, and programs under XVIII – XX of the Social Security Act.

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 Division for the Blind and Visually Impaired oversees programs that enable individuals who are blind or visually impaired to live more independently in their homes and communities. The programs deliver IL services to eligible persons to overcome substantial barriers to functioning independently. All services are consumer directed, with active participation by the eligible individual. Services are subject to the availability of funds and must be provided in a cost effective and responsible manner.

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).

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/ grants)
Core Independent Living Services - Information and referral	N	Y	Y
Core Independent Living Services - IL skills training	N	Y	Y
Core Independent Living Services - Peer counseling	N	Y	Y
Core Independent Living Services - Individual and systems advocacy	N	Y	Y
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 significant disabilities)			
Rehabilitation technology	Y		Y

Mobility training	Y	Y	
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services			Y
Personal assistance services, including attendant 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		Y	Y
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	Y		Y
Education and training necessary for living in the community and participating in community activities	Y	Y	Y
Supported living			Y
Transportation, including referral and assistance for such transportation			Y
Physical rehabilitation	Y		
Therapeutic treatment	Y		Y
Provision of needed prostheses and other appliances and devices	Y		
Individual and group social and recreational services		Y	Y
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			Y
Services for children with significant disabilities			Y
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			
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Y		Y
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities			Y
Other necessary services not inconsistent with the Act			Y

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

The priority services identified by Maine SILC through its forums and online questionnaire are as follow:

- 1. Transportation Goal:** Provide people with disabilities a better understanding of available transportation services in Maine.
- 2. Emergency Planning and Preparedness Goal:** Educate people with disabilities regarding individual emergency planning and preparedness and collaborate with local officials to ensure that they are aware of the needs and rights of people with disabilities before emergencies occur.
- 3. Housing Goal:** Promote increased housing opportunities for people with disabilities in accessible, affordable, integrated settings.
- 4. Community-Based Living Goal:** Promote and advocate for more community-based living situations for people with disabilities in Maine.
- 5. Organizational Capacity of SILC Goal:** Increase the capacity of the organization and its members' effectiveness.
- 6. Economic Self-Sufficiency Goal:** Investigate resources available to increase the economic self-sufficiency of people with disabilities in Maine.

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.

In Maine, services to develop an IL plan are provided without a financial needs test. However, within the Title VII part B IL program individual consumer financial resources are assessed on a case by case basis using a standardized worksheet to determine consumer participation.

Various programs have financial eligibility requirements e.g. the mPower the Adaptive Equipment Loan Program has established financial procedures through the Finance Authority of Maine FAME to ensure equitable service provision.

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 Division of Vocational Rehabilitation (DVR), is administrator of Part B funds for both DVR and DBVI, and develops an annual contract with Maine's CIL to deliver independent living services funded under part B of title VII of the federal 1973 Rehabilitation Act. The funding is used to provide for delivery of essential services to individuals with disabilities so they can live more independent lives. These services are identified in Table 2.1A. The three-year State Plan for Independent Living (SPIL) establishes priorities for the SILC funding and how it shall be used.

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.

Maine is a 722 state the general operation of the CIL is not funded under state contract.

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.

Maine is served by Alpha One which has three offices in Maine. They are located regionally so as to make service available to consumers where needed. Offices are in South Portland, Bangor, and Presque Isle, each about two hours apart. Alpha One receives funding to deliver IL services from Part B, Part C, SSA and state funds.

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).

Alpha One is the only center for independent living in Maine. Alpha One delivers services statewide through a network of offices, home visits, and outreach. Founded in 1978, Alpha One continues to develop programs that extend its array of IL services to reach all Maine citizens with disabilities. Expansion of the IL network is not anticipated at this time. Alpha One surveys individuals who contact them or use their students to better understand unmet needs and to shape program development.

Alpha One will be funded at the same Part C level as last year. Alpha One will receive 100% of any additional Part C funds. If a Cost of Living Adjustment is approved, Alpha One will receive the associated increase in funding.

3.3 Section 723 States Only

N/A

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.

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.

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.

Maine SILC is a 501(c)3 and through a contract with administered by DVR carries out its own administrative support activities. The DVR DSU is the contract manager for the Maine SILC contract on behalf of both general VR and the Division for the Blind and Visually Impaired. DVR provides administrative support to oversee the SILC contract.

