

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation

Request for Proposals

HMS 802-14-10 Independent Living Services for Persons who are Deaf, Hard of Hearing and Deaf-Blind

Oahu Branch

April 9, 2013

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

April 9, 2013

REQUEST FOR PROPOSALS

**INDEPENDENT LIVING SERVICES FOR PERSONS WHO ARE DEAF, HARD
OF HEARING, AND DEAF BLIND
ON THE ISLAND OF OAHU**

RFP No. HMS-802-14-10

The Department of Human Services, Division of Vocational Rehabilitation, is requesting proposals from qualified applicants to provide Independent Living (IL) Services, with emphasis on the IL core services (as defined in 34 CFR 364.4) to individuals who are deaf, hard of hearing, and deaf-blind on the Island of Oahu. The contract term will be from July 1, 2013 through September 30, 2014. One contract will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before May 10, 2013, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on May 10, 2013, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Division of Vocational Rehabilitation will conduct an orientation on April 22, 2013 1:30 p.m. to 3:30 p.m. HST, at 600 Kapiolani Blvd., Honolulu, Hawaii. Check in at room 304. All prospective applicants are encouraged to attend the orientation. Email Lorene Gokan at lgokan@dhs.hawaii.gov to request accommodations by April 15, 2013, 2:00 p.m.

The deadline for submission of written questions is 4:30 p.m., HST, on April 24, 2013. All written questions will receive a written response from the State on or about April 29, 2013.

Any inquiries and requests regarding this RFP should be directed to Lorene Gokan at 600 Kapiolani Blvd., Room 304, Honolulu, Hawaii 96813, telephone: (808) 586-9746, fax: (808) 586-9755, e-mail: lgokan@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Original plus three (3) copies. Each shall contain a paper version and a CD/DVD with an accessible .PDF and word form of the proposal.

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **MAY 10, 2013** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
Division of Vocational Rehabilitation
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813

DVR RFP COORDINATOR

Lorene Gokan
Telephone Number: (808) 586-9746
Fax Number: (808) 586-9755
E-Mail Address:
lgokan@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **2:00 P.M., Hawaii Standard Time (HST), May 10, 2013.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:00 p.m., May 10, 2013.

Drop-off Sites

Department of Human Services
Division of Vocational Rehabilitation
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	<u>April 9, 2013</u>
Distribution of RFP	<u>April 9, 2013</u>
RFP orientation session	<u>April 22, 2013</u>
Closing date for submission of written questions for written responses	<u>April 24, 2013</u>
State purchasing agency's response to applicants' written questions	<u>April 29, 2013</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>May 1, 2013</u>
Proposal submittal deadline	<u>May 10, 2013</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Week of May 13, 2013</u>
Final revised proposals (optional)	<u>Week of May 20, 2013</u>
Proposal evaluation period	<u>Week of May 27, 2013</u>
Provider selection	<u>Week of May 27, 2013</u>
Notice of statement of findings and decision	<u>Week of May 27, 2013</u>
Contract start date	<u>July 1, 2013</u>

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

	For	Click on “Doing Business with the State” tab or
1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9	Department of Taxation	http://hawaii.gov/tax/
10	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click “Business Registration”
12	Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Division of Vocational Rehabilitation
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Lorene Gokan
Email: lgokan@dhs.hawaii.gov
Phone: (808) 586-9746 Fax: (808) 586-9755

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: April 22, 2013 **Time:** 1:30pm
Location: 600 Kapiolani Blvd., Room 304 Honolulu, HI 96813
Email Lorene Gokan at lgokan@dhs.hawaii.gov to requests accommodations by April 15, 2013, 2:00 p.m.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: April 24, 2013 **Time:** 4:30pm HST

State agency responses to applicant written questions will be provided by:

Date: April 29, 2013

1.9 Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds

appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)

- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or
 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Each proposal shall contain a paper copy and an electronic, accessible .PDF and word document on a CD/DVD. Proposals submitted by e-mail or website will not be permitted.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Patricia McManaman	Name: Lorene Gokan
Title: Director of Human Services	Title: Vocational Rehabilitation; Program Specialist
Mailing Address: P.O. Box 339 Honolulu, HI 96809	Mailing Address: 600 Kapiolani Blvd., Room 304 Honolulu, HI 96813
Business Address: 1390 Miller Street, Room 209 Honolulu, HI 96813	Business Address: 600 Kapiolani Blvd., Room 304 Honolulu, HI 96813

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Division of Vocational Rehabilitation (DVR) is seeking Independent Living (IL) Services for persons who are deaf, hard of hearing, and deaf blind on the Island of Oahu.

A portion of funds for these services are from part B, chapter 1 and section 723 of title VII of the Rehabilitation Act of 1973, as amended (and 34 CFR parts 365 and 366, as applicable) and based on the State Plan for Independent Living (SPIL). Services and other requirements for this RFP and resulting contract will closely mirror Title 34 CFR parts 364, 365, and 366 and the SPIL.

The purpose of this program is to increase the independence of individuals with significant disabilities through provision IL services as defined in Title 34 CFR parts 364 – 366.

B. Planning activities conducted in preparation for this RFP

Request for Information was posted on March 7, 2013 with a deadline of March 22, 2013 for written responses.

C. Description of the service goals

The goal of this service is to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, particularly those who are deaf, hard of hearing, and deaf-blind.

D. Description of the target population to be served

The target population are individuals who are deaf, hard of hearing, and deaf-blind, referred to herein as person with a significant disability. Services shall be provided on an individual basis. Eligibility for IL services shall be determined by the service provider, and shall not be based on the presence of any one or more specific, significant disabilities.

E. Geographic coverage of service

IL Services for the deaf, hard of hearing, and deaf blind shall be provided for persons on Oahu, with special emphasis on those residing in rural areas of the island.

