

State Plan for Independent Living (SPIL) for Maine for 2014-2016

General Information

Designated Agency Identification

State:Maine

Agency:Maine Department of Labor - Division of Vocational Rehabilitation

Plan for:2014-2016

Submitted in fiscal year:2013

View grant [H169A130027](#) in the Grant Award screen.

Part I: Assurances

Section 1: Legal Basis and Certifications

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

Division of Vocational Rehabilitation

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.

Division for the Blind and Visually Impaired

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.

Maine Statewide Independent Living Council (Maine SILC)

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

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

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

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Elizabeth Hopkins, Director, Division of Vocational Rehabilitation and John 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.

Yes

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

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

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

Yes

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

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

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

Section 3: Independent Living Services

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

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff

member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

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

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

Yes

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

Section 4: Eligibility

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

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

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

Section 5: Staffing Requirements

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

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

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

Yes

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

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

Section 6: Fiscal Control and Fund Accounting

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

Section 7: Recordkeeping, Access and Reporting

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

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

Yes

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

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

Section 8: Protection, Use and Release of Personal Information

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

Section 9: Signatures

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

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

Section 9: Signature for SILC Chairperson

Name Kelly Osborn

Title Chair, Maine SILC

Signed? Yes

Date signed 06/28/2013

Section 9: Signature for DSU Director

Name Elizabeth Hopkins

Title Director, Division of Vocational Rehabilitation

Signed? Yes

Date signed 06/28/2013

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? Yes

Date signed 06/28/2013

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

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

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

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

Goal Description:

The Maine SILC realizes that its primary goal must be to increase the capacity of the organization and its members' effectiveness in order to improve the lives of people with disabilities in Maine. There are six core areas that individuals with disabilities have identified as problematic: 1.) transportation, 2.) housing, 3.) emergency planning and preparedness, 4.) community-based living, 5.) economic self-sufficiency, 6.) assistive technology. In order for the SILC to affect positive outcomes in these areas of great need, the organization must focus on increasing its capacity and effectiveness. "Capacity Building is a process that helps a program or organization enhance its mission, strategy, skills, systems, infrastructure, and human resources to better serve community needs. Experience has shown that to foster and sustain effective programs, organizations must be both viable and well-managed" (Corporation for National Community Service, Toolkit for Program Sustainability, Capacity Building, and Volunteer Recruitment/Management).

A primary concern of the Maine SILC is the history of and consistent decrease in funding for both IL services and for the Maine SILC. A review and discussion with the DSU directors of DBVI and DVR budgets may foster an understanding of the extent of the budget cuts to IL services and to the Maine SILC.

Due to both a lack of funding and a lack of dedicated, experienced staff, the Maine SILC has been unable to effectively carry out the work that is set forth in Title VII of The Rehabilitation Act of 1973, as amended. The purpose of Title VII, Independent Living Services and Centers for Independent Living, is "to promote a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society by - -

(1) providing financial assistance to States for providing, expanding, and improving the provision of independent living; and

(2) providing financial assistance to develop and support statewide networks of centers for independent living; and

(3) providing financial assistance to States for improving relationships among State independent living rehabilitation service programs, centers for independent living, Statewide Independent Living Councils established under section 705, State vocational rehabilitation programs receiving assistance under title I, State programs of supported employment services receiving assistance under part B of title VI, client assistance programs receiving assistance under section 112, programs funded under other titles of this Act, programs funded under other Federal law, and programs funded through non-Federal sources.”

In addition the Act under Section 705 requires that States who receive financial assistance under Title VII establish a Statewide Independent Living Council that is separate from a State agency. Maine has an established SILC that is a separate, non-profit entity. Under Section 705, the SILC is tasked with preparing, “in conjunction with the designated State unit, a plan for the provision of such resources, including staff and personnel, as may be necessary and sufficient to carry out the functions of the Council under this section, with funds made available under this chapter, and under this section 110, and from other public and private sources. The resource plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan.” Under the Act, the SILC is then responsible for supervising and evaluating the staff and personnel hired to carry out the functions of the SILC.

