

State Plan for Independent Living (SPIL) for Guam for 2017-2019

General Information

Designated Agency Identification

State: Guam

Agency: Guam Division of Vocational Rehabilitation

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0015-01](#) in the Grant Award screen.

Part I: Assurances

Section 1: Legal Basis and Certifications

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

DISID'S Division of Vocational Rehabilitation

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

N/A

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.

Guam Statewide Independent Living Council

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

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

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

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Benito S. Servino, Director, DISID/DVR.

Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;
- The development and support of a statewide network of centers for independent living;

- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

Yes

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

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

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

Yes

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

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

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

Section 3: Independent Living Services

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

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

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

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

Yes

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

Section 4: Eligibility

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

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

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

Section 5: Staffing Requirements

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

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

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

Yes

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

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

Section 6: Fiscal Control and Fund Accounting

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

Section 7: Recordkeeping, Access and Reporting

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

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

Yes

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

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

Section 8: Protection, Use and Release of Personal Information

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

Section 9: Signatures

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

The effective date of this SPIL is October 1, 2016.

Section 9: Signature for SILC Chairperson

Name Carol A. Darlow

Title Chairperson Guam Statewide Independent Living Council

Signed? Yes

Date signed 04/10/2017

Section 9: Signature for DSU Director

Name Benito S. Servino

Title Director, DISID/DVR

Signed? Yes

Date signed 04/10/2017

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

Is there a Separate State Agency for Individuals Who Are Blind? No

Name

Title

Signed? No

Date signed

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

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission

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

Goal Name: Goal 1: Establishment of a local Center for Independent Living

Goal 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 organizations(s) to apply for the Centers for Independent Living Grant upon announcement of grant funding availability by ACL (Administration for Community Living).

Goal Name: Expand the emergency on-line Registry for people with Special needs

Goal Description:

The Guam SILC will disseminate information regarding the registration process.

Goal Name: Goal 3: Promote and support the Independent Living Philosophy

Goal Description:

The Guam SILC will promote a Guam CIL once it is funded and established. The SILC will collaborate with DISID's DVR, the Guam Department of Education, Department 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.

Goal Name: DISIS/DVR personnel, the CIL will provide ILS to IWD to increase their ability

Goal Description:

The Guam SILC will allocate funding to DISID/DVR or the CIL, once established, to provide IL skills training for IWD to enable them to live more independently.

Goal Name: Goal 5: SILC members will increase knowledge of responsibilities/functions and IL

Goal Description:

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

Goal Name: Goal 6: SILC will be supported in the goals/objectives of the State Plan

Goal Description:

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

Goal Name: Goal 7: Improve monitoring of the State Plan and evaluation of its activities.

Goal Description:

The Guam SILC will regularly monitor the progress of the State Plan and evaluate its activities.

Goal Name: Goal 8: Promote Guam's Emergency and Natural Disaster Preparedness Plan.

Goal Description:

The SILC will promote Guam's Emergency and Natural Disaster Preparedness Plan to IWD by distributing materials already available or print a handout to meet this need at outreach activities.

Goal Name:

Goal Description:

Goal Name:

Goal Description:

Goal Name:

Goal Description:

Goal Name:

Goal Description:

Goal Name:

Goal Description:

Goal Name:

1.2 Objectives

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

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
	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.	10/01/2016	09/30/2019
	The Guam SILC will promote the availability of the Center for Independent Living Grant, once announced by ACL, through DISID's Guam Division of Vocational Rehabilitation website, public service announcements on the radio and in the newspapers, and through press releases, and paid advertisements in the newspapers. In addition, the SILC will provide a qualified local non-profit organization, submitting an acceptable application, a letter of support.	10/01/2016	09/30/2019
	The SILC will expand the implementation of DISID's Division of Support Services and the Guam Fire Department Emergency On-Line Registry for People with Special Needs. The SILC will conduct outreach activities through 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.	10/01/2016	09/30/2019
	The SILC will promote and support, 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	10/01/2016	09/30/2019