F. Probable funding amounts, source, and period of availability

State and Federal funds are available from July 1, 2013 through September 30, 2014. Probable amount for this 15-month period is \$80,000.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements
- (6) Other reports which are required by Title 34 CFR parts 364 - 366

2.3 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

Applicants must meet the requirement of an Eligible Agency as defined in 34 CFR §364.4, which means “a consumer controlled, community based, cross-disability, nonresidential, private, non-profit agency”. The awardee of this RFP will be considered a Service Provider, as defined in 34 CFR §364.4.

The physical facilities of applicants must meet Americans with Disabilities Act (ADA) requirements. Telecommunication devices, visual alarms for fires and other emergencies are essential for consumers who are deaf or hard of hearing.

The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPOH-H-201, which can be found in the POS Manual.

B. Secondary purchaser participation Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. **Multiple or alternate proposals**

(Refer to HAR §3-143-605)

Allowed Unallowed

D. **Single or multiple contracts to be awarded**

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

E. **Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract:	July 1, 2013 – September 30, 2014
Length of each extension:	NA
Number of possible extensions:	None
Maximum Length of Contract:	July 1, 2013 – September 30, 2014

The initial period shall commence on the contract start date of Notice to Proceed, whichever is later.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

All Independent Living Services (ILS) and activities shall be conducted in accordance with 34 CFR §364 – 366 and the State Plan for Independent Living (SPIL).

1. Applicants shall provide all supervision, administrative and technical support, labor, subcontractors, tools, transportation, materials, supplies and equipment, and shall plan, schedule, coordinate and assure effective completion of all services described herein.
2. Independent Living Services (ILS) shall be provided to at least 100 people determined to be eligible to receive such services under eligibility guidelines established by the provider, in accordance with 34 CFR §364.4.
3. Persons who are deaf, hard of hearing, and deaf-blind, especially those living rural areas on Oahu shall be given preference to ILS, as identified as a population that are unserved or underserved in the State Plan for Independent Living (SPIL).
4. Outreach activities shall be conducted to identify and provide ILS to persons who are deaf, hard of hearing, and deaf blind and who live in rural areas of Oahu.
5. An **individualized** Independent Living Plan (ILP) shall be developed in accordance with 34 CFR §364.52.
6. The four core services shall be provided:
 - a. Information and Referral
 - b. Independent Living Skills Training
 - c. Peer Support, including cross-disability peer support, and
 - d. Individual and Systems Advocacy
7. Other Independent Living Services listed in 34 CFR §364.4 may be provided.
8. All services and activities shall be consistent with the most recent SPIL under section 704, which was developed in partnership by the State Independent Living Council (SILC) and DVR.

9. The Applicant shall work to increase the availability and improve the quality of community options to facilitate the development and achievement of independent living goals by individuals with significant disabilities.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Applicants shall include minimum and mandatory staffing requirements. Staff proposals shall include minimum qualifications for each personnel type.

Applicants shall demonstrate that the majority of staff and individuals in decision making positions are individuals with disabilities.

Applicants shall be able to communicate directly with the target population as opposed to working through interpreters.

Applicants shall have thorough knowledge of the deaf culture, as evidenced by participation in deaf related activities, groups, and/or through education.

2. Administrative

The State shall provide guidelines and direction to the provider and shall collaborate to ensure accurate recordkeeping and compliance with 34 CFR §364 – 366.

- a) The applicant shall utilize appropriate reports and records pertaining to the provision of services in accordance with standards developed by DVR. Reports and records shall be maintained by the Provider and made available for monitoring and reviewed by the DVR staff upon request.
- b) The applicant shall assure that all applicants and recipients of IL services are aware of the Client Assistance Program (CAP). Applicants and recipients shall understand the services, purpose, and how to contact CAP.
- c) The applicant shall use other financial service resources in all cases, to the extent possible, before the IL resources are considered. Exceptions are allowable if such resources are inadequate, or untimely, or may interfere with or create difficulty for the consumer to achieve the consumer's IL goals or objectives.

- d) Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and requirements pursuant to 34 CFR part 104.
- e) Comply with provisions of Hawaii Revised Statutes (HRS) Chapter 371 Part II, Language Access.
- f) Comply with the following changes to the Standard Contract - General Conditions

General Condition 1.4 is replaced with the following:

Insurance Requirements. PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431:8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawai'i), as follows:

Occurrence Based Commercial General Liability Insurance: No less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for bodily injury and property damage. The insurance policy shall be on an occurrence basis, rather than claims made.

Automobile Liability Insurance: For automobiles owned or leased by the PROVIDER and used to carry out services specified in this Agreement, insurance that complies with the Hawaii No Fault Insurance Law of at least one million dollars (\$1,000,000.00) combined single limit with respect to bodily injury and property damage. Automobile liability insurance shall include excess coverage for PROVIDER'S employees who use their own vehicles in the course of their employment.

All insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. PROVIDER shall maintain in effect all insurance until the STATE certifies that PROVIDER's work under the Contract has been completed satisfactorily.

The insurance policies shall also provide that:

- 1) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy; and
- 2) The STATE and its officers and employees are Additional Insureds with respect to operations performed for the State of Hawaii.

Prior to or upon execution of the Agreement, PROVIDER shall obtain and provide to the STATE a certificate of insurance verifying the existence of the insurance coverage in the amounts stated above. The certificate shall indicate that the STATE and its officers and employees are Additional Insureds.

PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.

Should the insurance coverages be cancelled, limited in scope, or not renewed upon expiration, before PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section, and provide a current certificate of insurance to the STATE.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER shall timely renew the policy and provide the STATE an updated certificate of insurance.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

3. Quality assurance and evaluation specifications

Applicant shall describe its own quality assurance procedures and participate in all DVR required quality assurance activities.