DVR, on behalf of both itself and DBVI, contracts with Alpha One to deliver Part B Independent Living services and provides administrative and fiscal oversight of that contract. DVR is available to provide technical support and assistance to Alpha One on grant related issues. The contract provisions require that Alpha One will follow appropriate fiscal and programmatic record keeping, meet EEO requirements, as well as that they will comply with all requirements of the American Recovery and Reinvestment Act.

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

N/A

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 anticipated SILC budget for this SPIL period is detailed in Attachment 1. The SILC also relies heavily on the numerous hours volunteered by its membership and other interested parties to further IL services to Maine's citizens. The SILC also benefits from use of state agency conference rooms and teleconferencing systems for meetings. The CIL also donates meeting space for meetings.

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 DSU carefully monitors the Maine SILC contract with DVR and works closely with them to ensure proper expenditures of funds according to the resource plan. Resources available to the SILC for their annual contract at this time are Title VII part B and SSA reimbursement funds.

As a 501(c)3 organization non-profit, Maine SILC that is not a state agency. The Maine SILC carefully monitors and shepherds resources, finding in-kind opportunities when necessary.

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

The DSU mandates no requirements that would compromise the independence of the SILC.

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

The SILC will maximize the available resource plan funding during the period of this state plan.

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 Maine SILC became incorporated in the State of Maine as Statewide Independent Living Council, and it received federal 501(c)3 tax exempt status in 2004. The Maine SILC is an independent organization and is not contained within any State agency.

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.

The SILC membership committee recruits individuals to serve on the Council, and a list is developed to be approved by the SILC membership. These nominees are asked to make formal application to the Governor for appointment to the Council. The Governor has appointed all members to the Council. Individuals are able to serve two three-year terms according to the by-laws.

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 staffing is carried out by its employee, who is the administrative assistant. It is a part-time position of 10 to 20 hours per month. The chair of the SILC is the administrative assistant's supervisor. The representative of the DSU provides an interface of communication between both division directors to the SILC and from SILC to the division directors.

The DSU representative is responsible for annual reporting and SPIL submission to RSA after the reports have been developed in conjunction with 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.

N/A

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.

Alpha One, the CIL, ensures that these requirements are carried out under the contract between DVR and Alpha One which is monitored by the DSU and the contract manager.

- 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.

Alpha One provides effective communication with deaf or blind individuals and have individuals with disabilities on staff. Both the SILC and CIL provide materials in alternative formats as needed and upon request. (The DSU also has ASL skills)

- 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 CIL is responsible for maintaining and encouraging staff development for its employees. The Director of the CIL provides the history and philosophy of IL for both the staff of Alpha one and new members to SILC.

- 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.

Reports are made to the Maine SILC upon request. Alpha One is an affirmative action agency and a program of regular staff development.

There is a contract between the Division for the Blind and Visually Impaired and the IRIS Network <http://www.theiris.org> / for individuals receiving services under OIB. This program specializes in services for individuals with vision loss.

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 SILC, under Maine state law and in accordance with operations as a 501 (c) 3 non-profit, has selected Alpha One Enterprises to act as fiscal intermediary for the State Independent Living Council (SILC) and to maintain appropriate internal controls to ensure the proper disbursement of and accounting for funds made available to the SILC. On an annual basis, SILC records maintained by Alpha One Enterprise are further reviewed by an independent accounting firm.

6.3 Recordkeeping, Access and Reporting - Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

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

Financial records for the State Independent Living Council (SILC) as maintained by Fiscal Intermediary, Alpha One Enterprises, are kept at Alpha One Enterprises main facility at 127 Main

Street, South Portland, Maine. Access shall be made available to duly authorized personnel upon request. Quarterly and annual financial reports are submitted as required by contract.

The contracts and additions financial records for both contracts are kept by the contract managers at the DVR as well as by SILC and Alpha One. Access is made available to duly authorized representatives as requested. Both the SILC and CIL submit annual reports as deemed necessary by the Secretary.

The contracts and additions financial records for both contracts are kept by the contract managers at the DVR as well as by SILC and Alpha One. Access is made available to duly authorized representatives as requested. Both the SILC and CIL submit annual reports as deemed necessary by the Secretary.

The DSU contracts directly with both the SILC and with the CIL. The CIL's only financial connection with the SILC is as its contracted fiscal agent.

6.4 Eligibility

The DSU does not provide direct independent living services and contracts with the CIL to provide said services.

