

State: GUAM

**STATE PLAN FOR  
INDEPENDENT LIVING  
(SPIIL)**

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

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM  
PART B**

**CENTERS FOR INDEPENDENT LIVING (CIL) PROGRAM  
PART C**

**FISCAL YEARS: 2017-2019**

Effective Date: October 1, 2016

OMB NUMBER: 1820-0527

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## PART I: Assurances

State of: **GUAM**

### 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 is **DISID's Division of Vocational Rehabilitation** 34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)
- 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 is **NA**. Indicate N/A if not applicable. 34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)
- 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 is **Guam Statewide Independent Living Council.** 34 CFR 364.21(a)
- 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. 34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)

**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. 34 CFR 76.104; 34 CFR 80.11(c)

**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. 34 CFR 76.104(a)(4) and (8)

**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 **Benito S. Servino, Director, DISID/DVR.** 34 CFR 76.104(a)(5) and (6)

## **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; and
- 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. *34 CFR 364.20(f)*

**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. *34 CFR 364.20(g)(1)*

**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 (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSU and SILC);
- 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. *34 CFR 364.20(g)(2)*

**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. *34 CFR 364.20(h)*

**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. *34 CFR 364.28*

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. *34 CFR 364.20(e)*

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. *34 CFR 364.43(b)*

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. *34 CFR 364.43(c)*

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. *34 CFR 364.30*

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

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. *34 CFR 364.40(a), (b) and (c)*

**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. *34 CFR 364.41(a)*

**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. *34 CFR 364.41(b)*

**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. *34 CFR 364.23(a)*

**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 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. *34 CFR 364.23(b)*

**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. *34 CFR 364.24*

**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. *34 CFR 364.31*

**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. *34 CFR 364.34*

**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. *34 CFR 364.35(a) and (b)*

**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. *34 CFR 364.36*

**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. *34 CFR 364.37*

**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). *34 CFR 364.56(a)*

Yes

**Section 9: Signatures**

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of Guam is in compliance and will remain in compliance with the aforementioned assurances during FY 2017-2019

The effective date of this SPIL is October 1, 2016

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SIGNATURE OF SILC CHAIRPERSON

DATE

Carol A. Darlow

---

NAME OF SILC CHAIRPERSON

---

SIGNATURE OF DSU DIRECTOR

DATE

Benito S. Servino

---

NAME AND TITLE OF DSU DIRECTOR

NA

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SIGNATURE OF DIRECTOR OF THE SEPARATE  
STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

DATE

NA

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NAME AND TITLE OF THE DIRECTOR OF THE  
SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

## Part II: Narrative

### Section 1: Goals, Objectives and Activities

#### 1.1 Goals and Mission – 34 CFR 364.42(b)(1)

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.

**Mission: The 2017-2019 Guam State Plan for Independent Living (SPIL) is to systemically promote and support self-determination, independence, and community integration of persons with disabilities living on Guam reflecting the diverse culture and traditions of Guam.**

**Goal 1: A Guam non-profit organization will submit an acceptable application for the establishment of a local Center for Independent Living (CIL) on Guam.**

**Description: The Guam SILC (Statewide Independent Living Council) will promote the availability of the CIL application for non-profit organizations on Guam and will support the application of a qualified and established local non profit organization(s) to apply for the Centers for Independent Living Grant upon announcement of grant funding availability by ACL (Administration for Community Living).**

**Goal 2: The Guam SILC will support the Emergency On-line Registry for People with Special Needs**

**Description: The Guam SILC will promote and disseminate information regarding the registration process**

**Goal 3: The Guam SILC will promote and support the Independent Living Philosophy**

**Description: The Guam SILC will promote the CIL once it is funded and established. The SILC will collaborate with DISID's DVR, the Guam Dept. of Education, Dept. of Public Health and Social Services, Veteran Organization, other disability agencies/groups, and the new Guam CIL once established to promote the IL (Independent Living) Philosophy and IL Services. The Guam SILC will participate in the Association of Programs for Rural Independent Living (APRIL) conference annually.**

**Goal 4: The Guam SILC will promote the Independent Living Older Blind Program (ILOB).**

**Description: The Guam SILC will work collaboratively with the Guam DVR to**

promote the ILOB Program.