Goal Name:

1.2 Objectives

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

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 1 – Hire a SILC Executive Director to envision and articulate the organization’s goals and establish the systems and mechanisms to achieve those goals. The SILC Executive Director will be responsible for conducting the work of the SPIL under the supervision and direction of the Maine SILC to accomplish the tasks as categorized below and outlined in the SILC Activities (below):</p> <ul style="list-style-type: none"> • Recruitment and Management of Members/Volunteers. 	10/01/2013	12/31/2013

	<ul style="list-style-type: none"> • Establish and Maintain Partnerships with Community Members and Organizations. • Market and Promote the Maine SILC. • Increase and Diversify the Resources related to the six core areas of the SPIL: <ol style="list-style-type: none"> 1. transportation 2. housing 3. emergency planning and preparedness 4. community-based living 5. economic self-sufficiency 6. assistive technology <p>> Hire Executive Director</p> <p>Measure: Director will be hired.</p> <p>Responsible: SILC Executive Committee</p>		
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity A.1: Recruitment and Management of Members/Volunteers</p> <p>> Assess SILC needs; identify members that meet the needs</p> <p>Measure: Needs assessment of SILC will be completed</p> <p>Responsible: <u>SILC</u> Executive Director/SILC board <u>in conjunction with CIL/DSU</u></p>	<p>10/01/2013</p>	<p>12/31/2013</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity A.2: Recruitment and Management of Members/Volunteers</p> <p>> Produce program materials and make public presentations to recruit members</p> <p>Measure: Materials will be produced/members will be added</p>	<p>01/01/2014</p>	<p>03/31/2014</p>

	Responsible: <u>SILC</u> Executive Director/SILC members <u>in conjunction with CIL/DSU</u>		
Increase the capacity of the organization and its members' effectiveness.	Objective 1, Activity A.3: Recruitment and Management of Members/Volunteers > Design/conduct orientation/training of new members Measure: Orientation/training manual Responsible: <u>SILC</u> Executive Director/SILC members	01/01/2014	03/31/2014
Increase the capacity of the organization and its members' effectiveness.	Objective 1, Activity A.4: Recruitment and Management of Members/Volunteers > Conduct state-wide forums to inform people with disabilities about SILC Measure: Forums scheduled and conducted Responsible: <u>CIL</u> Executive Director/SILC members	01/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	Objective 1, Activity A.5: Recruitment and Management of Members/Volunteers > Conduct/oversee training of all SILC members Measure: Training log will be maintained Responsible: <u>SILC</u> Executive Director	10/01/2013	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	Objective 1, Activity B.1: Partnerships with Community Members and Organizations > Recruit community organizations to serve as SILC partners Measure: List of partner contacts will be maintained Responsible: <u>CIL</u> <u>SILC</u> Executive Director/SILC members <u>board</u>	01/01/2014	03/31/2014

<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity B.2: Partnerships with Community Members and Organizations</p> <p>> Use website/email to construct communication network among partners</p> <p>Measure: Network of communication will be set up</p> <p>Responsible: <u>CIL</u> Executive Director/SILC membersboard</p>	<p>01/01/2014</p>	<p>03/31/2014</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity B.3: Partnerships with Community Members and Organizations</p> <p>> Collect input from partners on SPIL goal/activities</p> <p>Measure: Partner survey and forums will be employed</p> <p>Responsible: <u>CIL</u> Executive Directoretor/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2014</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity B.4: Partnerships with Community Members and Organizations</p> <p>> Convene quarterly meeting of partners to discuss collaborative activities</p> <p>Measure: Collaborative activities will be explored through 5 Councils</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>	<p>01/01/2014</p>	<p>03/31/2014</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity B.5: Partnerships with Community Members and Organizations</p> <p>> Report outcomes to partners and celebrate success</p> <p>Measure: Yearly report will be shared and yearly celebration planned</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2016</p>

<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity C.1: Marketing and Promotion of the Maine SILC (using accessible formats)</p> <p>> Produce SILC brochures and marketing materials</p> <p>Measure: Materials will be printed</p> <p>Responsible: SILC Executive Director/SILC board <u>in conjunction with CIL and DSU</u></p>	<p>04/01/2014</p>	<p>06/30/2014</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity C.2: Marketing and Promotion of the Maine SILC (using accessible formats)</p> <p>> Produce a minimum of 4 videos for website</p> <p>Measure: 4 videos will be available on website</p> <p>Responsible: <u>SILC</u> Executive Director/SILC board</p>	<p>07/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity C.3: Marketing and Promotion of the Maine SILC (using accessible formats)</p> <p>> Write a minimum of 4 newspaper articles about SILC activities</p> <p>Measure: 4 articles will be printed in local papers</p> <p>Responsible: <u>SILC</u> Executive Director/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity C.4: Marketing and Promotion of the Maine SILC (using accessible formats)</p> <p>> Produce at least 1 public service announcement per year</p> <p>Measure: 1 PSA will be produced yearly</p> <p>Responsible: <u>SILC</u> Executive Director/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2016</p>