Applicant shall streamline all services and processes to ensure timely services. All key measures will be monitored.

4. Output and performance/outcome measurements

The most critical performance measures are the number of persons served and the number of persons who achieve their independent living goals to function or continue to function in the family or community as evidenced on the ILP. The next criterion is client satisfaction with the services of the program.

5. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall also provide the numbers of consumers served and numbers of ILP goals achieved during the project/contract period.

6. Coordination of services

The applicant shall coordinate services with other agencies and resources in the community. The applicant shall provide examples of how this coordination provided direct benefits to the consumer.

The applicant shall describe examples of their efforts in the development of community options to facilitate the growth of new resources.

7. Reporting requirements for program and fiscal data

The applicant shall:

- a) Deliver monthly reports to DVR, updating the status of the individual consumer and reporting services and activities completed.
- b) Deliver quarterly progress reports that include data on services provided, number of clients served, and other data according to DVR.
- c) Deliver quarterly financial reports that include data on submitted budget forms.
- d) Submit monthly invoices to DVR. Invoices will be paid upon receipt, based on funding availability and on the condition that all required monthly, quarterly, and annual reports have been received by DVR in accordance with the established due dates.

The applicant shall describe their fiscal control and accounting procedures used to ensure proper administration of services.

C. Facilities

The applicant shall describe its facilities/offices and demonstrate its adequacy in relation to the proposed services and how it meets ADA requirements. The applicant shall also indicate which, if any, special equipment will be used to meet these requirements. If not presently available, the applicant shall describe plans to secure facilities.

2.5 COMPENSATION AND METHOD OF PAYMENT

Firm Fixed Price

A. Pricing structure or pricing methodology to be used

Maximum allowable amount under this RFP is \$80,000 for the 15 month contract period.

B. Units of service and unit rate

Monthly payments upon submission of approved invoice.

C. Method of compensation and payment

Monthly payments shall be made upon submission of invoice, based on funding availability and on the condition that all required monthly, quarterly, and annual reports have been received by DVR in accordance with the established due dates.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

The applicant shall demonstrate that it meets the requirements of an Eligible Agency as specified in 2.3 General Requirements.

The applicant shall demonstrate that it meets the Management Requirements in Section 2.4 Scope of Work.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

The applicant shall demonstrate that it meets the Management Requirements in Section 2.4 Scope of Work.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall describe its plans for compliance with Management Requirements in Section 2.4 Scope of Work.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

The applicant shall describe its plans for compliance with Service Activities, number 8 in Section 2.4 Scope of Work.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently

available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

D. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

E. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application. The applicant shall include a copy of the most current by-laws or other such documents indicating that the agency meets the requirements of an IL Service Provider.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2.4 Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicants shall describe and define their eligibility guidelines.

Applicants shall describe outreach plans and timetables.

Applicants shall describe their plans to increase and improve community options.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205 Budget
- SPO-H-205A Organization Wide Budget by Source of Funds
- SPO-H-205B Organization Wide Budget by Programs
- SPO-H-206A Budget Justification-Salaries and Wages
- SPO-H-206B Budget Justification-Personnel: Payroll Taxes, Assessments and Fringe Benefits
- SPO-H-206C Budget Justification Travel: Inter-Island
- SPO-H-206E Budget Justification Contractual Services: Administrative
- SPO-H-206F Budget Justification Contractual Services: Subcontracts

B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application:

Applicants shall provide to the State their most recent financial audit reports

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	30 points
Project Organization and Staffing	10 points
Service Delivery	50 points
Financial	10 points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (30 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- | | |
|---|-----------|
| A. Necessary Skills | <u>5</u> |
| <ul style="list-style-type: none">• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience | <u>5</u> |
| <ul style="list-style-type: none">• Description of projects/contracts pertinent to the proposed services. Numbers of ILP completed and numbers if ILP achieved. | |
| C. Quality Assurance and Evaluation | <u>10</u> |
| <ul style="list-style-type: none">• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.• Description of plans for compliance with Management Requirements. | |

D. Coordination of Services 5

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Description of plans for compliance with Service Activities, number 8 in Section 2.4 Scope of Work.

E. Facilities 5

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (10 Points)

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

A. Staffing 5

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization 5

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
- **By-laws or other such documents** indicating that the agency meets the requirements of an IL Service Provider.

3. Service Delivery (50 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Description of scope of all services activities and tasks to be completed, including eligibility criteria. 10
- Description of the service delivery system and methodology. 10
- Service capacity and plan ensuring maximum number of consumers achieve their independent living goals. 10
- Description of outreach plans and timetables. 10
- Description of plans to increase and improve community options. 10

5. Financial (10 Points)

- Applicant's proposal budget is reasonable, given program resources and operational capacity.
- Adequacy of accounting system.

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. State Plan for Independent Living

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*		
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

*Refer to subsection 1.2, Website Reference for website address.

Proposal Application Table of Contents (Sample)

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities	6
3.0	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	

Data Entry

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

Table of Contents

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Section 2: SPIL Development

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Section 1: Goals, Objectives and Activities

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Section 3: Design for the Statewide Network of Centers

Section 4: Designated State Unit (DSU)

Section 5: Statewide Independent Living Council (SILC)

Section 6: Service Provider Requirements

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State Plan for Independent Living (SPIL)

State:	Hawaii
Agency:	Hawaii Division of Vocational Rehabilitation and Services for the Blind
Plan for:	2011-2013
Submitted in fiscal year:	2010

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.

Hawaii Vocational Rehabilitation and Services for the Blind Division

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.

Statewide Independent Living Council of Hawaii

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 Joe Cordova, Administrator.

Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the Yes

existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;
- The development and support of a statewide network of centers for independent living;
- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

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

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:

Yes

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

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

Yes

2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or

Yes

approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective.