**Goal 5: The Guam SILC Members will increase their level of knowledge of IL Philosophy and SILC responsibilities/functions to provide for the sustainability of the Guam SILC.**

**Description: The Guam SILC will ensure that it is in compliance with federal and state laws and is legally constituted at all times. All SILC members will receive training in the purpose and responsibilities of SILC membership and IL Philosophy.**

**Goal 6: The Guam SILC will be supported in the Goals and Objectives of the State Plan.**

**Description: The Designated State Entity (DSE) will provide support for the Guam SILC.**

**Goal 7: The Guam SILC will improve monitoring of the State Plan and evaluation of it's activities.**

**Description: The Guam SILC will regularly monitor the progress of the State Plan and evaluate it's activities.**

**Goal 8: The Guam SILC will promote Guam's Emergency and Natural Disaster Preparedness Plan**

**Description: The Guam SILC will collaborate with DISID's Division of Support Services (DSS) and Guam Serve Commission AmeriCorp Program to educate and provide a greater awareness of Guam's Emergency and Natural Disaster Preparedness Plan.**

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

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

**Goal 1: A guam non-profit organization will submit an acceptable application for the establishment of a local Center for Independent Living (CIL) on Guam.**

**Objectives to be achieved: The Guam SILC will promote the availability of the Center for Independent Living Grant, once announced by ACL, through the DISID's Guam Division of Vocational Rehabilitation website, public service announcements on the radio and in the newspapers, press release, and paid advertisements in the newspapers. In addition, the SILC will provide a qualified local non-profit organization a letter of support.**

**Time frame start date: 10-1/16**

**Time frame end date: 09/30/19**

**Goal 2: The SILC will support DISID’s Division of Support Services and the Guam Fire Department with the implementation of the Emergency On-Line Registry for People with Special Needs.**

**Objectives to be achieved: The SILC will conduct outreach activities through the participation in fairs, displays, and other promotional activities to assist with the dissemination of information about the registry and promote the registration process for persons with special needs.**

**Time frame start date: 10/30/16**

**Time frame end date: 9/30/19**

**Goal 3: The SILC will promote and support an Independent Living Philosophy within the Community.**

**Objectives to be achieved The SILC will promote and assist, as appropriate, a Guam CIL once established. The SILC will sponsor or co-sponsor with other agencies and disability organizations conferences, workshops, and trainings addressing community needs such as transportation, employment, housing, assistive technology, secondary transition, disability law, as well as self-advocacy. The SILC will initiate or collaborate with a consortium of agencies and organization serving persons with disabilities to promote and address the needs of persons with disabilities in our community. The SILC will submit articles promoting independent living to the media and disseminate IL information to the public through outreach activities such as fairs and displays, The SILC will send at least one member annually to the APRIL Conference and will support training of IL personnel and job coaches.**

**Time frame start date: 10/1/16**

**Time frame end date: 9/30/19**

**Goal 4: The Guam SILC will promote the ILOB Program**

**Objectives to be achieved: The SILC will work collaboratively with DISID’s Division of Vocational Rehabilitation (DVR) and the Department of Public Health and Social Services Division of Senior Citizens (DSC) to promote the ILOB Program through the outreach activities such as fairs, displays, press releases, submission of articles to the media, and radio and newspaper community service announcements.**

**Time frame start date: 10/1/16**

**Time frame end date: 9/30/19**

**Goal 5: The Guam SILC members will increase their level of knowledge of Independent Living and SILC responsibilities/functions to provide for the sustainability of the SILC.**

**Objectives to be achieved: The SILC will complete the on-demand SILC and IL trainings provided by ILRU. The SILC will amend the by-laws to reflect the federal and state requirements for voting members. The SILC will develop and implement procedures and policies for membership recruitment, processing, and terminations.**

