

On the State Plan page, at the bottom

# State Plan For Independent Living (SPIL)

Rehabilitation Act of 1973, as Amended, Chapter 1,  
Title VII

Part B - INDEPENDENT LIVING SERVICES

Part C - Centers for Independent Living

State: Maine

## FISCAL YEARS: 2025-2027

Effective Date: 10/01/2024

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (ON 0985-0044). Public reporting burden for this collection of information is estimated to average 240 hours per response, including time for gathering and maintaining the data needed and completing and reviewing the collection of information. The obligation to respond to this collection is required to receive financial assistance (Title VII of the Rehabilitation Act of 1973, as amended).

### EXECUTIVE SUMMARY

**The Maine State Plan for Independent Living (SPIL) is a document that guides goals over the next three years. The purpose is to promote the independent living philosophy, which is based on consumer control, peer support, self-help, self-determination, equal access and individual and systems advocacy; in order to maximize the leadership, empowerment, independence and productivity of individuals with significant disabilities; to promote the integration and full inclusion of individuals with disabilities into the mainstream of American society.**

**Maine's IL Network consists of the Maine Statewide Independent Living Council (Maine SILC) which works in partnership with Maine's only Center for Independent Living (CIL), Alpha One, and our Designated State Entity, the Division of Vocational Rehabilitation (DVR).**

**Maine SILC did extensive research looking at past Maine SPIL survey questions, surveys from other states, various avenues of collecting data, and tailoring all our SPIL documents in a manner that was user friendly to all.**

**Maine SILC created a Needs Assessment Survey through Microsoft 365, utilizing Microsoft Forms, that was used during the SPIL development. The Survey was active from January 1 through February 5, 2024. The Survey link was sent to other disability organizations, such as Disability Rights Maine, the Developmental Disabilities Council and the Office on Aging and Disability Services, throughout the state where many posted the link on their website. Council members shared the survey link with their agencies, organizations, and contacts.**

**Maine's IL Network held five Listening Sessions across the state. Hybrid Listening Sessions were held at the following three physical locations - Bangor, Augusta, and South Portland. Maine SILC carefully chose locations that were on public bus routes to provide individuals with disabilities more opportunities to attend. Maine SILC scheduled ASL and CART availability for all Sessions. Due to the rural nature of the state, we scheduled two virtual-only ZOOM Listening Sessions. A notetaker was also present at all Sessions. Maine SILC received 61 responses to the Survey from fifteen out of sixteen counties across the state.**

**Following the Listening Sessions, the SPIL Development Committee reviewed all information and made recommendations regarding the SPIL. The draft SPIL was presented to Maine SILC members, Alpha One (CIL) and the Division of Vocational Rehabilitation (DSE). After the public comment period, updates were made and the SPIL for 2025-2027 was signed and submitted.**

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

### **1.1 - MISSION**

Mission of the Independent Living Network and the SPIL

**Maine's Independent Living Network will work together to improve consumer access to IL Services, improve awareness of the IL philosophy and establish community partnerships that will strengthen the Independent Living Network.**

### **1.2 - GOALS**

Goals of the SPIL

Goal #1: Promote Awareness of Independent Living Services for those with disabilities throughout the State.

Goal #2: Provide Resources about Emergency Preparedness, Response and Recovery to People with Disabilities.

Goal #3: Connect people with disabilities to transportation resources.

## 1.3 - OBJECTIVES

Objectives for the three-year period of the plan – including geographic scope, desired outcomes, target dates, and indicators. Including compatibility with the purpose of Title VII, Chapter 1.

Goal #1: Promote Awareness of Independent Living Services for those with disabilities throughout the State.

Objective #1.1: Determine consumer awareness of needs and services available for people with disabilities.

**Measurable Indicators:**

Indicator #1.1.1: The IL Network will survey consumers statewide annually to access knowledge of IL services. Target dates: September 30, 2025 - 2027.

**Other Objective info and/or Activities (optional):**

**Geographic Scope:** Statewide

Objective #1.2: Inform educators and policymakers of the needs of people with disabilities in Maine and advocate for legislation to address those needs.

**Measurable Indicators:**

Indicator #1.2.1: Maine SILC will keep monitoring state policy rules and legislative proposals in order to advocate for any issues that impact the independent living landscape. I

**Other Objective info and/or Activities (optional):**

**Geographic Scope:** Statewide

Objective #1.3: Maine SILC will develop education and advocacy materials to be dispersed to communities throughout Maine.

**Measurable Indicators:**

Indicator #1.3.1: foCommunity outreach will be completed on a quarterly basis.

**Other Objective info and/or Activities (optional):**

**Geographic Scope:** Statewide

Goal #2: Provide Resources about Emergency Preparedness, Response and Recovery to People with Disabilities.

Objective #2.1: Provide people with disabilities resources about emergency preparedness, response, and recovery activities.