<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity C.5: Marketing and Promotion of the Maine SILC (using accessible formats)</p> <p>> Write a quarterly SILC newsletter</p> <p>Measure: Newsletter will be available on website</p> <p>Responsible: SILC Executive Director/SILC members</p>	<p>10/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity D.1: Increase and Diversification of Resources related to the six core areas of the SPIL</p> <p>> Research and write grants for additional funding</p> <p>Measure: Copies of grants will be kept on file</p> <p>Responsible: SILC Executive Director</p>	<p>10/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity D.2: Increase and Diversification of Resources related to the six core areas of the SPIL</p> <p>> Research prospective donors/cultivate relationships with donors</p> <p>Measure: List of donors will be compiled</p> <p>Responsible: SILC Executive Director</p>	<p>10/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity D.3: Increase and Diversification of Resources related to the six core areas of the SPIL</p> <p>> Manage activities associated with funding sources</p> <p>Measure: Funding source documentation will be maintained</p> <p>Responsible: SILC Executive Director</p>	<p>10/01/2014</p>	<p>09/30/2016</p>

<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity D.4: Increase and Diversification of Resources related to the six core areas of the SPIL</p> <p>> Demonstrate accountability and results to donors</p> <p>Measure: Funding reports will be written and kept on file</p> <p>Responsible: SILC Executive Director</p>	<p>10/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 1, Activity D.5: Increase and Diversification of Resources related to the six core areas of the SPIL</p> <p>> Work to develop stakeholder buy-in for SILC activities</p> <p>Measure: Stakeholder meeting will be documented</p> <p>Responsible: CIL Executive Director/SILC members</p>	<p>10/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2: Become a hub of advocacy and education for people with disabilities regarding the 6 core areas identified in the SPIL: 1.) transportation, 2.) housing, 3.) emergency planning and preparedness, 4.) community-based living, 5.) economic self-sufficiency, 6.) assistive technology.</p> <p>Activities, measures, and responsible parties are described below.</p>	<p>01/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2, Activity 1.1: Transportation</p> <p>> Increase links to transportation resources on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: CIL Executive Director/ SILC Executive Director/SILC members</p>	<p>01/01/2014</p>	<p>03/31/2014</p>
<p>Increase the capacity of the</p>	<p>Objective 2, Activity 1.2: Transportation</p>	<p>07/01/2014</p>	<p>09/30/2016</p>

<p>organization and its members' effectiveness.</p>	<p>> Encourage people with disabilities to attend transportation forums</p> <p>Measure: 25 people will attend at least 4 forums</p> <p>Responsible: <u>CIL Executive Director</u>Executive Director/SILC members</p>		
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2, Activity 1.3: Transportation</p> <p>> Collaborate with partners to explore ways to improve transportation options via vouchers or other avenues</p> <p>Measure: Activities to improve transportation will be documented</p> <p>Responsible: <u>CIL Executive Director</u>Executive Director/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2, Activity 2.1: Housing</p> <p>> Increase links to housing resources on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: <u>CIL Executive Director</u>/SILC members</p>	<p>01/01/2014</p>	<p>03/31/2014</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2, Activity 2.2: Housing</p> <p>> Encourage people with disabilities to attend housing forums</p> <p>Measure: 25 people will attend at least 4 forums</p> <p>Responsible: <u>CIL Executive Director</u>/SILC members</p>	<p>07/01/2014</p>	<p>09/30/2016</p>
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Objective 2, Activity 2.3: Housing</p> <p>> Collaborate with partners to explore ways to improve housing options via vouchers or other avenues</p>	<p>07/01/2014</p>	<p>09/30/2016</p>