The eligibility of individuals seeking independent living services for IL is established rules adopted through the Maine Administrative Procedure Act. The Independent Living Services rules promulgated in 2008 eligibility and nondiscrimination language is below. These rules can be found at <http://www.maine.gov/sos/cec/rules/12/152/152c007.doc>. The ILS Program is operated in compliance with the Federal Rehabilitation Act of 1973, as Amended. The legal authorities for the policies contained in the ILS Services Policy Manual are Title 29 U.S.C. 720 *et seq.*; Title 34 CFR Part 365 in the Federal Register, and Title 26 M.R.S.A., Chapter 19, section 1411, *et seq.*

- 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.

Independent Living Services rules state:

An individual is eligible for ILS Program services if an evaluation documents the following:

- A. That the individual has a significant physical or mental disability which for that individual constitutes or results in a severe limitation(s) in ability to function independently in family or community setting;
- B. That IL Services may reasonably be expected to assist the individual to function independently in a family or community setting; and
- C. The consumer's ability to direct the IL service planning and selection with or without assistance.
- D. The evaluation(s) shall take into consideration any relevant case record materials available from the ILS Program or other sources. A special diagnostic study(ies) shall be conducted for purposes of determining eligibility for IL Services only if already available information is not complete, relevant, or current. The evaluation(s) shall be sufficient in scope to determine which services will best meet the current needs of the individual for functioning more independently in family or community setting.

- 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.

Independent Living Services rules state:

When appropriate, ILS Program staff shall provide advocacy or referral necessary to support people with significant disabilities in securing needed services or goods from other agencies and organizations.

- 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.

Independent Living Services rules state:

Any person who applies for services shall undergo an eligibility determination, the results of which shall be shared with the individual. An applicant is anyone who signs a dated application or letter requesting IL Services. An evaluation(s) will take place, at no cost to the consumer, to provide information for the eligibility decision. At any time in this process that it is determined the individual is not eligible for IL Services, the evaluation shall cease. Appropriate notification will be provided to the individual.

- 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.

Independent Living Services rules state:

Eligibility is determined without regard to sex, race, creed, age, color, national origin or type of disability.

- 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.

Independent Living Services rules state:

There is no residency requirement which would exclude from services a person living in Maine.

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.

Independent Living Plans are developed in conjunction with and signed by the consumer and Alpha One. All consumers are informed of their right to waive the development of an IL plan waiver. Consumers who waive the right to develop a waiver are still able develop IL goals and to receive IL services to achieve those goals.

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.

The CAP information is available on line from the BRS website

<http://www.maine.gov/rehab/cap.shtml>; there is also a link directly to the Website

<http://www.caresinc.org/cap.htm>. The contact information includes this CAP contractor, the street address, as well as local and toll-free telephone/TTY numbers.

Alpha-One regularly informs consumers about the existence and purpose of the CAP program.

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.

Safeguards for individuals seeking independent living services are detailed in the Independent

Living Services rules promulgated in 2008 in the Confidentiality section. These rules can be found at <http://www.maine.gov/sos/cec/rules/12/152/152c007.doc>. (Please, see example below.)

The rules governing the OIB program also address confidentiality and privacy of these rules can be found at <http://www.maine.gov/sos/cec/rules/12/150/150c105.doc> and over promulgated in 2007.

SECTION 2. CONFIDENTIALITY

All personal information acquired by the ILS shall only be used and released for purposes directly connected with the administration of the ILS Program. Use and release of personal information acquired by the ILS Program shall conform with applicable Federal Regulations and State laws. Personal information will be released with the informed written consent of the consumer or their duly authorized representative.

1. For purposes of this policy, informed written consent shall mean a document that:
 - A. is in language and a communication format that the person understands.
Alternative communication shall be provided to the consumer, such as voice, American Sign Language, Braille, or augmented technology, and shall be documented in the case record as declared by the consumer for the purpose of releasing or sharing specific information with parties designated by the consumer;
 - B. is signed and dated by the consumer or duly authorized representative;
 - C. is specific in designating the ILS Program as the agency or person authorized to disclose information;
 - D. is specific as to the nature of the information which may be released;
 - E. specifically designates the parties by whom the information may be used;
 - F. specifically indicates the duration of the release of information.
2. Release to Consumer or Duly Authorized Representative
Upon informed written consent by the individual with disabilities or duly authorized representative, all information in the case record shall be made available in a timely manner, except:
 - A. information obtained from outside the ILS Program may be released only under the conditions established by the outside agency or organization.
3. Release To Other Programs
Upon informed written consent of the individual with disabilities or duly authorized representative, Maine ILS Program may release to another agency or organization information that may be released to the individual with disabilities and only to the extent that the other agency demonstrates that the information is necessary for its program.
 - A. Maine ILS Program must release personal information, with or without consent of the individual, if required by State and Federal law, if in response to investigations in connection with law enforcement, fraud, or abuse, (except where expressly prohibited by Federal or State laws or regulations), and in response to an order issued by a judge, magistrate, or other authorized judicial officer.
 - B. The Maine ILS Program may release personal information without informed written consent of the individual in order to protect the individual or others when the individual poses a threat to his/her safety or the safety of others except for HIV test results which may not be released without informed written consent of the individual.
4. Release for Audit, Evaluation or Research