**The SILC will annually assess the attendance, availability, and participation of SILC members. The SILC will seek the assistance of a SILC mentor. The SILC will establish financial policies and procedures of the management of the award funding. The SILC members will be encouraged to participate in ILRU webinars as appropriate. The SILC will establish a functioning Executive Committee to ensure the State Plan is monitored and completed and that 704 reports are completed and submitted as required and the work of the SILC continues in times when they do not have a quorum to meet. The SILC will hire clerical assistance to ensure accurate minutes of all SILC meetings are recorded and typed. The SILC will maintain a file containing all SILC documents. The SILC will send participants to the SILC Congress annually. The SILC will provide transportation for members to the SILC meetings as deemed necessary for the SILC to ensure the SILC is able to maintain a quorum to conduct business.**

**Time frame start date: 10/1/16**

**Time frame end date: 9/30/19**

**Goal 6: The Guam SILC will be supported in the goals and objectives of the State Plan.**

**Objectives to be achieved: The DSU will provide supports such as meeting venue, accessible location for SILC files, materials, and equipment. The DSU will provide financial reports at each regular meeting, post information on the DISID/DVR website, print materials for meetings, and other activities as appropriate.**

**Time frame start date: 10/1/16**

**Time frame end date: 9/30/19**

**Goal 7: The SILC will improve monitoring of the State Plan and evaluation of it's activities.**

**Objectives to be achieved: The SILC will use the proposed SILC standards as a reference to develop an evaluation and monitoring tool to be implemented upon it's approval by the SILC membership. The Executive Committee will monitor the progress of the State Plan at it's meetings and report to the Council.**

**Time frame start date: 10/1/16**

**Time frame end date: 09/30/16**

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. This section of the SPIL must:

- Identify the populations to be designated for targeted outreach efforts;
- Identify the geographic areas (i.e., communities) in which the targeted populations reside;  
and
- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

**The targeted populations include veterans, the elderly, youth transitioning from high**

**school, and individuals from the Federated States of Micronesia that reside on Guam. The island is mostly rural with pockets of the targeted populations residing in each of the island villages. Outreach activities reach individuals with disabilities from all areas of the island. Also, the targeted populations will be informed of services available through radio and newspaper announcements, notices to schools and senior citizens centers, brochures translated into the various FSM languages and through island community fairs.**

1.3 Financial Plan – 34 CFR 364.42(a)(2) and (3); 34 CFR 364.29

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.

- Insert additional rows for the specific funding sources and amounts expected within the categories of Other Federal Funds and Non-Federal Funds.

**Year 1 - Approximate Funding Amounts and Uses**

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	<b>\$28,000</b>			
Title VII Funds - Chapter 1, Part C				
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal Funds - Other				
Non-Federal Funds -State Funds				
Non-Federal Funds - Other				

**Year 2 - Approximate Funding Amounts and Uses**

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	<b>\$28,000</b>			
Title VII Funds - Chapter 1, Part C				
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)				
Other Federal Funds - Other				
Non-Federal Funds -State Funds				
Non-Federal Funds - Other				

**Year 3 - Approximate Funding Amounts and Uses**

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	\$28,000			
Title VII Funds - Chapter 1, Part C				
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)				
Other Federal Funds - Other				
Non-Federal Funds -State Funds				
Non-Federal Funds - Other				

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.

**Objective 1: A non-profit organization will have submitted an application for the establishment of a local CIL.**

**Funding Source: SILC Resource Plan**  
**Amount: \$600**

**Objective 2: The Guam SILC will support the Emergency On-Line Registry for People with Special Needs.**

**Funding Source: SILC Resource Plan**  
**Amount: Undetermined**

**Objective 3: The Guam SILC will promote and support the IL philosophy**

**Funding Source: SILC Resource Plan**

**Amount: \$16,500**

**Objective 4: The Guam SILC will support the ILOB Program**

**Funding Source: SILC Resource Plan**

**Amount: Undetermined**

**Objective 5: The Guam SILC will increase knowledge of their purpose and responsibilities as knowledge of IL philosophy and provide for the sustainability of the SILC**

**Funding Source: SILC Resource Plan**

**Amount: \$10,400**

**Objective 6: The Guam SILC will be supported in the goals and objectives of the State Plan**

**Funding Source: SILC Resource Plan**

**Amount: \$500**

**Objective 7: Monitoring of the State Plan and Evaluation of it's activities**

**Funding Source: SILC Resource Plan**

**Amount: Undetermined**

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.