**Measurable Indicators:**

Indicator #2.1.1: Identify and implement online materials for use by Alpha One and other disability service providers to educate their clients about being prepared in case of an emergency. This will include information for consumers on how to make an emergency plan kit. This information will be included in outreach and education activities.

**Other Objective info and/or Activities (optional):**

**Geographic Scope:**

Objective #2.2: Work with partner agencies (i.e. CIL) and others to share information about disability-specific planning and emergency preparedness resources.

**Measurable Indicators:**

Indicator #2.2.1: On an annual basis, SILC will coordinate educational sessions with Maine Emergency Management Agency (MEMA) to ensure current information and resources are shared with the disability community.

**Other Objective info and/or Activities (optional):**

**Geographic Scope:**

Goal #3: Connect people with disabilities to transportation resources.

Objective #3.1: Identify key contacts within the transportation network to discuss ways to improve availability/access of transportation throughout the State for people with disabilities.

**Measurable Indicators:**

Indicator #3.1.1: Participate a minimum of four times per year in meetings with agencies that provide transportation to help identify gaps for people and advocate for the needs of people with disabilities.

**Other Objective info and/or Activities (optional):**

**Geographic Scope:**

## 1.4 - EVALUATION

Maine SILC will evaluate SPIL progress at each Council meeting. Maine SILC will document each goal by looking at survey data from Maine SILC surveys and Maine's CIL (Alpha One) surveys. Maine SILC will update the orientation PowerPoint, brochures and other resource materials to ensure people with disabilities have the most recent information. This will be done yearly.

## 1.5 - PART I: FINANCIAL PLAN

Sources, uses of, and efforts to coordinate funding to be used to accomplish the SPIL Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

Fiscal Year(s): 2025 - 2027

October 1, 2024 to September 30, 2027

Part B State Match	\$34806	\$0	\$0	\$0	\$0	\$34806
Other State Match for Funds in SPIL	\$0	\$0	\$0	\$0	\$0	\$0
State Funds	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
						\$34806
<b>TOTAL</b>	<b>\$86506</b>	<b>\$301360</b>	<b>\$995262</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1383128</b>

## 1.5.2 - PART II: FINANCIAL PLANNING NARRATIVE

Sources, uses of, and efforts to coordinate funding to be used to accomplish the SPIL Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

**Alpha One is the only CIL in Maine and provides full CIL services statewide. Alpha One directly receives Title VII Part C funding on its own which supports the CIL's core Independent Living programs and administrative support.**

**Title VII Part B funds and the State match are used to support the achievement of the SPIL goals and objectives, including SILC operations. The remainder of the Title VII Part B funding and additional State match provides Independent Living services not otherwise available through other agencies; this is done through a contract administered by the DSE. The CIL, SILC, and DSE collaborate to ensure that Part B funds support and implement the SPIL goals and objectives as identified in the SPIL Resource Plan. The DSE will add funding this year through Sec. 101(a)(18) of the Act (Innovation and Expansion) to assist in meeting the SPIL Resource Plan needs.**

# Section 2: Scope, Extent and Arrangements of Services

## 2.1 - SERVICES

Services to be provided to persons with significant disabilities that promote full access to community life including geographic scope, determination of eligibility, and statewide reach.

**Core Independent Living Services: Information and referral**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Core Independent Living Services: IL skills training**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Core Independent Living Services: Peer counseling**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Core Independent Living Services: Individual and systems advocacy**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Transition Services: Transition from nursing homes and other institutions**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL

**Transition Services: Diversion from institutions**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes

Provided By	CIL
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**Transition Services: Transition of youth (who were eligible for an IEP) to post-secondary life**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**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 disabilities)**  
**Note: CILs are not allowed to own or operate housing.**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Rehabilitation technology**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Mobility training**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL

	DSE
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**Personal assistance services, including attendant care and the training of personnel providing such services**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	No
Provided By	CIL

**Surveys, directories and other activities to identify appropriate housing, recreation opportunities, and accessible transportation and other support services**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL

**Consumer information programs on rehabilitation and independent living 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**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Education and training necessary for living in the community and participating in community activities**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Transportation, including referral and assistance for such transportation and training in the use of public transportation vehicles and systems**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Physical rehabilitation**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	DSE

**Therapeutic treatment**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Provision of needed prostheses and other appliances and devices**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Individual and group social and recreational services**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**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**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Services for children**

Is this service being provided?	Yes
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Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**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 disabilities**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	Yes
Provided using other funds?	Yes
Provided By	CIL DSE

**Appropriate preventive services to decrease the need of individuals with disabilities for similar services in the future**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Community awareness programs to enhance the understanding and integration into society of individuals with disabilities**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL DSE