At the discretion of the ILS Program Manager/Supervisor, personal information may be released to an organization, agency or individual engaged in audit, evaluation, or research only for purposes directly connected with the administration of the ILS Program, or for purposes which would significantly improve the quality of life for people with disabilities and only if the organization, agency or individual assures that:

- A. the information shall be used only for the purposes for which it is being provided;
- B. the information shall be released only to persons officially connected with the audit, evaluation or research;
- C. the information shall not be released to the involved individual;
- D. the information shall be managed in a manner to safeguard confidentiality; and
- E. the final product will not reveal any personal identifying information without the informed written consent of the involved individual or duly authorized representative.

5. Release of Records for Testimony

An employee of a Maine ILS Program shall not testify in court or in an administrative hearing; nor release records without the consent of the individual or their duly authorized representative unless ordered to do so by a judge, magistrate, or other authorized judicial officer.

Alpha One's policies also address confidentiality which can be found on their web page www.Alphaonenow.org.

All programs require that release of information forms be explained to individuals prior to their signature.

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

Evaluation of Effectiveness of Plan

The SILC will employ six standing committees to monitor, review, and evaluate each of the goals/objectives of the State Plan for Independent Living Listed in Section 1 of this document. These committees will include the Transportation, Emergency Planning and Preparedness, Housing, Community-Based Living, Organizational Capacity of SILC, and Economic Self-Sufficiency committees. All committees will include a minimum of three SILC members but may include interested non-members. Representatives of the CIL and DSU serve on the SILC and will be involved in the evaluation process. All Committees will meet a minimum of four times per year. Committee chairs will distribute reports at all scheduled SILC meetings regarding the progress toward respective SILC goals/objectives based on the selected model of evaluation. Each Committee shall use the Evaluation of Effectiveness Model outlined below;

Evaluation of Effectiveness Model

The SILC will use the following model to evaluate all areas identified within the SPIL goals/objectives:

1. Engage stakeholders

- Who should be involved?
- How might they be engaged?

2. Focus

- Who/what needs to be evaluated?
- What is the purpose of the evaluation?
- Who will use the evaluation and how will they use it?
- What questions will the evaluation seek to answer?
- What information do we need to answer the questions?
- When is the evaluation needed?
- What evaluation design will be used?

3. Collect data

- Identify sources of information
- Identify collection methods (survey, interview, observations, testimonials, etc.)
- When will data be collected?
- What is needed to collect the information?

4. Analyze and interpret

- How will the data be analyzed?
- How will the information be interpreted and by whom?
- What will we learn and what are the limitations?

5. Use

- How will the evaluation be communicated or shared?

The SILC will focus on identifying and evaluating outcomes and will explore the need for establishing a Program Evaluation Committee to focus on learning outcome-based approaches for evaluation of goals/objectives. In addition, the SILC will use the 704 as a tool for analyzing and evaluating the goals/objectives of the SPIL.

Consumer Satisfaction

The SILC will collaborate with the CIL to construct and/or revise and distribute a customer satisfaction survey. The survey will be distributed to a minimum of 100 individuals each year for the three year period. The CIL will provide the SILC with a summary of consumer satisfaction results, and the SILC will then evaluate the satisfaction of individuals with significant disabilities who have participated in the services. Additionally, the SILC will seek consumer input on IL services through public comments at SILC meetings.

Section 8: State-Imposed Requirements

8 State-Imposed Requirements

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

Maine has no state imposed means test. However, within the Title VII part B IL program individual consumer financial resources are assessed on a case by case basis using a standardized worksheet to determine consumer participation.

Various programs have financial eligibility requirements e.g. the mPower the Adaptive Equipment Loan Program has established financial procedures through the Finance Authority of Maine FAME to ensure equitable service provision.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1820-0527. The time required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4760. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Ms. Sue Rankin-White, U.S. Department of Education, Rehabilitation Services Administration, PCP-5013, 400 Maryland Ave, SW, Washington, DC 20202-2800.