	<p>Measure: Activities to improve housing will be documented</p> <p>Responsible: CIL Executive Director/SILC members</p>		
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 3.1: Emergency Planning and Preparedness</p> <p>> Increase links to emergency planning resources on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: CIL Executive Director/SILC members</p>	01/01/2014	03/31/2014
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 3.2: Emergency Planning and Preparedness</p> <p>> Provide on-site trainings to individuals with disabilities regarding emergency planning and preparedness</p> <p>Measure: 10 people will attend at least 4 trainings yearly</p> <p>Responsible: CIL Executive Director/SILC members/partners</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 3.3: Emergency Planning and Preparedness</p> <p>> Collaborate with partners to explore ways to improve emergency planning and preparedness for people with disabilities in Maine</p> <p>Measure: Activities to improve emergency planning and preparedness will be documented</p> <p>Responsible: CIL Executive Director/SILC members/partners</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 4.1: Community-Based Living</p>	01/01/2014	03/31/2014

	<p>> Increase links to community-based living on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: CIL Executive Director/SILC members</p>		
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 4.2: Community-Based Living</p> <p>> Encourage people with disabilities to attend community-based living forums/events</p> <p>Measure: 25 people will attend at least 4 forums/events</p> <p>Responsible: CIL Executive Director/SILC members/partners</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 4.3: Community-Based Living</p> <p>> Collaborate with partners to explore ways to improve community-based living options via vouchers or other avenues</p> <p>Measure: Activities to improve community-based living will be documented</p> <p>Responsible: CIL Executive Director/SILC members</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 5.1: Economic Self-Sufficiency</p> <p>> Increase links to economic self-sufficiency on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: CIL Executive Director/SILC members</p>	01/01/2014	03/31/2014
Increase the capacity of the organization and	<p>Objective 2, Activity 5.2: Economic Self-Sufficiency</p>	07/01/2014	09/30/2016

its members' effectiveness.	<p>> Encourage people with disabilities to attend economic self-sufficiency forums/events</p> <p>Measure: 25 people will attend at least 4 forums/events</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members/partners</p>		
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 5.3: Economic Self-Sufficiency</p> <p>> Collaborate with partners to explore ways to improve economic self-sufficiency options via vouchers or other avenues</p> <p>Measure: Activities to improve economic self-sufficiency will be documented</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 6.1: Assistive Technology</p> <p>> Increase links to assistive technology resources on website</p> <p>Measure: Include a minimum of 5 links.</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>	01/01/2014	03/31/2014
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 6.2: Assistive Technology</p> <p>> Encourage people with disabilities to attend assistive technology events</p> <p>Measure: 25 people will attend at least 4 events</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>	07/01/2014	09/30/2016
Increase the capacity of the organization and its members' effectiveness.	<p>Objective 2, Activity 6.3: Assistive Technology</p>	07/01/2014	09/30/2016

	<p>> Collaborate with partners to explore ways to improve access to assistive technology for people with disabilities in Maine</p> <p>Measure: Activities to improve access to assistive technology will be documented</p> <p>Responsible: <u>CIL</u> Executive Director/SILC members</p>		
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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

The Independent Living needs of people with disabilities in Maine are not currently being met. Alpha One, Maine’s Center for Independent Living, provided the following information concerning wait list totals: 1.) Maine currently has 196 people with severe disabilities on a 3 year wait list for Independent Living Services administered through the Bureau of Rehabilitation Services, Division of Vocational Rehabilitation within the Maine Department of Labor, funded through the federal Rehabilitation Services Administration. These services include needs such as home modifications, assistive technology, etc. 2.) MaineCare Section 22, MaineCare Waiver Services, provides personal care assistance with activities of daily living for individuals with physical disabilities. Without this service, it is challenging, if not impossible, for people with disabilities to function within the community. There are currently 77 people waiting for MaineCare Section 22 services. 3.) Consumer-Directed Home Based Care enables people with physical disabilities to live in their own homes and maintain independence, reducing the need for more costly institutions (e.g., nursing facilities). Currently there are 31 individuals on a wait list for these services. 4.) Additionally, Maine also has a long wait list for safe, accessible, affordable housing. Given the fact that Maine has a rapidly rising aging population, combined with the inability to retrofit many of Maine’s older building structures, makes this matter an immediate concern for literally thousands of people with disabilities and the elderly population within the state. The Maine SILC, under the leadership and direction of its Executive Director, will work collaboratively with the CIL to explore ways to reduce the waitlist for Independent Living Services in Maine. The SILC will report its recommendations for reducing the wait list to the DSU.