**All sources of funds for IL Services and the CIL are federally funded**

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.

**DISID/DVR will provide a venue for meetings, office space for the storage of files, supplies/equipment, the photocopying of materials for meetings and support the SILC Resource Plan, IL Services, and/or other SPIL objectives.**

1.3B(4) Provide any additional information about the financial plan, as appropriate.

**N/A**

**1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans – 34 CFR 364.42(c) and (e)**

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.

**Establishing the Guam CIL, the first objective, furthers the purpose of Chapter 1 of the Title VII of the Act by expanding and improving the provisions of Independent Living Services. Independent living information will be more visible to persons with disabilities.**

**The second objective, promotion of the Emergency On-line Registry for People with Special Needs promotes a philosophy of Independent living including a philosophy of self-help to maximize independence by allowing individuals to register for assistance to remain independent as much as possible and being better prepared especially during time of emergencies and natural disasters.**

**Promoting and supporting an independent living philosophy, the third objective, promotes activities leading to more informed personnel working with persons with disabilities, and improved outcomes for persons with disabilities.**

**Promotion of the ILOB Program, the fourth objective, promotes greater independence for those individuals with visual disabilities.**

**The fifth objective, the Guam SILC will increase their knowledge of IL philosophy and of the responsibilities and functions of SILC members furthers the purpose of Chapter 1 of Title VII of the Act by promoting a philosophy of consumer control peer support, self-help, self-determination, and individual and systems advocacy to maximize leadership, empowerment, independence, and productivity of individuals with disabilities.**

**The sixth objective, the SILC will be supported by DISID/VR in the goals and objectives of the State Plan, meets the purpose of Chapter 1 by providing assistance to ensure the Guam SILC is supported in its activities to promote the independent living philosophy.**

**The last objective, the SILC will improve monitoring of the State Plan and Evaluation of its activities, ensures the Plan is effectively carried out and results in improved independent living for persons with disabilities.**

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.

**The DSE and SILC will work collaboratively with the new Guam CIL to increase the availability and improved the quality of community options for independent living in order to facilitate the development and achievement of independent living goals by individuals with significant disabilities.**

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

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 Guam SILC will take a more proactive approach in initiating communication with and planning activities with other entities serving disability populations to promote independent living philosophy and improve outcomes for persons with disabilities. SILC will initiate or participate in a consortium, plan or collaborative with other entities conferences and workshops, and support the activities of other disability organizations promoting independent living. The SILC will communicate with and support the independent living activities of the Guam CIL when established.**

- The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

**The SILC will communicate with and strive to work collaboratively with the DISID/DVR, Guam Developmental Disabilities Council, Guam department of Education, Guam Community College, University of Guam - Center for Excellence in Developmental Disabilities, Education, Research, and Service (CEDDERS), Guam Department of Public Health and Social Services (DPHSS), Guam Behavioral Health and Wellness Center (GBHWC), Guam Housing and Urban Renewal Authority (GHURA), Social Security administration (SSA), Guam Regional Transit Authority (GRTA), Veterans Services Organizations, Parents Empowering Parents (PEP), Autism Community Together (ACT), SiÑA, New Vision Guam, and the Guam Down Syndrome Society.**

#### 1.6 Coordination of Services – 34 CFR 364.27

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 SILC will strive to collaborate with other agencies and groups to prevent the duplication of services.**

#### 1.7 Independent Living Services for Individuals who are Older Blind – 34 CFR 364.28

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 SILC will promote the Independent Living Older Blind Program at its outreach activities, community service announcements, newspaper announcements, and distribution of a brochure promoting the program.**