2011 – 2013 SPIL GOALS (Working Doc)

Goal(s)	Objective to be achieved	2011	2012	2013
1. Organizational Capacity of SILC Goal	Establish A SILC work group that will prepare a 3-Year Communication/Outreach Plan detailing specific actions, in collaboration with the DSU and CIL, necessary for successful outreach and public participation, including how materials (electronic and paper) will be prepared and disseminated and what other activities (e.g., phone tree, press, organizing, collaboration) will be conducted. Evaluate outreach plan at least annually.	✓	✓	✓
1. Organizational Capacity of SILC Goal	Conduct a comprehensive training for SILC members to promote organizational capacity at the annual meeting.	✓	✓	✓
1. Organizational Capacity of SILC Goal	Increase membership with a net gain of at least two members each year.	✓	✓	✓
1. Organizational Capacity of SILC Goal	Review the structure of bylaws.		✓	✓
1. Organizational Capacity of SILC Goal	Update membership/orientation materials.	✓		
1. Organizational Capacity of SILC Goal 2. Transportation Goal 4. Housing Goal 5.Community-Based Living Goal	Encourage members to complete online SILC training with a minimum of two members per year participating.	✓	✓	✓
2. Transportation Goal 4. Housing Goal 6. Economic Self-Sufficiency Goal	Obtain and/or catalog available statewide resources pertaining to SPIL goals for SILC members. Transportation & Housing in 2011 and Economic Self-Sufficiency 2012. Update Transportation Catalog - Dec 2012	✓	✓	✓
1. Organizational Capacity of SILC Goal 2. Transportation Goal 4. Housing Goal 5.Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Request updates from stakeholders and partners whose field of expertise support SPIL goals to present at least annually at full SILC meetings.	✓	✓	✓
2. Transportation Goal 4. Housing Goal	Collaborate with CIL annually, to encourage people with disabilities to participate in state-wide forums to provide input for the development of the state's Consolidated Plan concerning SPIL Goals 2 & 4 with a minimum of 25 people attending.	✓	✓	✓
2. Transportation Goal 4. Housing Goal 5.Community-Based Living Goal	Designate SILC members to attend annual state-wide forums concerning SPIL Goals 2, 4, 5, with members attending a minimum of four forums.	✓	✓	✓
2. Transportation Goal 3. Emergency Planning and Preparedness Goal 4. Housing Goal 5.Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Invite Maine CITE, State-wide Assistive Technology Program, to educate SILC regarding AT related issues e.g. Transportation, Housing and Community Based Living at least annually.	✓	✓	✓

2011 – 2013 SPIL GOALS (Working Doc)

Goal(s)	Objective to be achieved	2011	2012	2013
1. Organizational Capacity of SILC Goal 3. Emergency Planning and Preparedness Goal 5. Community-Based Living Goal	Collaborate with CIL to encourage people with disabilities to attend state-wide forums annually concerning goal areas identified in the SPIL with a minimum of 25 people attending.	✓	✓	✓
1. Organizational Capacity of SILC Goal	Make membership materials available online in accessible formats.	✓	✓	✓
1. Organizational Capacity of SILC Goal 2. Transportation Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Disseminate catalog of transportation services state-wide, in collaboration with the CIL and DSU, via the communication/outreach plan as well as other catalogued resources. Updates by Oct 2013	✓	✓	✓
2. Transportation Goal	Request update from Department of Transportation regarding available transportation services throughout the state bi-annually.	✓	✓	✓
3. Emergency Planning and Preparedness Goal	Collaborate with the CIL, DSU, Maine Emergency Management Agency and disability organizations in Southern Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individual emergency preparedness plans.	✓		
3. Emergency Planning and Preparedness Goal	Establish links on the SILC website for access to individual emergency preparedness planning tools.	✓		
3. Emergency Planning and Preparedness Goal	Identify one SILC member to serve on the Maine Disaster Behavioral Health Response Team.	✓		
5. Community-Based Living Goal	Identify and collaborate with other state groups who are focusing on increasing community-based living opportunities for people with disabilities in Maine via the communication/outreach plan.	✓		
6. Economic Self-Sufficiency Goal	Identify two SILC members to investigate existing economic support programs such as PASS plans, Individual Development Accounts (IDA), housing vouchers, etc. that enable people with disabilities to maximize their financial resources.	✓		
6. Economic Self-Sufficiency Goal	Identify two SILC members to investigate Maine Bank programs that offer people with disabilities access to capital through Community Reinvestment Act (CRA) programs.	✓		
6. Economic Self-Sufficiency Goal	Assign two SILC members to Research financial literacy models relevant to people with disabilities and report back to the full council.	✓		
6. Economic Self-Sufficiency Goal	Assign two SILC members to investigate national resources regarding self-sufficiency and report back to the full council.	✓		