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

Maine is a vastly rural state with minimal resources; therefore, much of the population could be defined as unserved or underserved. During the development of the SPIL, the Maine SILC hosted five forums throughout the state, including the rural areas. While much of the State of Maine is designated as rural and access to resources is limited in these areas, the Maine SILC has identified Northern Maine (Aroostook County), Downeast Maine (Washington County), and

Western Maine (Somerset, Franklin, and Oxford Counties), as unserved and underserved areas. Therefore, the Maine SILC will conduct outreach in these areas by hosting forums, recruiting members, and providing informational sessions regarding the Maine SILC and available resources at local events. Maine SILC; Alpha One, Maine's Center for Independent Living; and the Division of Vocational Rehabilitation (DVR) and the Division 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.

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

The Maine SILC has identified Native Americans as an unserved and underserved population in Maine. Through collaboration with the DSU, CIL, and the 121 VR program, the Maine SILC will continue to increase access to information and services on and near the Tribal lands and reservations in Maine.

In an effort to invite as many people as possible to SILC 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 Disabilities 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.

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 by the 121 VR Director. ASL interpreters were present at one of the forums, and ASL interpreters were available by request at all of the forums. Additionally, 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. Copies of the survey were distributed to the tribal offices and to Wabanaki of Sweetser to ensure participation of the Native American population.

1.3 Financial Plan

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

1.3A Financial Plan Tables

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

Year 1 - 2014 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	27500	284266	0	0
Title VII Funds Chapter 1, Part C	0	0	812592	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)	16400	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	30000	0	0
Non-Federal funds - Other	0	0	0	0
Total	43900	314266	812592	0

Year 2 - 2015 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	27500	284266	0	0
Title VII Funds Chapter 1, Part C	0	0	812592	0
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	0	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	30000	0	0
Non-Federal funds - Other				
Total	27500	314266	812592	0

Year 3 - 2016 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	27500	284266	0	0
Title VII Funds Chapter 1, Part C	0	0	812592	0
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	0	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0

Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	30000	0	0
Non-Federal funds - Other				
Total	27500	314266	812592	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 SPIL objectives.

While 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 manager meet annually prior to writing the annual contract. The funding of 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 IL 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.

In order for the SILC to address the issues identified through input from consumers, the SILC must increase its organizational capacity so that the private, nonprofit SILC can continue to grow and function effectively. Funding provided to the SILC from the State of Maine, as funding provided to the CIL, has continued to decline. In order for the SILC to achieve the purpose set forth in the Rehabilitation Act, the SILC must build its capacity by hiring an Executive Director who will assist the members of the Council in raising awareness concerning the decline of funding for IL services in Maine and in identifying ways to obtain the funds that are needed. An Executive Director will be able to dedicate the substantial focused and ongoing time and effort needed for helping the council build capacity and other resources as well as to optimize the council's effectiveness in meeting its mission and related tasks.

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.

The purpose of Chapter 1 of Title VII of the Rehabilitation Act as state in 701 is “to promote a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society, by—

(1) providing financial assistance to States for providing, expanding, and improving the provision of independent living services;

(2) providing financial assistance to develop and support statewide networks of centers for independent living; and

(3) providing financial assistance to States for improving working relationships among State independent living rehabilitation service programs, centers for independent living, Statewide Independent Living Councils established under section 705 ...”

In the five forums and online/paper survey conducted for this SPIL, transportation, housing, emergency planning & preparedness, assistive technology, 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.

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. Additionally, the SILC Chair served as the guest speaker at a peer support group, where input on the SPIL was collected.

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 Health and Human Services are currently represented on the SILC. Within state agencies the SILC works with the State Rehabilitation Councils and the State Rehabilitation Council for the Blind and Visually Impaired; and the Commission for Employment for Individuals with Disabilities.

SILC collaborates with disability related organizations including: the Maine Developmental Disabilities Council, the Maine Disability Rights Center, the Advocacy Initiative Network of Maine, Speaking Up for Us of Maine, the Maine Center on Deafness, the IRIS Network, NAMI Maine and other groups. SILC members are very active in a large number of boards and councils as members and officers. Some of these councils are disability- specific and others are issue-specific such as housing, transportation, assistive technology, public health, and long-term care.