**Such other necessary services as may be necessary and not inconsistent with the Act**

Is this service being provided?	Yes
Provided using Title VII, Chapter 1 Part B funds?	No
Provided using other funds?	Yes
Provided By	CIL

## 2.1 - OPTIONAL MAP ATTACHMENT

Uploaded Document Name:

## 2.2 - OUTREACH TO UNSERVED AND UNDERSERVED POPULATIONS

Underserved and unserved populations face barriers that make it difficult to obtain needed services, such as those provided through the CIL. Alpha One continues to target expansion of Independent Living services with the following underserved populations: rural communities, Maine's refugee and immigrant communities, and the unhoused community. Alpha One serves consumers in rural communities that are geographically separated by great distances and require extensive travel to serve. Alpha One is actively working to connect consumers with assistive technology that would help them better access Long-Term Services and Supports. Technology, such as a tablet with cellular and/or wi-fi capability, can provide consumers with access to IL services as well as improved access to healthcare, personal care, and service care coordination. In many of the more remote parts of Maine, broadband communications infrastructure is insufficient, with the only access to the internet via cellular towers. Alpha One continues to advocate for systemic improvement to the infrastructure. Alpha One's staff has worked to establish and maintain relationships with community agencies and leaders throughout the State that regularly serve the refugee population to provide information about IL services and IL core services. Alpha One provides built-in language translation options on the Alpha One website, allowing for non-English speakers to independently learn about IL services provided and contracts with interpreting agencies to communicate directly with immigrants and refugees in their own languages. With the number of unhoused Mainers on the rise, Alpha One has seen an increase in the amount of consumers we have worked with in this underserved population. Alpha One staff work with consumers to increase access and knowledge of independent living services and resources, including access to accessible and affordable housing, medical equipment, assistive technology, and personal care services. Skills training and advocacy training is provided as to how personal care services can be provided despite lack of a physical home.

## 2.3 - COORDINATION

Plans for coordination of services and cooperation between programs and organizations that support community life for persons with disabilities.

Current members of the Maine Statewide Independent Living Council include, but are not limited to, the Division of Vocational Rehabilitation (DVR) who serve as the Designated State Entity (DSE), the Division for the Blind and Visually Impaired (DBVI), the Department of Health and Human Services (DHHS), and the Executive Director of Alpha One, Maine's only CIL.

A recently developed plan to enhance coordination and collaboration between the CIL, SILC, and DSE includes the institution of weekly meetings between the SILC leadership and CIL director; this is in addition to monthly meetings of all SILC council members. Interested parties, whether from an organization serving people with disabilities, or individuals wanting to contribute, are always welcome to attend meetings.

Maine SILC works with several disability related agencies and organizations that support community life for persons with disabilities. These agencies and organizations include the State Rehabilitation Council for the Division of Vocational Rehabilitation (SRC-DVR); State Rehabilitation Council for the Division for the Blind and Visually Impaired (SRC-DBVI); Maine Center for Community Inclusion and Disability Studies Advisory Committee; Consortia of Administrators for Native American Rehabilitation (CANAR); Division for the Deaf, Hard of

**Hearing and Late Deafened (DDHHLD); Commission on Disability and Employment (CDE) of the State Workforce Board; DBVI Employability Skills Program; the Acquired Brain Injury Advisory Council; the Brain Injury Association of America - Maine Chapter; and the National Council on Independent Living (NCIL).**

**During monthly SILC meetings, the Council shares information and updates about Independent Living services being completed by other agencies throughout the state that are not covered by Title VII Part B or Title VII Part C funds. Members attend meetings of groups, such as the Moving Maine Network, whose focus is transportation related.**

Maine SILC is committed to collaborating with State Agencies who provide increased opportunities for people with disabilities to live independently and to participate in recreational activities. The SILC will establish a standing committee to focus on this important effort and to fulfill its charge to advise, educate, provide information and conduct evaluations in conjunction with the Bureau of Rehabilitation Services.

## Section 3: Network of Centers

### 3.1 - EXISTING CENTERS

Current Centers for Independent Living including: legal name, geographic area and counties served, and source(s) of funding. Oversight process, by source of funds, and oversight entity.

### 3.1 - EXISTING CENTERS

#### ALPHA ONE

Counties Served: Androscoggin, Aroostook, Cumberland, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Penobscot, Piscataquis, Sagadahoc, Somerset, Waldo, Washington, York

All Sources of Funding:

Title VII Chapter 1, Part B

Oversight Process: DSE determines oversight process.

Title VII Chapter 1, Part C

Oversight Process: DSE determines oversight process.