2011 – 2013 SPIL GOALS (Working Doc)

Goal(s)	Objective to be achieved	2011	2012	2013
3. Emergency Planning and Preparedness Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Develop a plan to distribute information regarding; individual emergency preparedness planning, housing and economic self-sufficiency resources to people with disabilities who do not have Internet access via the communication/outreach plan.		✓	✓
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Share data from needs assessments and other sources with least two current legislators concerning; housing, community based living and economic self-sufficiency issues for people with disabilities in Maine via the communication/outreach plan.		✓	✓
2. Transportation Goal 3. Emergency Planning and Preparedness Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Make cataloged resources available on SILC website with resource links on website that provides access to information to Maine's individuals with disabilities		✓	✓
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Share data from needs assessments and other sources with state officials concerning; housing, community based living and economic self-sufficiency issues for people with disabilities in Maine via the communication/outreach plan.		✓	✓
2. Transportation Goal 3. Emergency Planning and Preparedness Goal	Collaborate with the Section 121 Native American program to ensure that the underserved Native American population can effectively access the transportation catalog via the communication/outreach plan.		✓	
3. Emergency Planning and Preparedness Goal	Collaborate with the CIL, DSU, Maine Emergency Management Agency and disability organizations in Central Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individuals emergency preparedness plans.		✓	
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Invite speakers from Rural Housing to address one SILC meeting.		✓	
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Link catalogued housing information to SILC website.		✓	
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Remain informed about potential or current legislation that reduces community-based housing opportunities for people with disabilities in Maine.		✓	

2011 – 2013 SPIL GOALS (Working Doc)

Goal(s)	Objective to be achieved	2011	2012	2013
6. Economic Self-Sufficiency Goal	Identify two SILC members to share information concerning opportunities through the Community Reinvestment Act (CRA) programs of Maine banks with the full council.		✓	
6. Economic Self-Sufficiency Goal	Invite a speaker from Small Business Association (SBA) to address SILC meeting.		✓	
6. Economic Self-Sufficiency Goal	In collaboration with the DSU and CIL, educate people with disabilities about self-employment opportunities in Maine with a minimum of 25 people attending self-employment forums/seminars.		✓	
1. Organizational Capacity of SILC Goal	Develop a timeline for complete the next three-year SPIL.		✓	
1. Organizational Capacity of SILC Goal 2. Transportation Goal 3. Emergency Planning and Preparedness Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Develop and conduct survey for public input on next SPIL.		✓	

2011 – 2013 SPIL GOALS (Working Doc)

Goal(s)	Objective to be achieved	2011	2012	2013
1. Organizational Capacity of SILC Goal 2. Transportation Goal 3. Emergency Planning and Preparedness Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Conduct a minimum of three public forums for input on next SPIL.			✓
2. Transportation Goal 6. Economic Self-Sufficiency Goal	Promote access to the transportation catalog of resources by identified underserved populations (other than Native Americans) through collaboration with the DSU and CIL and via the communication/outreach plan.			✓
3. Emergency Planning and Preparedness Goal	Collaborate with the CIL, DSU, and Maine Emergency Management Agency and disability organizations in Northern Maine to establish a minimum of two trainings focused on assisting people with disabilities in writing individuals emergency preparedness plans.			✓
3. Emergency Planning and Preparedness Goal 4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Distribute/Disseminate individual emergency preparedness planning information, housing and self-sufficiency resources to individuals without Internet access, in collaboration with the CIL and DSU, via the communication/outreach plan			✓
4. Housing Goal 5. Community-Based Living Goal 6. Economic Self-Sufficiency Goal	Collaborate with at least three other groups focused on community-based living for people with disabilities in Maine to decrease residential placements via the communication/outreach plan.			✓
6. Economic Self-Sufficiency Goal	Collaborate with the CIL, DSU and other organizations/agencies, such as the Work Incentives Planning and Assistance Project (a no-cost service) to educate people with disabilities regarding how work affects disability benefits by establishing a minimum of two trainings focused on this topic.			✓