	<p>transportation, employment, housing, assistive technology, secondary transition, disability laws, as well as self advocacy. The SILC will initiate or collaborate with a consortium of agencies and organizations serving persons with disabilities to promote and address the unmet needs of persons with disabilities in our community, preventing duplication of activities. 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 outreaches are intended to build the IL network of services in our territory. At the present time Guam does not have a CIL. SILC uses outreach activities, newspaper advertising, and the brochure as a means of seeking IWD who are interested in serving on the Council. Once a CIL is established the SILC will promote the CIL. The SILC will support training of IL personnel and job coaches. Some printed materials will be translated into a Micronesian language. The SILC will collaborate with DISID, Division of Support Services, Guam Homeless Coalition, and AmeriCorps to identify the number of homeless IWD on Guam. SILC will use this information as unmet housing needs for IWD are explored. The SILC will collaborate with other agencies, the Governor's Office, and the legislature to promote programs that will assist IWD to live independently.</p>		
<p>DISIS/DVR personnel, the CIL will provide ILS to IWD to increase their ability</p>	<p>The SILC will provide funds for the DSE or the CIL when established to provide IL skills training for individuals with disabilities to enable them to live more independently.</p>	<p>10/01/2016</p>	<p>09/30/2019</p>
<p>Goal 5: SILC members will increase knowledge of responsibilities/functions and IL</p>	<p>The SILC will complete the on-demand SILC and IL trainings provided by ILRU to increase their level of knowledge of IL and SILC responsibilities/functions to provide for the sustainability of the SILC. The SILC will amend the By-Laws to reflect the federal and state requirements</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>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 for 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 there is not 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 a quorum to conduct business. The SILC will purchase a computer with case, computer projector with case, digital recorder, file cabinets and adequate supplies for the purpose of SILC trainings, use at conferences/workshops, and the maintenance of SILC files. The SILC will provide accommodations for Individuals with Disabilities (IWD) attending meetings. Expenses for the SILC exceed thirty percent because Guam lacks reliable public transportation for members to be transported in a timely manner for meetings, frequently does not have a member who is able to record and type minutes (our DSE lacks personnel to assist), and transportation to the annual SILC Congress is very expensive from Guam. Attendance at the SILC Congress has greatly increased our knowledge of SILC responsibilities and has allowed us</p>		
--	--	--	--

	to network with other SILC's, TA's and mentors.		
Goal 6: SILC will be supported in the goals/objectives of the Stste Plan	The DSE will provide supports such as meeting venue, accessible location for SILC files, materials, and equipment. The DSE will provide financial reports at each regular meeting, post information on the DISID/DVR website, print materials for meetings, and other activities as appropriate.	10/01/2016	09/30/2019
	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 its meetings and report to the Council.	10/01/2016	09/30/2019
Expand the emergency on-line Registry for people with Special needs Goal 8: Promote Guam's Emergency and Natural Disaster Preparedness Plan.	The SILC will promote Guam's Emergency and Natural Disaster Preparedness Plan to IWD by distributing materials already available or printing a brochure or handout to meet this need at outreach activities.	10/01/2016	09/30/2019

1.2 Objectives

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

The targeted populations include veterans, the elderly, youth transitioning from high school, and individuals from the Federated States of Micronesia (FSM) that reside on Guam.

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

Guam is a small island, mostly rural, with pockets of the targeted populations residing in each of the island villages.

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

Outreach activities reach individuals with disabilities from all areas of the island. The targeted populations will be informed of services available through radio and newspaper announcements, notices to schools and senior citizens centers, brochures to be translated into FSM languages and through island community fairs.

1.3 Financial Plan

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

1.3A Financial Plan Tables

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

Year 1 - 2017 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	9800	9500		3530
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				
Total	9800	9500	0	3530

Year 2 - 2018 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	8975	13700		830
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				
Total	8975	13700	0	830

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	8975	13700		830
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				
Total	8975	13700	0	830

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.

Goal 1: To promote the establishment of a local CIL, funding is needed to advertise the grant opportunity to non-profit organizations via paid press releases in two newspapers.

Goal 2: The SILC will use existing handouts, if available, or will print an information hand out describing the process for the Emergency On-Line Registry for People with Special Needs.

Goal 3: The SILC will sponsor or co-sponsor with other agencies and disability organizations an annual conference/workshop promoting IL. The conferences or workshops will address transportation, housing, employment, transitioning of youth after high school graduation, assistive technology, disability law, and self-advocacy. Funding will be needed for transportation and per diem for suitable presenters, presenters fees, venue, advertising, and materials. SILC will seek to use as many resources available on Guam but lacks persons with the expertise in IL. Funds will be used to purchase materials needed to prepare suitable displays to be used for outreach activities. The SILC will need advertising and supplies for continue the effort to form a consortium of agencies and organizations serving persons with disabilities to promote and address the needs of persons with disabilities in our community. Funds will be used to produce a brochure about the SILC and its purposes and mission. The SILC will send at least one person to the APRIL Conference which has a focus on rural areas.

Goal 4: The SILC has already published a brochure describing the OIB Program which we distribute at outreach activities. There is an annual Senior Citizens Conference at which the SILC will provide an outreach table. The SILC plans to promote the program by the use of press releases (paid if unable to obtain free), radio advertising using as many free resources as possible, and seeking an article to appear in the local newspaper. No OIB funding will be used for the promotion of the OIB promotions.