Oversight Entity: DSE and ACL/OILP

SPIL Signatory: Yes

County Services

Androscoggin (Full Services)

Aroostook (Full Services)

Cumberland (Full Services)

Franklin (Full Services)

Hancock (Full Services)  
Kennebec (Full Services)  
Knox (Limited Services)  
Lincoln (Full Services)  
Oxford (Full Services)  
Penobscot (Full Services)  
Piscataquis (Full Services)  
Sagadahoc (Full Services)  
Somerset (Full Services)  
Waldo (Full Services)  
Washington (Full Services)  
York (Full Services)

### 3.1 - EXISTING CENTERS

#### **CIL Network**

Explain the criteria for defining the CIL network, bearing in mind that those CILs included in the network should be those eligible to sign the SPIL.

**Maine's only CIL, Alpha One, provides full CIL services to a cross-disability population throughout Maine's sixteen counties. Alpha One employs Independent Living Specialists who live throughout the state, thereby facilitating face-to-face contacts with consumers regardless of their geographic location. When home visits are not feasible, consumers are provided with options for alternative contact, such as teleconferencing or telephone**

### 3.2 - EXPANSION AND ADJUSTMENT OF NETWORK

Plan and priorities for use of funds, by funding source, including Part B funds, Part C funds, State funds, and other funds, whether current, increased, or one-time funding, and methodology for distribution of funds. Use of funds to build capacity of existing Centers, establish new Centers, and/or increase the statewide reach of the Network.(Follow the instructions in Title VII, Part C of the Rehabilitation Act of 1973, as amended.)

Definition of served, unserved, and underserved.

**Part C funds will be used to directly administer core CIL services throughout the State and support outreach to educate individuals and the community about the available services.**

**Part B funds will be used to serve the Independent Living needs of consumers who cannot otherwise be served or assisted by another agency or program.**

Minimum funding level for a Center and formula/plan for distribution of funds to ensure that each Center receives at least the minimum.

**For FY 2024, Alpha One99i has received \$325,217 in Title VII Part B funding and \$995,262 in Title VII Part C funding. In the last two years, additional Title VII Part B funding has been added to the budget late in the year, which has been channeled to Alpha One for direct allocation to consumers.**

Priorities for establishment of new CIL(s).

**Alpha One has served as a CIL in Maine since 1978, is fiscally sound, and has every intention of continuing Independent Living service for the indefinite future. Nonetheless, if at any time Alpha One were unable to continue serving as Maine's CIL, the Maine SILC would propose and oversee the establishment of a new CIL.**

Action/process for distribution of funds relinquished or removed from a Center and/or if a Center closes.

**For FY 2024 Alpha One has received \$325,217 in Title VII Part B funding and \$995,262 in Title VII Part C funding. In the last two years, additional Title VII Part B funding has been added to the budget late in the year, which has been channeled to Alpha One for direct allocation to consumers.**

Plan to build capacity of existing CILs and/or expand statewide reach by establishing branch offices and/or satellites of existing CILs.

**Alpha One intends to use Part C funds to build capacity in the administration of core CIL services including the expansion of services to rural areas of the state that are currently underserved.**

Plan/formula for distribution of new funds (Part B, Part C, one-time funds, etc.)

**As Maine's only CIL, Alpha One would suffer the full amount of any cuts or reduction of funding.**

Plan/formula for adjusting distribution of funds when cut/reduced.

**Alpha One provides and will continue to provide services throughout the State.**

Plan for changes to Center service areas and/or funding levels to accommodate expansion and/or adjustment of the Network. State the needed change(s) as concretely and succinctly as possible.

**Alpha One provides and will continue to provide services throughout the State.**

Temporary Changes (if applicable) Other (if applicable)

N/A

## Section 4: Designated State Entity

### 4.0 - DESIGNATED STATE ENTITY

Maine Division of Vocational Rehabilitation will serve as the entity in Maine designated to receive, administer, and account for funds made available to the state under Title VII, Chapter 1, Part B of the Act on behalf of the State.

## 4.1 - DSE RESPONSIBILITIES

1. receive, account for, and disburse funds received by the State under this chapter based on the plan;
2. provide administrative support services for a program under Part B, and a program under Part C in a case in which the program is administered by the State under section 723;
3. keep such records and afford such access to such records as the Administrator finds to be necessary with respect to the programs;
4. submit such additional information or provide such assurances as the Administrator may require with respect to the programs; and
5. retain not more than 5 percent of the funds received by the State for any fiscal year under Part B for the performance of the services outlined in paragraphs (1) through (4).

## 4.2 - ADMINISTRATION AND STAFFING: DSE ASSURANCES

Administrative and staffing support provided by the DSE.