## Section 2: Scope, Extent, and Arrangements of Services

### 2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

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

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 IL Services - Information and referral	<b>Yes</b>	<b>No</b>	<b>NA</b>
Core IL Services - IL skills training	<b>Yes</b>	<b>No</b>	<b>NA</b>
Core IL Services - Peer counseling	<b>Yes</b>	<b>No</b>	<b>NA</b>
Core IL Services - Individual and systems advocacy	<b>Yes</b>	<b>No</b>	<b>NA</b>
Counseling services, including psychological, psychotherapeutic, and related services	<b>No</b>	<b>No</b>	<b>NA</b>
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)	<b>Yes</b>	<b>No</b>	<b>NA</b>
Rehabilitation technology	<b>Yes</b>	<b>No</b>	<b>NA</b>
Mobility training	<b>Yes</b>	<b>No</b>	<b>NA</b>
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	<b>No</b>	<b>No</b>	<b>NA</b>
Personal assistance services, including attendant care and the training of personnel providing such services	<b>No</b>	<b>No</b>	<b>NA</b>
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	<b>Yes</b>	<b>No</b>	<b>NA</b>

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)
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	<b>Yes</b>	<b>No</b>	<b>NA</b>
Education and training necessary for living in the community and participating in community activities	<b>Yes</b>	<b>No</b>	<b>NA</b>
Supported living	<b>No</b>	<b>No</b>	<b>NA</b>
Transportation, including referral and assistance for such transportation	<b>Yes</b>	<b>No</b>	<b>NA</b>
Physical rehabilitation	<b>Yes</b>	<b>No</b>	<b>NA</b>
Therapeutic treatment	<b>No</b>	<b>No</b>	<b>NA</b>
Provision of needed prostheses and other appliances and devices	<b>Yes</b>	<b>No</b>	<b>NA</b>
Individual and group social and recreational services	<b>No</b>	<b>No</b>	<b>NA</b>
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	<b>Yes</b>	<b>No</b>	<b>NA</b>
Services for children with significant disabilities	<b>No</b>	<b>No</b>	<b>NA</b>
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	<b>Yes</b>	<b>No</b>	<b>NA</b>
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	<b>No</b>	<b>No</b>	<b>NA</b>
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	<b>Yes</b>	<b>No</b>	<b>NA</b>
Other necessary services not inconsistent with the Act	<b>No</b>	<b>No</b>	<b>NA</b>

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

**Priorities include the dissemination of the SIIC ILOB brochures to the elderly and veterans residing in all parts of Guam. Priority will be to have the brochures translated into various culturally and linguistically appropriate languages which reflect the diversity of people on Guam.**

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.

**N/A**

## 2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

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.

**N/A**

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.

**N/A**

## **Section 3: Design for the Statewide Network of Centers**

### 3.1 Existing Network – 34 CFR 364.25

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.

**Once a Part C – CIL is established, DISID/DVR, and SILC will engage in outreach activities and media advertising to inform individuals with disabilities throughout Guam about independent living services.**

### 3.2 Expansion of Network – 34 CFR 364.25

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).

**Once established, the Guam CIL will serve the entire island of Guam. The entire island is underserved.**

### 3.3 Section 723 States Only – 34 CFR 364.39

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.

**To be determined when a Guam CIL is established.**

## Section 4: Designated State Unit (DSU)

### 4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)

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.

**The DSU Administrator or designated staff member will continue to attend SILC meetings and serve on the SILC committees as appropriate. The DSU Administrator is a SILC member.**

**The DSU provides administrative support services for Part B State IL Services and ILOB for purchased services. When a consumer needs IL service(s) it is processed through by the DVR Counseling Staff. The Counselor is responsible ofr case management and record keeping of all clients who apply, eligible or ineligible, do or do not receive IL or ILOB services, financial expenditures, and case slosures.**

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

N/A

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

### **5.1 Resource plan – 34 CFR 364.21(i)**

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.