Goal 5: The SILC will seek the assistance of a SILC mentor. Funds may be needed for conference calls. Funds may be needed for participation in ILRU webinars appropriate for our needs. SILC needs funding for clerical assistance as the membership does not always include persons capable of taking and typing minutes. Funding is needed to provide for 36 hours of clerical assistance. Funds will be used to purchase file cabinets and needed office supplies as necessary. SILC will send two members to the SILC Congress annually. There is a cost of approximately \$9000 to send two persons to the SILC Congress. SILC will contract a private business to provide transportation of members to SILC meetings as needed. Our mass transit and para transit systems are not reliable and members may not be able to obtain transport on the days

of scheduled meetings. The SILC needs a laptop computer and projector with cases as well as a digital recorder to be used for trainings, meetings, and conferences/workshops. Funding is needed to provide accommodations for visual and hearing impaired persons at meetings as required by law.

Goal 6: The DSE will be provided no more than 5% for providing venue for meetings, space for storage of files and equipment and materials, printing of materials for the meetings, and use of DISID/DVR website.

Goal 7: Funding will be used for printing of forms and SILC documents.

Goal 8: SILC will use brochures provided by the agency tasked with disaster preparedness if available or will prepare a suitable brochure.

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.

Guam does not receive state funding for centers or IL services. Federal funding is used for all activities in the State Plan. At the present time there is no CIL on Guam.

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 provides a venue for meetings, office space for the storage of files/supplies/equipment, photocopying of materials for meetings, supports the SILC Resource Plan/ IL services and other SPIL objectives. DISIS/DVR receives and disburses the federal grant funds.

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

Guam is a considerable distance from the mainland United States. Travel to the SILC Congress is expensive but a needed expense as the SILC learns how to improve our functioning as a Council and our role in promoting IL services to our community. Members are in need of transportation to and from SILC meetings as our mass transit system and para transit system is not reliable. Guam law prohibits the use of technology as a means of participating in government meetings. Part time clerical assistance is needed in order to ensure the proper documentation of meetings as most members are unable to take and type minutes. The DSE previously provided this service but the agency is lacking personnel at this time and cannot provide this service. Appropriate presenters to address IL are not available on Guam. They must be provided transportation, per diem, speaking fee, and accommodations while on Guam. For these reasons, the thirty percent cap on SILC Resources has been exceeded.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

Establishing the Guam CIL, the first objective, furthers the purpose of Chapter 1 of 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, expansion 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 times 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.

The fourth objective, providing funds to the DSE or the CIL, when established, is for the IL skills training of IWD to increase the level of independent living for IWD.

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/DVR 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 seventh objective, the SILC will improve monitoring of the State Plan and Evaluation of its activities, ensures the Plan is effectively carried out and outcomes are improved.

The last objective, the Guam SILC will promote Guam's Emergency and Natural Disaster Preparedness Plan, helps to ensure individuals with disabilities are prepared for emergencies and disasters, familiarizing individuals of procedures to follow and providing them emergency contact information.

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, when established, to increase the availability and improve 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

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

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

The 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. The SILC will initiate or participate in a consortium, plan or collaborate 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.

1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The SILC will collaborate with other agencies and groups to prevent the duplication of services. The SILC will communicate with and 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 (DPDSS), 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), Self- Advocates In Action (SINA), New vision Guam, and the Guam Down Syndrome Society.

1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The DSE receives funding for the OIB program. The SILC does not use any of these funds or Part B funds for the promotion of the OIB program.

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

2.1 Scope and Extent

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

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/grants)
Core Independent Living Services - Information and referral	Yes	No	No
Core Independent Living Services - IL skills training	No	No	No
Core Independent Living Services - Peer counseling	No	No	No
Core Independent Living Services - Individual and systems advocacy	No	No	No
Counseling services, including psychological, psychotherapeutic, and related services	No	No	No
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	No	No	No
Rehabilitation technology	No	Yes	No
Mobility training	No	No	No
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	No	No

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

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	No	No
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	Yes	Yes	No
Other necessary services not inconsistent with the Act	No	No	No

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 IL materials to veterans, the elderly, and FSM residents with disabilities residing in all parts of Guam. Priority will be to have the brochures and handouts translated into various culturally and linguistically appropriate languages which reflect the diversity of people on Guam. Guam currently does not have a CIL to distribute such materials.

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

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

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

3.1 Existing Network

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

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 available.

3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

When the SILC is aware ACL has posted the availability of a grant opportunity for the establishment of a CIL on Guam, the SILC will immediately notify the two NPO's (non-profit organization) interested in establishing a CIL on Guam, and will publish the announcement in two newspapers. The SILC will provide a letter of recommendation to a NPO's submitting an acceptable application. Once established, the Guam CIL will serve the entire island of Guam. The entire island is underserved. Should additional funding become available after a CIL is established the funding would be provided to the existing CIL.

3.3 Section 723 States Only

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

N/A

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

To be determined when a Guam CIL is established.