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

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:

Yes

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

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

Yes

Section 4: Eligibility

4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL

Yes

services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51.

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

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:

Yes

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

5.3 Service providers establish and maintain a program of staff development for all classes of

Yes

positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with

Yes

significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Section 6: Fiscal

Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those

Yes

fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds.

Section 7:

Recordkeeping, Access and Reporting

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

Yes

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

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

Section 8: Protection,

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). Section 9: Signature for SILC Chairperson

The effective date of this SPIL is October 1, 2010.

Name	Louise Horio
Title	SILC Chair
Signed?	Yes
Date signed	06/30/2010

Section 9: Signature for DSU Director

Name	Joe Cordova
Title	Administrator
Signed?	Yes
Date signed	06/30/2010

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	

State Plan for Independent Living (SPIL)

State:	Hawaii
Agency:	Hawaii Division of Vocational Rehabilitation and Services for the Blind
Plan for:	2011-2013
Submitted in fiscal year:	2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 1

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: Mission of the State IL programs and services.

Goal Description: The mission of the Hawaii State Independent Living (IL) Programs is to promote and support increased participation and engagement of persons with disabilities in their communities statewide. the DSU's provision of IL services is through grants and contracts with federal and state funds.

Accordingly, the CIL's and IL providers will serve persons with disabilities statewide through the following scope of services:

- the individual's guardian, parent or other legally authorized advocate or representative;
- h. 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);
- i. Rehabilitation Technology;
- j. Mobility training;
- k. Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services;

1. Personal assistance services, including attendant care and the training of personnel providing such services;
- m. Transportation, including referral and assistance for such transportation;
- n. 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;
- o. 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;
- p. Community awareness programs to enhance the understanding and integration into society of individuals with disabilities.

the following are the goals set forth.

Goal Name: Goal 1: Influence/visibility for people with disabilities

Goal Description: CIL's and IL providers will increase levels of engagement, visibility, and influence of persons with disabilities in the State of Hawaii.

Objective 1:: CIL's and IL Providers will outreach to and communicate with persons with disabilities in the state of Hawaii with particular emphasis on reaching people who are currently underserved.

a. Working with the Office of Elections, IL's and IL providers will educate and empower individuals with disabilities on how to access and utilize state-of-the-art accessible polling, surveying and appropriate (accessible) outreach tools to disseminate information to, and to gather information from, and consult with community members in underserved areas statewide.

b. CIL's and IL providers will facilitate new and strengthen existing linkages between persons with disabilities in rural and outer island communities statewide that are underserved.

Desired Outcome: More persons with disabilities from rural and/or outer island communities that may be underserved

become connected to a larger statewide community that shares needs, interests and opportunities.

Creating a more accessible and resilient communication/outreach infrastructure reduces isolation and fosters improved access for people with disabilities to participate fully in community opportunities statewide.

Objective 2: The DSU, CIL's and IL Providers will Co-sponsor and coordinate strategically timed, high visibility gatherings for persons with disabilities to come together with service providers, private business and other individuals and organizations to educate, network, share information, and socialize regarding shared interests and needs in their respective communities statewide.

a. Bring persons from outer islands and/or rural communities statewide together at least twice in three years to forge new partnerships, relationships and alliances at events such as, but not limited to, celebrating the "Americans with Disabilities Act".

b. CIL's and IL Providers will educate and empower persons with disabilities on the "how to's" of coming together with service providers, private business and other individuals and organizations to network with legislators via e-mail, in person or by telephone.

Desired Outcome: Persons with disabilities across the state of Hawaii have more public and private access to communication technology to interact with one another and with service providers, legislators, business leaders as well as the broader community statewide.

The mission of the Hawaii State Independent Living (IL) Programs is to promote and support increased participation and engagement of persons with disabilities in their communities statewide. the DSU's provision of IL services is through grants and contracts with federal and state funds.

Accordingly, the CIL's and IL providers will serve persons with disabilities statewide through the following scope of services:

the individual's guardian, parent or other legally authorized advocate or representative;

h. 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);

i. Rehabilitation Technology;

j. Mobility training;

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

1. Personal assistance services, including attendant care and the training of personnel providing such services;

m. Transportation, including referral and assistance for such transportation;

n. 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;

o. 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;

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

Goal Name:

Goal 2: Positive perceptions with the media

Goal Description:

CIL's and IL providers will work towards creating positive images and attitudes and public perception of people with disabilities through the media.

Objective 1: CIL's and IL Providers will cultivate and build relationships that result in understanding of the needs, interests and achievements of persons with disabilities statewide through the education and relationship building of news and other media outlets.

Objective 2. CIL's and IL Providers will work toward collaboration with media outlets and news sources statewide to highlight, publicize and celebrate the achievements of people with disabilities statewide.

Goal Name: Goal 3: Influencing community policymakers

Goal Description: Through the CIL's and IL providers educate to increase self empowerment and self advocacy of people with disabilities to influence policy makers regarding issues that effect independent living for people with disabilities in the state of Hawaii.

Objective 1: the CIL's and IL Providers will empower individuals with disabilities and work with organizations statewide to increase appointments of people with disabilities to local Committees and Advisory Groups in Hawaii influencing policy and practice.

1. Involve more people with disabilities in community education with IL Service Providers regarding issues important to people with disabilities such as accessible affordable housing, accessible transportation and disaster preparedness.

2. CIL's and IL Providers will educate and empower persons with disabilities on accessing groups and agencies to further educate persons with disabilities on how to influence policymakers.

Goal Name: Goal 4: Voting process education

Goal Description: CIL's and IL Providers will work towards increasing the number of eligible persons with disabilities registered to vote in local elections each year through the education and empowerment of those they serve and outreach efforts in the greater community statewide.