**The DSU shall continue with in-kind resources and support as needed by the SILC to carry out it's functions and goals and objectives each year of this SPIL.**

**Resources used by the SILC are managed and accounted for by the DSU following the accountability procedures of the DSU. The DSU will provide a written financial report at each SILC meeting.**

**The Resource Plan uses Part B Federal funds for the operation of the SILC. The major areas of fund allocation will be the training and technical assistance of the SILC Chairperson and Council members, the promotion of the independent living philosophy, council support for community outreach, and supplies and meeting expenses.**

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.
- Non-inclusion of conditions or requirements in the SILC resource plan that may 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 establish and implement policies and procedures that shall be followed for all fund expenditures and the use of resources it receives under the Resource Plan.**

**The SILC will submit the 704 Report annually as required by federal law.**

**The SILC will monitor the State Plan regularly to ensure that funds are used appropriately.**

**Resources used by the SILC are managed and accounted for by the DSU following the accountability procedures of the DSU.**

**All expenditures approved by the SILC must be submitted to DISID/DVR for processing under Government of Guam procurement procedures which may sometimes lead to delays with planned activities, and sometimes having unobligated funds due to delays in**

**processing by the various government departments before the end of the fiscal year.**

**Administrative service assistance will be provided by the DSU Staff. The DSU will provide venue for meetings, and space for the storage of files, supplies and equipment. The DSU will also provide photocopying of documents as needed.**

#### 5.2 Establishment and Placement – 34 CFR 364.21(a)

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 Guam SILC was established under Executive Order 95-12 by the Governor of Guam on May 8, 1995 and also referenced under local P.L. 24-16 as an Advisory Council independent of the DSU. The Guam SILC develops and implements it's own resource plan in collaboration with the DSU and input by the CIL (when established). The DSU serves as a collaborative partner with the Guam SILC in carrying out the SPIL Goals and Objectives. The Guam SILC is governed by it's own by-laws, policies, and procedures and reports directly to the Governor.**

#### 5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

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 Guam SILC frequently assesses it's membership and seeks persons with various disabilities who are willing to serve as a member. Interested persons complete and submit a resume and the Council selects persons to be recommended to the Governor's Office for appointment consideration. If approved, the Governor's Legal Office will submit the name to the Governor for official appointment to fulfill either the remainder of a term that has been vacated or a new three (3) year term. Members may not serve more than tow consecutive full terms. Once the individual is appointed by the Governor, the appointment letter is maintained at both the Governor's Office and in the SILC files. Guam SILC is currently in compliance with membership requirements. The majority of voting members are persons with disabilities who are not employed by the state or federal government and represent a diversity of disabilities.**

#### 5.4 Staffing – 34 CFR 364.21(j)

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.

- 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.

**The Guam SILC currently does not have any employed staff. Since the DSU is currently understaffed and is unable to provide staff support for the recording and typing of SILC meeting minutes, this State Plan provides for the hiring of part time clerical assistant to record and type the minutes of all SILC meetings. An evaluation tool will be developed by SILC to assess services that are provided by that clerical staff.**

## **Section 6: Service Provider Requirements**

Describe how the following service provider requirements will be met:

### **6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31**

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

**DISID/DVR personnel who provide independent living services have several years experience in the vocational rehabilitation program. Learning and administering the services under the IL S Program have been supported through on-line resources, local and off-island trainings, and conferences as appropriate to broaden their knowledge of Title VII of the Act and the ILS program and any changes to the ILS program as amended by Congress.**

**DISID/DVR staff members speak several languages common on Guam. Staff also contract other service providers to communicate in languages which they do not themselves speak. DISID/DVR collaborates with the Guam System for Assistive Technology (GSAT) to provide alternative formats as needed and to make arrangements for the use of ASL Interpreters.**

**DISID/DVR has established a program of staff development for personnel providing ILS services. There is currently no CIL on Guam.**

**DISID/DVR follows the affirmative action policies and procedures as specified by the Guam Department of Administration Human Resources Office.**

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- 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.

**DISID/DVR follows accounting procedures set forth by the Guam Department of Administration which also complies with the EDGAR requirements**

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.
- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate
- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

**The Guam Independent Living Services Policies and Procedures Manual specifies the forms and records to be used that captures the required information and provides instructions for their maintenance of these records.**

**The 704 report is to be completed jointly by the Guam SILC and the DSU. The Guam SILC will be responsible for ensuring that the 704 report is completed and submitted in a timely manner.**

**The DISID/DVR staff are notified of impending reviews by authorized representatives and are directed through a memorandum if assistance is needed in their efforts.**

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- 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.
- 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.
- 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.
- 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.