The SILC is also represented on the Five Councils, a group consisting of the Chair and Vice-Chair of the SILC, the State Rehabilitation Council, the Division for the Blind and Visually Impaired State Rehabilitation Council, the State Workforce Investment Board Committee on Disability and Employment, and the Commission for the Deaf, Hard of Hearing, & Late Deafened. This group is currently planning to host a Disability Awareness Conference in August, 2013.

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 through a contract with the CIL to provide Independent Living Services to eligible individuals. Alpha One develops individual IL plans for each consumer. Information about and referral to other funding sources from other agencies are made when appropriate. The IL specialists are trained in the comparable benefits of other State and Federal programs. The goal of the IL Program is to serve the greatest number of individuals with available resources.

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, The Bureau of Rehabilitation Services has an MOU with the Maine Department of Health and Human Services to address the services coordination for individuals served by both agencies. To ensure service coordination, the DSU and CIL work collaboratively with these systems and their representatives: education, vocational rehabilitation, 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. A representative of the Division for the Blind and Visually Impaired has recently joined the Maine SILC.

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

2.1 Scope and Extent

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

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	No	Yes	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	Yes	Yes
Core Independent Living Services - Individual and systems advocacy	No	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	No	No
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	No	No	No
Rehabilitation technology	Yes	Yes	Yes
Mobility training	Yes	Yes	Yes

Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	Yes	Yes
Personal assistance services, including attendant care and the training of personnel providing such services	No	No	No
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	Yes
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	Yes	Yes	Yes
Education and training necessary for living in the community and participating in community activities	Yes	Yes	Yes
Supported living	No	No	Yes
Transportation, including referral and assistance for such transportation	No	No	Yes
Physical rehabilitation	Yes	No	No
Therapeutic treatment	Yes	No	Yes
Provision of needed prostheses and other appliances and devices	Yes	No	No
Individual and group social and recreational services	No	Yes	Yes
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	No	No	Yes
Services for children with significant disabilities	No	No	Yes

Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	No	No
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	No	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	No	Yes
Other necessary services not inconsistent with the Act	No	No	Yes

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 [the CIL, DSU, and](#) Maine SILC through [public ~~its~~](#)-forums and online/paper survey are as follows:

- Transportation
- Emergency Planning and Preparedness
- Housing
- Community-Based Living
- Assistive Technology
- Economic Self-Sufficiency

Due to Maine being vastly rural, consumers with disabilities throughout the State have limited access to resources in the above mentioned service areas. As previously stated, the Maine SILC has designated the areas as Northern Maine, Downeast Maine, and Western Maine as areas that are largely under/unserved. Maine’s Tribal lands and reservations are predominately located in these areas.

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 program, 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) 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 Section 722 state; therefore, the general operation of the CIL is not funded under a State contract. (A Section 722 State is one in which Federal funding exceeds State funding for general operations of the CIL. RSA issues grants under Part C directly to the CIL.)

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

3.1 Existing Network

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

Alpha One provides statewide coverage in Maine and has three strategically located offices from which services are provided regionally. They are located near the I-95 corridor which runs south to north. The offices are located in South Portland, Bangor, and Presque Isle, each about two hours apart. Services are available to a cross-disability population across Maine. Maine's total population is approximately 1.3 million people, with an estimated 300,000 people who have a disability. Alpha One receives funding to deliver Independent Living services from Part B, Part C, SSA and state matching 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 as many Maine citizens with disabilities as possible; however, Maine's population is, on a per capita basis, the oldest of any state in the nation and that trend line will only accelerate as the baby boom generation ages. Given a myriad of other factors – the geographic dispersion of the population; the oldest housing stock in the nation; the particular demands of Maine winters, especially with a fluctuating energy market, and; the relatively modest per capita income of all Maine citizens – which particularly impacts people with a disability – independent living in Maine has unique and particular challenges.

By the year 2020, one in five Maine citizens will be older than 65. According to current census data, one in five Maine citizens already experience a disability that limits at least one activity of daily living. Therefore expansion of Alpha One's capacity is needed in order to make Independent Living services available in rural and urban areas of the state that are not fully served and to address the increased number of people experiencing disability. These areas include the Western Maine counties of Oxford, Franklin and Somerset, the Mid-coast counties of Sagadahoc, Hancock, Waldo and Lincoln and Downeast Maine-Washington County. Increased resources would enable Alpha One to extend its service reach to consumers through a combination of electronic/virtual service delivery and additional offices in underserved areas.