Desired Outcome: More individuals with disabilities participate in public elections and policy making each year. Election officials and political candidates become more responsive to the needs and interests of people with disabilities.

Goal Name: Goal 5: Increasing access to vital services statewide

Goal Description: The CIL's and IL Providers will work with private, non-profit, and governmental

organizations to increase access, public awareness and understanding of the needs, and appropriate accommodations that improve access to transportation, housing and disaster preparedness for people with disabilities statewide.

Objective 1: The afore mentioned will work toward an Increased involvement and visibility of individuals with disabilities in working with improvement in transportation, housing and emergency preparedness.

Objective 2: The CIL's and IL Providers will work with private and government Disaster Preparedness, Emergency Responders, Civil Defense entities and other relevant entities to strengthen and improve the State's emergency response strategies for assisting people with disabilities statewide.

Objective 3: The CIL's and IL providers will Educate and empower individuals with disabilities to collaborate with organizations in the private sector such as, developers, contractors and designers, as well as government agencies and nonprofit organizations, about accessible affordable housing to improve the supply of accessible affordable housing statewide.

Objective 4: CIL's and IL Providers will provide information to the organizations in Objective 3 and others to the appropriate state and federal regulatory housing enforcement agencies.

Goal Name: Goal 6: Employer Education

Goal Description: The CIL's and IL Providers will work with and Educate employers about the skills and abilities of qualified persons with disabilities as valuable contributing employees.

Objective 1: CIL's and IL Providers will work toward collaboration and education of employers regarding employment barriers for people with disabilities. Educating employers will improve employment opportunities for people with disabilities, achieving equity in meaningful work experiences in communities statewide.

Objective 2: CIL's and IL providers will support the self empowerment of individuals with disabilities towards and provide resources regarding reasonable accommodations in the workplace for people with disabilities.

Goal Name: Goal 7: SILC is a nonprofit organization

Goal Description: Establish the Statewide Independent Living Council of Hawaii (SILC) outside state government as a nonprofit organization.

Objective 1: Collaborate with the DSU to draft and present to the Governor the Executive Order that will clearly establish SILC outside state government as required by the Rehabilitation Act of 1973 as amended. The Executive Order establishes SILC as a nonprofit organization.

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 2

1.2 Objectives

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

Goal(s) from Section	Objective to be achieved	Time frame start date	Time frame end date
1.1			

Mission of the State IL programs and services.

Goal 1:
Influence/visibility for people with disabilities

CIL's and IL providers will increase levels of engagement, visibility, and influence of persons with disabilities in the State of Hawaii.

Objective 1:: CIL's and IL Providers will outreach to and communicate with persons with disabilities in the state of Hawaii with particular emphasis on reaching people who are currently underserved.

a. Working with the Office of Elections, IL's and IL providers will educate and empower individuals with disabilities on how to access and utilize state-of-the-art accessible polling, surveying and appropriate (accessible) outreach tools to disseminate information to, and to gather information from, and consult with community members in underserved areas statewide.

b. CIL's and IL providers will facilitate new and strengthen existing linkages between persons with disabilities in rural and outer island communities statewide that are underserved.

Desired Outcome: More persons with disabilities from rural and/or outer island communities that may be underserved become connected to a larger statewide community that shares needs, interests and opportunities.

10/01/2010

09/30/2013

Creating a more accessible and resilient communication/outreach infrastructure reduces isolation and fosters improved access for people with disabilities to participate fully in community opportunities statewide.

Objective 2: The DSU, CIL's and IL Providers will Co-sponsor and coordinate strategically timed, high visibility gatherings for persons with disabilities to come together with service providers, private business and other individuals and organizations to educate, network, share information, and socialize regarding shared interests and needs in their respective communities statewide.

a. Bring persons from outer islands and/or rural communities statewide together at least twice in three years to forge new partnerships, relationships and alliances at events such as, but not limited to, celebrating the "Americans with Disabilities Act".

b. CIL's and IL Providers will educate and empower persons with disabilities on the "how to's" of coming together with service providers, private business and other individuals and organizations to network with legislators via e-mail, in person or by telephone.

Desired Outcome: Persons with disabilities across the

state of Hawaii have more public and private access to communication technology to interact with one another and with service providers, legislators, business leaders as well as the broader community statewide.

The mission of the Hawaii State Independent Living (IL) Programs is to promote and support increased participation and engagement of persons with disabilities in their communities statewide. the DSU's provision of IL services is through grants and contracts with federal and state funds.

Accordingly, the CIL's and IL providers will serve persons with disabilities statewide through the following scope of services:

the individual's guardian, parent or other legally authorized advocate or representative;

h. 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);

i. Rehabilitation Technology;

j. Mobility training;

k. Services and training for individuals with cognitive and sensory disabilities, including life skills training, and

interpreter and reader services;

1. Personal assistance services, including attendant care and the training of personnel providing such services;

m. Transportation, including referral and assistance for such transportation;

n. 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;

o. 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;

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

Mission of the State IL programs and services.

Goal 2: Positive perceptions with the media

CIL's and IL providers will work towards creating positive images and attitudes and public perception of people with disabilities through the media.

Objective 1: CIL's and IL Providers will cultivate and build relationships that result in understanding of the needs, interests and achievements of persons with disabilities statewide through the education and relationship building of news and other media outlets.