- 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.

**DISID/DVR provides IL services and determines eligibility as defined in Chapter 3 of the IL Services and Procedures Manual.**

**Inquiries to the DVR about IL services are directed to the IL personnel who provide the requested information or referral to other services or programs. During the intake process, IL personnel may also refer applicants, with their consent, as determined by their needs-based responses.**

**Eligibility and it's determination are in line with requirements of the CFR as defined in Chapter 3 of the IL Services and Procedures Manual/**

**Eligibility requirements without regard to age, color, creed, gender, national origin, race, or type of significant disability of individuals applying for IL services is included in the policies and procedures manual.**

**Non-Exclusion from receiving IL services 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 requirements. DISID/DVR and the Guam SILC Chairperson had forwarded a letter to RSA which assures that these requirements be met back in September 30, 2014.**

#### 6.5 Independent Living Plans – 34 CFR 364.43(c)

- 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.

**DISID/DVR provides IL Services and has a handbook explaining the need and purpose for the IL Plan. The individual has the option to sign a waiver stating the plan is unnecessary. The Guam SILC does not provide direct services to the Client.**

#### 6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- 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 Guam SILC will work collaboratively with the Guam System for Assistive Technology to provide accessible formats needed to notify individuals with disabilities about the availability and purpose of the CAP and their contact information.**

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- 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.

**The Guam SILC will develop policies and procedures addressing Protection and confidentiality regarding the use and release of personal information, photographs, and list of names. The SILC currently has a photo release form to be used when photographing persons for use by the SILC.**

**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. 34 CFR 364.38

<b><u>Goal and the Related Objective From Section 1</u></b>	<b><u>Method that will be used to Evaluate</u></b>
<b>Goal 1: A Guam non-profit organization will submit an acceptable application for the establishment of a local CIL on Guam</b>	<b>The awarding of the CIL grant will identify which non-profit organization will establish the Guam CIL</b>
<b>Goal 2: The Guam SILC will support the Emergency On-Line Registry for People with Special Needs</b>	<b>DISID and the Guam Fire Department is tasked with implementing the registry. The number of individuals with special needs who are referred to the site to register or are registered by SILC at outreach activities will be documented</b>
<b>Goal 3: The Guam SILC will promote and support an independent living philosophy</b>	<b>An evaluation tool will be developed by the Guam SILC to be completed by all participants attending events sponsored or co-sponsored by the Guam SILC. This evaluation will include a brief survey to determine priorities and needs of individuals with disabilities.</b>
<b>Goal 4: The Guam SILC will promote the ILOB Program</b>	<b>The Guam SILC will maintain records of the number of brochures distributed at outreach activities promoting the ILOB.</b>
<b>Goal 5: The Guam SILC members will increase their knowledge of IL and the responsibilities and functions of SILC members.</b>	<b>The Guam SILC will record the attendance of members attending the IL and SILC trainings and develop a post-test to assess the comprehension of the material covered in the trainings. All members will take the on-demand trainings.</b>

<p><b>Goal 6: The Guam SILC will be supported in the goals and objectives of the State Plan.</b></p>	<p><b>The Guam SILC will develop a short assessment tool to be completed annually to assess the support of the DSU.</b></p>
<p><b>Goal 7: The Guam SILC will improve monitoring of the State Plan and Evaluation of its activities.</b></p>	<p><b>The Executive Committee will review the State Plan at least quarterly and report its findings at the next regular meeting of the SILC. There will be an evaluation tool completed by participants at activities sponsored or co-sponsored by the SILC. The information from evaluations will be compiled after each activity and reviewed for its effectiveness and reported to the SILC at its next meeting. The needs and priorities stated in the evaluation tool will be documented and reviewed as future activities are planned.</b></p>

**Section 8: State-Imposed Requirements**

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)

N/A