**The DSE will not retain more than 5% of the Title VII Part B appropriation for administrative annual accounting as part of the Program Performance Report. The SILC hires and supervises its own part time Executive Director, its own part time Administrative Assistance, and no DSE employees serve as staff to the SILC.**

## 4.3 - STATE-IMPOSED REQUIREMENTS

State-imposed requirements contained in the provisions of this SPIL including:

- State law, regulation, rule, or policy relating to the DSE's administration, funding, or operation of IL programs and/or establishment, funding, and operations of the SILC
- Rule or policy implementing any Federal law, regulation, or guideline that is beyond what would be required to comply with 45 CFR 1329
- That limits, expands, or alters requirements for the SPIL

**The State will not impose additional requirements through the State Plan related to the operation of the SILC and IL services program. The contractual agreements and their Specifications of Work are consistent with the SPIL and the Act. The State has an adopted rule, "12-152 Chapter 7, Independent Living Services Program," which also is consistent with the Act.**

**Maine statutes address the IL services program under Title 26 M.R.S., Chapter 19, §1411, et seq., the chapter on Rehabilitation Services within Maine Department of Labor. Two sections of this chapter impose requirements on SILC. Section 1412-I directs the SILC to provide an annual report to the Legislature regarding the State's strategic planning efforts related to the ability of persons with disabilities to live independently. Section 1416-B calls for improving outdoor recreation opportunities for persons with disabilities. These sections will be considered in the exploration of whether it would be effective to relocate Title VII Part B programs to a DHHS agency. Any plan to relocate the Title VII Part B program to DHHS would,**

necessarily, include recommendations about changes to the statutes, which would entail new legislation, as well as about new State rules for IL services programs.

## 4.4 - GRANT PROCESS and DISTRIBUTION OF FUNDS

Grant processes, policies, and procedures to be followed by the DSE in the awarding of grants of Part B funds.

Instructions: Describe the processes, policies, and procedures to be followed by the DSE in the awarding of grants of Part B funds including: (all of the following are required)

Process for soliciting proposals

**The DSE will follow Maine Division of Purchasing's Chapter 110 - Rules for The Purchase Of Services and Awards. The Act requires IL services to be delivered by a CIL. The DSE expects to continue the same processes as before of not requiring an RFP due to Maine having one statewide CIL.**

**The DSE uses Purchasing's templates for formatting the contracts, with the principal negotiated elements being Specifications of Work and the Budget. A Bureau of Rehabilitation Services (BRS) team reviews the proposed work and budgets and discusses them with SILC and with Alpha One (CIL) to identify performance measures. SILC evaluates its own performance, which is based on the accomplishment of tasks in the SPIL, and this is described annually in the Program Performance Report submitted to ACL by SILC and the DSE. The Alpha One IL Services Program submits quarterly and year-end reports to the DSE Contract Manager. BRS and the Contract Manager review the IL Services Program in comparison to the measures in the contract, and they also review overall program effectiveness and areas for improvement.**

Development of format for proposals

Process for reviewing proposals and who reviewers will be

Process for evaluating performance and compliance of grantees

## 4.5 - OVERSIGHT PROCESS FOR PART B FUNDS

The oversight process to be followed by the DSE.

**Maine is a 722 state, and the DSE will not have oversight of the Part C funds received by the CIL. The CIL reports on its use of Part C funds to ACL.**

The Independent Living Services (ILS) Program is funded using Title VII Part B and State funds under a contract between the DSE and Alpha One (the statewide CIL) and is monitored as follows: Alpha One sends monthly invoices and financial updates to the DSE contract manager; Alpha One also

provides quarterly program reports and an annual program report to the contract manager, describing the types of equipment and services purchased, the cost of services, the number of direct services hours delivered, consumer feedback, and overall progress of the contract. Consumers participate in developing their IL Plans and approving completion of work; The contract manager consults with Alpha One staff as needed regarding questions of eligibility of expenses under the ILS Program rules. Alpha one and the DSE contract manager also participate in quarterly meetings to review the contract and any concerns.

Dual signatures are required for payments for construction under the ILS Program.

The Maine Statewide Independent Living Council (SILC) also receives Title VII Part B and State funds under their Resource Plan. The DSE and SILC, which has 501(c)3 status, annually develop a contract for SILC administration. SILC provides the DSE quarterly invoices for SILC expenses. The SILC reviews progress on SPIL goals at its Council meetings.

#### **ACL Feedback Notes:**

You are supposed to describe DSE oversight of Part B funds.

## **4.6 - 722 VS. 723 STATE**

722 State

# **Section 5: Statewide Independent Living Council (SILC)**

## **5.1 - ESTABLISHMENT OF SILC**

How the SILC is established and SILC autonomy is assured.

**Maine Statewide Independent Living Council was established as a non-profit entity in Maine, pursuant to 29 United States Code, Section 796 - 796f (1999). The Council shall be organized and recognized exclusively for charitable or educational purpose with a tax-exempt status as specified in Section 501(c)(3) of the Internal Revenue Code of 1986 and shall not carry out any activities in violation of said Section 501(c)(3).**

**The Council remains autonomous from the DSE by authorizing one non-voting appointed member as a representative from the DSE. This representative does not have input regarding operations of the SILC, membership appointment, or by-laws. Oversight exists in the context of pass through fund administration.**

## **5.2 - SILC RESOURCE PLAN**

Resources (including necessary and sufficient funding, staff/administrative support, and in-kind), by funding source and amount, for SILC to fulfill all duties and authorities.