10/01/2010

09/30/2013

	<p>Objective 2. CIL's and IL Providers will work toward colaberation with media outlets and news sources statewide to highlight, publicize and celebrate the achievements of people with disabilities statewide.</p>		
<p>Mission of the State IL programs and services.</p> <p>Goal 3: Influencing community policymakers</p>	<p>Through the CIL's and IL providers educate to increase self empowerment and self advocacy of people with disabilities to influence policy makers regarding issues that effect independent living for people with disabilities in the state of Hawaii.</p> <p>Objective 1: the CIL's and IL Providers will empower individuals with disabilities and work with organizations statewide to increase appointments of people with disabilities to local Committees and Advisory Groups in Hawaii influencing policy and practice.</p> <p>1. Involve more people with disabilities in community education with IL Service Providers regarding issues important to people with disabilities such as accessible affordable housing, accessible transportation and disaster preparedness.</p> <p>2. CIL's and IL Providers will educate and empower persons with disabilities on accessing groups and agencies to further educate persons with disabilities on how to influence policymakers.</p>	<p>10/01/2010</p>	<p>09/30/2013</p>

<p>Mission of the State IL programs and services.</p> <p>Goal 4: Voting process education</p>	<p>CIL's and IL Providers will work towards increasing the number of eligible persons with disabilities registered to vote in local elections each year through the education and empowerment of those they serve and outreach efforts in the greater community statewide.</p> <p>Desired Outcome: More individuals with disabilities participate in public elections and policy making each year. Election officials and political candidates become more responsive to the needs and interests of people with disabilities.</p>	<p>10/01/2010</p>	<p>09/30/2013</p>
<p>Mission of the State IL programs and services.</p> <p>Goal 5: Increasing access to vital services statewide</p>	<p>The CIL's and IL Providers will work with private, non-profit, and governmental organizations to increase access, public awareness and understanding of the needs, and appropriate accommodations that improve access to transportation, housing and disaster preparedness for people with disabilities statewide.</p> <p>Objective 1: The afore mentioned will work toward an Increased involvement and visibility of individuals with disabilities in working with improvement in transportation, housing and emergency preparedness.</p> <p>Objective 2: The CIL's and IL Providers will work with private and government Disaster Preparedness, Emergency Responders, Civil Defense entities and other</p>	<p>10/01/2010</p>	<p>09/30/2010</p>

	<p>relevant entities to strengthen and improve the State's emergency response strategies for assisting people with disabilities statewide.</p> <p>Objective 3: The CIL's and IL providers will Educate and empower individuals with disabilities to collaborate with organizations in the private sector such as, developers, contractors and designers, as well as government agencies and nonprofit organizations, about accessible affordable housing to improve the supply of accessible affordable housing statewide.</p> <p>Objective 4: CIL's and IL Providers will provide information to the organizations in Objective 3 and others to the appropriate state and federal regulatory housing enforcement agencies.</p>		
<p>Mission of the State IL programs and services.</p> <p>Goal 6: Employer Education</p>	<p>Objective 1: Increase involvement and visibility of individuals with disabilities in advocacy groups working with improvement in transportation, housing and emergency preparedness.</p>	<p>10/01/2010</p>	<p>09/30/2013</p>
<p>Goal 5: Increasing access to vital services statewide</p>	<p>Objective 2: Collaborate with private and government Disaster Preparedness, Emergency Responders, Civil Defense entities and other relevant entities to strengthen and improve the State's emergency response strategies</p>	<p>10/01/2010</p>	<p>09/30/2013</p>

	for assisting people with disabilities statewide.		
Goal 5: Increasing access to vital services statewide	Objective 3: Educate and collaborate with organizations in the private sector such as, developers, contractors and designers, as well as government agencies and nonprofit organizations, about accessible affordable housing to improve the supply of accessible affordable housing statewide.	10/01/2010	09/30/2013
Goal 5: Increasing access to vital services statewide	Objective 4: Provide information to the organizations in Objective 3 and others to the appropriate state and federal regulatory housing enforcement agencies.	10/01/2010	09/30/2013
Goal 6: Employer Education	Objective 1: The CIL's and IL providers collaborate and educate employers regarding employment barriers for people with disabilities. Educating employers will improve employment opportunities for people with disabilities, achieving equity in meaningful work experiences in communities statewide.	10/01/2010	09/30/2013
Goal 6: Employer Education	Objective 2: The CIL's and IL providers will educate employers and others to resources available to assist with providing workplace accommodations and other relevant information. The SILC will post on their web site information regarding employers hiring and accomidateing people with disabilities.	10/01/2010	09/30/2013

<p>Goal 6: Employer Education</p>	<p>The CIL's and IL Providers will work with and Educate employers about the skills and abilities of qualified persons with disabilities as valuable contributing employees.</p> <p>Objective 1: CIL's and IL Providers will work toward collaboration and education of employers regarding employment barriers for people with disabilities. Educating employers will improve employment opportunities for people with disabilities, achieving equity in meaningful work experiences in communities statewide.</p> <p>Objective 2: CIL's and IL providers will support the self empowerment of individuals with disabilities towards and provide resources regarding reasonable accommodations in the workplace for people with disabilities.</p>	<p>10/01/2010</p>	<p>09/30/2013</p>
<p>Mission of the State IL programs and services.</p> <p>Goal 7: SILC is a nonprofit organization</p>	<p>Objective 1: The DSU and SILC will submit to the Governor the Executive Order that will clearly establish SILC outside state government as required by the Rehabilitation Act of 1973 as amended. The Executive Order establishes SILC as a nonprofit organization</p>	<p>10/01/2010</p>	<p>09/30/2013</p>

State Plan for Independent Living (SPIL)

State: Hawaii
Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind
Plan for: 2011-2013
Submitted in fiscal year: 2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 3

1.2 Objectives

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

- Identify the populations to be designated for targeted outreach efforts

In accordance with the goals and objectives of the SPIL the population designated for targeted outreach efforts includes underserved populations of people with significant disabilities within rural inaccessible areas statewide. The following are identified populations as priority targets for its activities: underserved populations of people with significant disabilities: 1. Undetected individuals in rural statewide areas. 2. Primarily Geographically located on 3 of the four main Hawaiian islands. the areas primarily are those in very remote inaccessible environments i.e. jungle desert and mountain regions. 3. The CIL's and IL providers being statewide in their scope of service; continue to do outreach in these areas to find and determine those individuals who are unserved. using community workshops media and

rehabilitation teachers in each county the individuals in the rural areas possibly not being reached will be sought out and determined their needs of service. As well using community resources and other agencies the individuals will be sought out and determined if IL services are needed.