Alpha One will be funded at the same Part C level as last year less a potential 5% reduction as a result of sequestration. 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

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

N/A

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

N/A

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

4.1 Administrative Support Services

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

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

Maine SILC is a 501(c)3 and through a contract with DVR is responsible for and 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 the administrative support for filing of reports and plans with RSA.

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

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 comply with other federal and state requirements.

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

5.1 Resource plan

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

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

For more information click the icon.

The 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. The only resources available to the SILC at this time are Title VII part B funds, Sec. 101 I&E, and State match.

As a 501(c)3 organization non-profit, Maine SILC 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 SPIL.

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 5 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. Additionally, the SILC will be hiring an Executive Director, 20 hours per week, who will also report to the SILC Chair and/or Executive Committee.

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~~No duties will be assigned to anyone assisting with SILC that would result in a conflict of interest.

Part II: Narrative: Section 6 - Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

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

Alpha One 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. All IL Specialists are oriented and trained in the Independent Living philosophy upon hire. Further training reinforces consumer choice and control of services. Each IL Specialist follows Standard Operating Procedures created for the IL Services Program

- 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 alternatives for people with significant disabilities through such means as ASL interpreting, audio tape, alternative computer formats, large print or other mode. For those with limited English proficiency native language is used to facilitate communication and understanding either through interpreter or materials. Both the SILC and CIL provide materials in alternative formats as needed and upon request.

- 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.

Alpha One regularly updates IL staff training and development specific to the IL Services Program. The Executive Director of Alpha One 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.

Alpha One is an equal opportunity employer committed to the employment of qualified individuals with significant disability.

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 organization, has selected Alpha One 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 are reviewed by an independent accounting firm. In FFY 2014, the fiscal intermediary for the SILC will be obtained through the use of a competitive bid process.

6.3 Recordkeeping, Access and Reporting

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

Financial records for the State Independent Living Council (SILC) as maintained by Fiscal Intermediary, Alpha One, are kept at Alpha One main facility at 127 Main Street, South Portland, Maine. The CIL's only financial connection with the SILC is as its contracted fiscal agent. Access shall be made available to duly authorized personnel upon request. This same process will be followed once a competitive bid process for these services has been completed.

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

The DSU contracts directly with both the SILC and with the CIL. Quarterly and annual financial reports are submitted as required by contract. Both the SILC and CIL submit annual reports as deemed necessary by the Secretary.

- 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.

The contracts and financial records 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.

6.4 Eligibility

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

The eligibility of individuals seeking independent living services is established by rules adopted through the Maine Administrative Procedure Act. 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.

- 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:

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.

- 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 an Alpha One IL Specialist. All consumers are informed of their right to waive the development of an IL plan. Consumers who decide to waive an IL Plan are still able to select 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 online from the BRS website <http://www.maine.gov/rehab/cap.shtml>; there is also a link directly to the CAP website <http://www.caresinc.org/cap>. 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>.

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

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.

Part II: Narrative: Section 7 - Evaluation

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

The SILC, in conjunction with the CIL and DSU, 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;

Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
<p>Increase the capacity of the organization and its members' effectiveness.</p>	<p>Evaluation of Effectiveness of Plan</p> <p>The SILC will use the following model to evaluate all areas identified within the SPIL goals/objectives:</p> <ol style="list-style-type: none"> 1. Engage stakeholders <ul style="list-style-type: none"> • Who should be involved? • How might they be engaged? 2. Focus <ul style="list-style-type: none"> • 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. The greatest concern of the Maine SILC currently is to build the capacity of the council by hiring an Executive Director to ensure that the SILC can meet the mandates set forth in the Rehabilitation Act and accomplish the objectives and activities outlined in the SPIL. The Executive Director will be responsible for identifying and employing 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 its current 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 and through outreach in underserved/unserved areas.

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

8 State-Imposed Requirements

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

In 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 program, the Adaptive Equipment Loan Program, has established financial procedures through the Finance Authority of Maine (FAME) to ensure equitable service provision.