Funding sources may include “Innovation and Expansion (IandE) funds authorized by 29 U.S.C. 721(a)(18); Independent Living Part B funds; State matching funds; [state allotments of Vocational Rehabilitation funding;] other public funds (such as Social Security reimbursement funds); and private sources.”

Maine Statewide Independent Living Council

Budget Fiscal Year 2023

Item	Budget FY2025	Payroll	26,000	Accountant	3,000	Accessibility	1,000	Annual Training	3,500	Public Forums	1,000	SILC Board Meetings	1,500	SILC Conferences/Trainings	6,000	Advertising	500	Insurances	2,500	Technology	1,500	Telephone	1,200	Website Maintenance	1,000	Mileage	500	Supplies/Postage	1,000	Equipment	1,000	Miscellaneous	500	Empowerment Forum/ 5 Councils	51,700
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Payroll - Staff and taxes.

Accountant - Take care of payroll and taxes.

Accessibility - Meetings accessible for participation.

Annual Training - Training for Council members.

Public Forums - SPIL year (CART/ASL; Insurance for public forum meeting rooms). [This is not a SPIL year]

SILC Board Meetings - stipends (3 individuals X 10 meetings).

SILC Conferences/training - NCIL, NASILC, SILC Congress, SILC 101.

Advertising - Meetings.

Insurances - USLI, MEMIC, Acuity.

Technology - Zoom, Microsoft.

Telephone.

Website Maintenance - Webmaster.

Mileage - Meetings/trainings/conferences.

Supplies/postage/P O Box - Fliers, brochures, PowerPoint.

Equipment - Meeting equipment, computer, accessories for computer (desk, lamp, etc.)

Miscellaneous - Apple for iCloud.

Maine SILC has a part time Executive Director

- **Maine Statewide Independent Living Council received a one-time in-kind amount of \$10,000 to be kept in a separate bank account with the sole purpose of advancing funds until DSE reimbursement is made.**

Process used to develop the Resource Plan.

Maine SILC reviews prior years budgets and unspent budgets going forward. The details of the resource plan identifies how we look at our expenses to help determine the current and future budgets. Maine SILC gives a summary of what each line item is for and how we determine budget amounts. This is reflected in Maine SILC's resource plan.

Process for disbursement of funds to facilitate effective operations of SILC.

Answered above.

Justification if more than 30% of the Part B appropriation is to be used for the SILC Resource Plan.

Maine SILC never exceeds 30%.

## 5.3 - MAINTENANCE OF SILC

How State will maintain the SILC over the course of the SPIL.

Instructions: Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Indicate who appoints members to the SILC, how the State ensures that the SILC composition and qualification requirements are met, how the chair is selected, how term limits are maintained, and how SILC vacancies are filled. Describe how the specific SILC-staffing requirements listed in the SPIL Instrument will be addressed. Concisely describe or cite relevant written policies, procedures, by-laws, technical assistance, and monitoring activities, or other practices.

Describe how the State will ensure that: (all of the following are required)

The SILC is established and operating

**Members of the Council shall be appointed by the Governor or, in the case of a State that, under State law, vests authority for the administration of the activities carried out under this Act in an entity other than the Governor (such as one or more houses of the State legislature or an independent board), the chief officer of that entity. The appointing authority shall select members after soliciting recommendations from representatives of organizations representing a broad range of individuals with disabilities and organizations interested in individuals with disabilities.**

**Officers of the Council shall consist of Chairperson, Vice-Chairperson, Executive Director, Secretary/Treasurer and one (1) voting Council Member at Large. The Executive Director may be delegated the duties of the Secretary/Treasurer at the discretion of the Executive Committee. Members must have been on the Council for at least one year prior to serving on the Executive Committee.**

**Officers and a member at large shall be elected for two-year terms of office. No member shall serve more than two consecutive years in the same office. Elections shall be held at the annual meeting in the fall. An office may be re-elected for office after one year's absence following the officer's two years in office. The Vice Chairperson will be given first choice to assume the Chair as another's term ends.**

**A vacancy in any office shall be filled by the Council through election from existing membership for the unexpired portion of the term.**

**Staff of Maine SILC receive, upon hiring, an Employee Handbook, which must be signed before their official hire date.**

Appointments are made in a timely manner to keep the SILC in compliance with the Act

**Our Governors have held Maine SILC back in terms of compliance by not processing applications submitted in a timely manner. Maine SILC has contacted the Governor's Office on many occasions via email and phone with no success in moving the process along. Maine's Governor's office that processes applications only has two employees. There are over 300 boards and commissions in Maine. The Governor's office that processes applications only gets one hour per week with the Governor.**

**Maibs SILC will provide representation from a broad range of individuals with cross disabilities who are not employed by any State agency or Center for Independent Living.**

The SILC is organized in a way to ensure it is not part of any state agency

Described above.