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

The geographic areas (i.e. communities) in which the targeted populations reside include the islands of Molokai and Lanai and the North Shore and Leeward Coast of the Island of Oahu which includes the following areas: Waianae Nanakuli Makaha Makua Mokuleia Waiialua Haleiwa Waimea Sunset Beach Kahuku Laie and Hauula Kaaawa Waiahole Kahaluu many of whom whose minority group backgrounds are Native Hawaiians and Pacific Islanders.

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

Their needs will first be addressed by securing technical assistance to determine effective ways to provide culturally acceptable independent living services to the targeted population in these underserved geographic areas.

1.3 Financial Plan

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

1.3A Financial Plan Tables

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

living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2011 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	\$35,599	\$394,457		
Title VII Funds Chapter 1, Part C			\$741,980	
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)	\$116,438			
Other Federal funds - other		\$164,941		
Non-Federal funds - State funds	\$35,469	\$30,333	\$223,875	
Total	187506	589731	965855	0

Year 2 - 2012 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	\$39,871	\$273,000		
Title VII Funds Chapter 1, Part C			\$741,980	
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)	\$130,411			
Other Federal funds - other		\$164,941		
Non-Federal funds - State funds	\$39,725	\$30,333	\$223,875	
Total	210007	468274	965855	0

Year 3 - 2013 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
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Title VII Funds				
Title VII Funds Chapter 1, Part B	\$44,656	\$273,000		
Title VII Funds Chapter 1, Part C			\$741,980	
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)	\$146,060			
Other Federal funds - other				
Non-Federal funds - State funds	\$44,492	\$30,333	\$223,875	
Total	235208	303333	965855	0

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Part B and Part C funds will be used as follows:

- Approximately 15% of the Part B funds are allocated to SILC of Hawaii to provide for resources, including staff and personnel, sufficient to carry out the functions of the Council.
- Approximately 85% of the Part B funds are allocated to centers and IL providers to provide direct IL services to

consumers in the fulfillment of SPIL objectives.

- The Hawaii Centers for Independent Living allocates its Part C funds to provide direct IL services to consumers and for operations of all HCIL offices statewide.

As well, IL Part B ARRA funds are used to support the scope of services within the SPIL through the DSU's contracted services of Centers and IL providers. ARRA part B is being used to service specific categories of need that would have been unserved otherwise due to the loss of state funds; Deaf IL service and telecommunications services for the reading impaired and the general operation of Hawaii Centers. ARRA part C funds are used directly by the Centers to support and broaden their scope of services provided statewide.

- No chapter 2 funds will be used to further the SPIL.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

The DSU meets with Hawaii Centers for Independent Living (HCIL) and other independent living service providers at least quarterly to discuss performance and coordination of Federal and/or State funding in Hawaii.

The scope of services as described previously is the same for all funding; state, federal and ARRA.

The scope of services for IL part B & C is held within the SPIL as follows:

Coordination of Federal and State funding for Hawaii Centers for Independent Living (HCIL) and IL services is expected to continue similar to FY 2010, at funding levels in accordance with the Financial Plan Tables in this SPIL.

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.

None

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

None

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

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

The goals and objectives are consistent with the purposes of providing expanding and improving the provision of independent living services in order to improve the lives of individuals with significant disabilities statewide. The goals further the support of the independent living centers and IL Providers encouraging improvement in working relations among the centers, the SILC and other Hawaii programs that address the needs of individuals with significant disabilities. The goals and objectives promote the philosophy of independent living based on consumer control, peer support, self help, self determination, equal access, and advocacy to maximize the full inclusion in society, independence and productivity of individuals with significant 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.

Priorities and objectives for the Hawaii Centers for Independent Living (HCIL), were considered in a number of ways. During our initial series of meetings, members of HCIL's Board (including the President) and some HCIL staff participated. Additionally, HCIL's workplan was considered and meetings were held with the current Executive Director of HCIL to identify their priorities. HCIL's Executive Director, selected HCIL staff to participate with HCIL Board members in the refinement of this SPIL.

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.

In an effort to maximize the cooperation, coordination and working relationships, the DSU and SILC collaborate with the following organizations, councils and programs (members of the SILC Board of Directors serve on the boards or advisory committees or are professional staff of those organizations indicated with an asterisk *.

Hawaii Centers for Independent Living *

Aloha Independent Living of Hawai`i *

State Council on Developmental Disabilities *

Hawaii Disability Rights Center (CAP Program)*

Department of Education (Special Education)*

Special Education Advisory Committee*

Assistive Technology Resource Center (ATRC)*

State Rehabilitation Council (SRC)*

The Disability and Communication Access Board (DCAB) *

Hui Kupuna VIP (Group of Visually Impaired Persons) *

Deaf and Hard of Hearing Advisory Board *

Civil Defense*

Center for Disability Studies*

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 DSU and HCIL funds and provides the IL services funded under chapter 1 of title VII of the Act, that comprises the vast majority of services under other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act. The OIB program is served directly by the DSU. all other IL programs are served by their contractual relationship also facilitates working together to coordinate and to complement other services to avoid unnecessary duplication of services. The SPIL objectives are to further develop cooperation, coordination, and working

relationships among government organizations, councils, and other private and public organizations.

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 DSU provides direct statewide independent living services to older individuals who are blind. The SPIL's objective is to support the DSU's effective IL outreach, instructional and referral services to reach identified underserved older individuals who are blind. A professional rehabilitation teacher works directly for the DSU within each county to cover and service all geographical areas within the state of Hawaii. Individual and group services have been effective in achieving these goals.