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

4.1 Administrative Support Services

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

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

The DSE 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 by the DVR counseling staff. The counselor is responsible for 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 closures.

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

N/A

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

5.1 Resource plan

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

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

For more information click the icon.

The DSE shall continue with in kind resources and support as needed by the SILC to carry out its functions and goals and objectives each year of the SPIL.

Resources used by the SILC are managed and accounted for by the DSE following the accountability procedures of the DSE. The DSE will provide a written financial report at each regular 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, equipment and supplies, clerical assistance, transportation of members to meetings, support of the DSE and meeting expenses such as accommodations (braille materials, ASL interpreter) as needed .

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

The SILC will contract part time clerical assistance for the recording and typing of minutes at all meetings. (\$1500 annually)

The SILC will contract transportation services for SILC members unable to provide their own transportation to and from meetings (\$1200 annually). At present Guam law does not allow attendance at meetings via technology. This is something the SILC will need to address in regards to IWD having access for attendance purposes at government meetings.

The SILC will request the assistance of a SILC mentor. Conference calls will be used for consultation with the mentor. (\$75 annually)

The SILC will send one person annually to the SILC Congress. (\$4500)

The SILC will provided accommodations for the visually and hearing impaired individuals attending SILC meetings. (\$600 annually)

The SILC will purchase equipment for the training of its members and for use at other SILC activities. (\$1725 for the purchase of a laptop computer with carrying case, computer projector with carrying case, and a digital recorder).

The SILC is provided management by the DSE of the SILC award. (\$800) The DSE also provides the use of a conference room for meetings, printing of meeting materials, and a file cabinet to store records and supplies.

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 Pan.

The SILC will monitor the State Plan regularly to ensure that funds are used appropriately as provided for in the State Plan.

The SILC will submit the 704 Report annually and other reports as required by federal law.

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

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

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.

- 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 ensure resources existing in the community are utilized and duplication of services is avoided. The SILC will use its resources wisely and in accordance with the activities stated in the State Plan.

5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The 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 DSE. The Guam SILC develops and implements its own resource plan in collaboration with

the DSE and input by the CIL (when established). The DSE serves as a collaborative partner with the Guam SILC in carrying out the SPIL goals and objectives. The Guam SILC is governed by its own By-Laws, policies, and procedures and reports directly to the Governor.

5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

The Guam SILC frequently assesses its 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 two 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. There are currently three (3) IWD and two (2) ex officio members. 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

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The Guam SILC currently does not have any employed staff. Since the DSE 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 from the private sector part time clerical assistance 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.

- 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 hiring of part time clerical assistance and transportation for members to meetings will be from the private sector.

Part II: Narrative: Section 6 - Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

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

DISID/DVR personnel who provide independent living services have several years experience in the vocational rehabilitation program. Learning and administering the services under the ILS 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.

- 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.

DIDSID/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.

- 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.

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

- 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.

DSISID/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

- 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 complies with Uniform Guidance.

6.3 Recordkeeping, Access and Reporting

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

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

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

The 704 report is to be completed by the Guam SILC and will be submitted in a timely manner. Other reports will be completed and submitted as required.

- 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 DISID/DVR staffs are notified of impending reviews by authorized representatives and are directed through a memorandum if assistance is needed.

6.4 Eligibility

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

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

- 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.

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.

- 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.

Eligibility and its determination are in line with requirements of the CFR as defined in Chapter 3 of the IL Services and Procedures Manual.

- 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.

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 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.

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 September 30, 2014 to RSA which assure that these requirements are met.

6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

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 provided direct services to the client.

6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

The 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

- 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 lists of names. The SILC currently has a photo release form to be used when photographing persons for use by the SILC.

Part II: Narrative: Section 7 - Evaluation

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

Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
Goal 1: Establishment of a local Center for Independent Living	The awarding of the CIL grant will identify which non profit organization will establish the Guam CIL.
Expand the emergency on-line Registry for people with Special needs	DISID and the Guam Fire Department are 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.
Goal 3: Promote and support the Independent Living Philosophy	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.
DISIS/DVR personnel, the CIL will provide ILS to IWD to increase their ability	The DSE or CIL, when established will provide an annual report to the SILC of the ILS provided to IWD using SILC funding.
Goal 5: SILC members will increase knowledge of responsibilities/functions and IL	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 offered by ILRU.
Goal 6: SILC will be supported in the goals/objectives of the Stste Plan	The SILC will develop a short assessment tool to be completed annually to assess the support of the DSE.
Goal 7: Improve monitoring of the State Plan and evaluation of its activities.	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 form 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 form will be documented and reviewed as future activities are planned.

Goal 8: Promote Guam's
Emergency and Natural Disaster
Preparedness Plan.

The SILC will document the number of inquiries and handouts
distributed at outreach activities.

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

8 State-Imposed Requirements

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

N/A