The SILC has the autonomy necessary to fulfill its duties and authorities, including “[working] with CILs to coordinate services with public and private entities, . . . conducting resource development, and performing such other functions . . . as the [SILC] determines to be appropriate

Described aove.

Necessary and sufficient resources are provided for the SILC Resource Plan to ensure the SILC has the capacity to fulfill its statutory duties and authorities

**1. Sufficient funds received from:**

**a. Title VII, Part B funds;**

- i. If the resource plan includes Title VII, Part B funds, the State Plan provides justification of the percentage of Part B funds to be used if the**

- percentage exceeds 30 percent of Title VII, Part B funds received by the State;
- ii. Funds for innovation and expansion activities under Sec. 101 (a)(18) of the Act,29 U.S.C. Sec. 721(a)(18), as applicable;
- iii. Other public and private sources.

## Section 6: Legal Basis and Certifications

### 6.1 - DESIGNATED STATE ENTITY

The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Part B of the Act is Maine Division of Vocational Rehabilitation.

Authorized representative of the DSE Samantha Fenderson. Title: Director of Vocational Rehabilitation .

### 6.2 - STATEWIDE INDEPENDENT LIVING COUNCIL (SILC)

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 is Maine Statewide Independent Living Council.

### 6.3 - CENTERS FOR INDEPENDENT LIVING (CILS)

The Centers for Independent Living (CILs) eligible to sign the SPIL, a minimum of 51% whom must sign prior to submission, are:

ALPHA ONE

#### 6.4.A

The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living.

Yes

#### 6.4.B

The SILC and CILs may legally carryout each provision of the SPIL.

Yes

## 6.4.C

State/DSE operation and administration of the program is authorized by the SPIL.

Yes

# Section 7: DSE Assurances

## DSE ASSURANCES

Samantha Fenderson acting on behalf of the DSE Maine Division of Vocational Rehabilitation located at:

Street: 45 Commerce Drive

City: Augusta

State: Maine

Zip Code: 4330

### 7.1

The DSE acknowledges its role on behalf of the State, as the fiscal intermediary to receive, account for, and disburse funds received by the State to support Independent Living Services in the State based on the plan;

### 7.2

The DSE will assure that the agency keeps appropriate records, in accordance with federal and state law, and provides access to records by the federal funding agency upon request;

### 7.3

The DSE will not retain more than 5 percent of the funds received by the State for any fiscal year under Part B for administrative expenses;

### 7.4

The DSE assures that the SILC is established as an autonomous entity within the State as required in 45 CFR 1329.14;

### 7.5

The DSE will not interfere with the business or operations of the SILC that include but are not limited to:

1. Expenditure of federal funds
2. Meeting schedules and agendas
3. SILC board business
4. Voting actions of the SILC board
5. Personnel actions
6. Allowable travel
7. Trainings

## 7.6

The DSE will abide by SILC determination of whether the SILC wants to utilize DSE staff:

1. If the SILC informs the DSE that the SILC wants to utilize DSE staff, the DSE assures that management of such staff with regard to activities and functions performed for the SILC is the sole responsibility of the SILC in accordance with Sec. 705(e)(3) of the Act (Sec. 705(e)(3), 29 U.S.C.796d(e)(3)).

## 7.7

The DSE will fully cooperate with the SILC in the nomination and appointment process for the SILC in the State;

## 7.8

The DSE shall make timely and prompt payments to Part B funded SILCs and CILs:

1. When the reimbursement method is used, the DSE must make a payment within 30 calendar days after receipt of the billing, unless the agency or pass-through entity reasonably believes the request to be improper;
2. When necessary, the DSE will advance payments to Part B funded SILCs and CILs to cover its estimated disbursement needs for an initial period generally geared to the mutually agreed upon disbursing cycle; and
3. The DSE will accept requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as necessary when electronic fund transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

## DSE SIGNATURE SECTION

Samantha Fenderson

Name of DSE Director/Authorized Representative

Director, Division of Vocational Rehabilitation

Title of DSE Director/Authorized Representative

Samantha Fenderson

Electronic Signature

06/28/2024

Date

I understand that this constitutes a legal signature

# Section 8: Statewide Independent Living Council (SILC) Assurances and Indicators of Minimum Compliance

## 8.1 - SILC ASSURANCES

Darcy Gentle acting on behalf of the SILC Maine Statewide Independent Living Council located at:

Street: 88 Bell Rd

City: Littlerton

State: Maine

Zip Code: 04740i

45 CFR 1329.14 assures that:

1. The SILC regularly (not less than annually) provides the appointing authority recommendations for eligible appointments;
2. The SILC is composed of the requisite members set forth in the Act;
3. The SILC terms of appointment adhere to the Act;
4. The SILC is not established as an entity within a State agency in accordance with 45 CFR Sec. 1329.14(b);
5. The SILC will make the determination of whether it wants to utilize DSE staff to carry out the functions of the SILC;
  - a. The SILC must inform the DSE if it chooses to utilize DSE staff;
  - b. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.
6. The SILC shall ensure all program activities are accessible to people with disabilities;
7. The State Plan shall provide assurances that the designated State entity, any other agency, office, or entity of the State will not interfere with operations of the SILC, except as provided by law and regulation and;
8. The SILC actively consults with unserved and underserved populations in urban and rural areas that include, indigenous populations as appropriate for State Plan development as described in Sec. 713(b)(7) the Act regarding Authorized Uses of Funds.

## 8.2 - INDICATORS OF MINIMUM COMPLIANCE

Indicators of minimum compliance for Statewide Independent Living Councils (SILC) as required by the Rehabilitation Act (Section 706(b), 29 U.S.C. Sec 796d-1(b)), as amended and supported by 45 CFR 1329.14-1329.16; and Assurances for Designated State Entities (DSE) as permitted by Section 704(c)(4) of the Rehabilitation Act (29 U.S.C. Sec. 796c(c)(4)), as amended.

### (a) STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS -

1. SILC written policies and procedures must include:
  - a. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
  - b. A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law;
  - c. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
  - d. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
  - e. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
    - i. "Executive Session" meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
    - ii. Agendas for "Executive Session" meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
  - f. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;
  - g. A method for developing, seeking and incorporating public input into, monitoring, reviewing and evaluating implementation of the State Plan as required in 45 CFR 1329.17; and
  - h. A process to verify centers for independent living are eligible to sign the State Plan in compliance with 45 CFR 1329.17(d)(2)(iii).
2. The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.
3. The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center's SILC training curriculum.
4. The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:
  - a. Adequate documentation of the State Plan development process, including but not limited to, a written process setting forth how input will be gathered from the state's centers for independent living and individuals with disabilities throughout the state, and the process for how the information collected is considered.

- b. All meetings regarding State Plan development and review are open to the public and provides advance notice of such meetings in accordance with existing State and federal laws and 45 CFR 1329.17(f)(2)(i)-(ii);
- c. Meetings seeking public input regarding the State Plan provides advance notice of such meetings in accordance with existing State and federal laws, and 45 CFR 1329.17(f)(2)(i);
- d. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:
  - i. proximity to public transportation,
  - ii. physical accessibility, and
  - iii. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.
- e. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.

5. The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:

- a. Timely identification of revisions needed due to any material change in State law, state organization, policy or agency operations that affect the administration of the State Plan approved by the Administration for Community Living.

6. The SILC State Plan resource plan includes:

- a. Sufficient funds received from:
  - i. Title VII, Part B funds;
  - ii. If the resource plan includes Title VII, Part B funds, the State Plan provides justification of the percentage of Part B funds to be used if the percentage exceeds 30 percent of Title VII, Part B funds received by the State;
  - iii. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;
  - iv. Other public and private sources.
- b. The funds needed to support:
  - i. Staff/personnel;
  - ii. Operating expenses;
  - iii. Council compensation and expenses;
  - iv. Meeting expenses including meeting space, alternate formats, interpreters, and other accommodations;
  - v. Resources to attend and/or secure training and conferences for staff and council members and;
  - vi. Other costs as appropriate.

## SILC SIGNATURE SECTION

The signature below indicates the SILC's agreement to comply with the aforementioned assurances and indicators:

Darcy Gentle

Name of SILC Chair

Darcy Gentle

Electronic Signature

06/28/2024

Date

I understand that this constitutes a legal signature

## Section 9: Signatures

### SIGNATURES

The signatures below are of the SILC chairperson and at least 51 percent of the directors of the centers for independent living listed in section 6.3. These signatures indicate that the Maine Statewide Independent Living Council and the centers for independent living in the state agree with and intend to fully implement this SPIL's content. These signatures also indicate that this SPIL is complete and ready for submission to the Independent Living Administration, Administration for Community Living, U.S. Department of Health and Human Services. The effective date of this SPIL is 10/01/2024

#### SILC SIGNATURE SECTION

Darcy Gentle

Name of SILC Chair

Darcy Gentle

Electronic Signature

06/28/2024

Date

I understand that this constitutes a legal signature

#### CIL SIGNATURE SECTION

ALPHA ONE

Name of Center for Independent Living

Thomas Newman

Name of CIL Director

Thomas C Newman

Electronic Signature

06/28/2024

Date