State Plan for Independent Living (SPIL)

State:	Hawaii
Agency:	Hawaii Division of Vocational Rehabilitation and Services for the Blind
Plan for:	2011-2013
Submitted in fiscal year:	2010

Part II: Narrative

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent

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

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/ grants)
Core Independent Living Services - Information and referral	No	Yes	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	Yes	Yes
Core Independent Living Services - Individual and systems advocacy	No	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	Yes	Yes
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	Yes	Yes

Rehabilitation technology	No	Yes	Yes
Mobility training	No	Yes	Yes
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	Yes	Yes
Personal assistance services, including attendant care and the training of personnel providing such services	No	Yes	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	Yes
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	No	Yes	Yes
Education and training necessary for living in the community and participating in community activities	No	Yes	Yes
Supported living	No	Yes	Yes
Transportation, including referral and assistance for such transportation	No	Yes	Yes

Physical rehabilitation	No	Yes	Yes
Therapeutic treatment	No	Yes	Yes
Provision of needed prostheses and other appliances and devices	No	Yes	Yes
Individual and group social and recreational services	No	Yes	Yes
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	No	Yes	Yes
Services for children with significant disabilities	No	Yes	Yes
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	Yes	Yes
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	Yes	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	Yes	Yes

Other necessary services not inconsistent with the Act	No	Yes	Yes
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2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

The following are identified populations as priority targets for its activities: underserved populations of people with significant disabilities:

1. Undetected individuals in rural statewide areas.
2. Primarily Geographically located on 3 of the four main Hawaiian islands. the areas primarily are those in very remote inaccessible environments i.e. jungle, desert and mountain regions.
3. The CIL's and IL providers being statewide in their scope of service; continue to do outreach in these areas to find and determine those individuals who are unserved.

the services employed to provide the individuals above for mentioned are inclusive of but not limited to:

1. rehab teachers in each county
2. peer support groups
3. outreach and education
4. referral services
5. case management
6. referral and education of resources existing in community
7. advocacy
8. other community agency partnerships

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.

The DSU provides IL services identified in section 2.1A through a contract funded by Title VII, Chapter 1, Part B and state funds. The contracts are granted following state procurement law to two centers and two IL providers. One IL provider specifically services the IL needs of the deaf and hard of hearing community while the other IL provider and the two centers provide statewide service to all individuals with disabilities with a full scope of service.

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.

The DSU in its contract with Centers for Independent Living and other IL providers, for the general operations delegates the determination of an individual's eligibility for services from the center & IL provider to the center & IL provider.

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

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.

Hawaii Center for Independent Living (HCIL) is one of two Centers for Independent Living (CILs) in the State of Hawaii. HCIL provides services throughout the state from its center facility on Oahu, satellite offices on the islands of Kauai, Maui and Hawaii, community based staff and mobile outreach.

The Hauula Center, which is part of an outreach grant, is the second center that services the North Shore and Leeward Coast of the island of Oahu, and operates under the same board of directors as HCIL, the center located in Honolulu.

Offices together with the number of County Residents served during the last reporting year including the following:

- Honolulu, Oahu (administrative center and Oahu services), 277 served
- Lihue, Kauai, 35 served
- Kahului, Maui, 62 served
- Hilo, Hawaii, 85 served (includes Kailua-Kona individuals served, which is in the same County)

The Hauula Center, part of an outreach grant, is the second center that services only the North Shore and Leeward Coast of the island of Oahu which includes the following areas: Waianae, Nanakuli, Makaha, Makua, Mokuleia, Waiialua, Haleiwa, Waimea, Sunset Beach, Kahuku, Laie, and Kauula, Kaaawa, Waiahole, Kahaluu. This center served

112 clients during the last reporting year.

The two centers provide services statewide.

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).

The Hawaii Centers for Independent Living (HCIL) provided services to consumers statewide.

the formula used is proportional based on the geographical and population of the statewide area served by each center. With an increase of Part C funding, the formulas would remain the same at 65 and 35 percent.

With additional funding, the order of priority for services would be the underserved areas of the: 1) North Shore and the Leeward Coast of the island of Oahu which includes Waianae, Nanakuli, Makaha, Makua, Mokuleia, Waialua, Haleiwa, Waimea, Sunset Beach, Kahuku, Laie, Hauula, Kaaawa, Waiahole, and Kahaluu and, 2) the islands of Molokai and Lanai located in the County of Maui which are currently being served by either the Honolulu or Kahului office located on Maui. Consumers living on Molokai are provided services by the part time outreach worker from Maui or the Honolulu office who is providing services to communities located on the island of Molokai. The estimated number of people with disabilities in these areas are as follows: North Shore of the Island of Oahu including the Leeward Coast: 26,000; Molokai 1,300; Lanai 580.

It is anticipated with increased outreach to these communities, demand will increase and these locations will be the primary areas of further expansion of the network. It is also anticipated that startup costs may be higher for the Islands of Molokai and Lanai due to present "as needed" service or lack of services.

Although the North Shore and Leeward Coast of Oahu's population of people with disabilities is approximately 18% of the entire population of people with disabilities statewide (census data estimates population at 18% of Oahu population), the following factors affect the overall costs of increasing services in this area and indicate the need to allocate a higher percentage (35% of American Recovery and Reinvestment act (ARRA) Part C funds) to the Hauula Center:

1. Remoteness of the area. All the communities in the Hauula service area are rural. Center staff and people with disabilities are challenged by the lack of accessible transportation.
2. Lack of available and easily accessible public transportation.
3. Unavailable funding or underfunding in previous years for the Hauula Center.
4. Anticipation of a higher population of persons with disabilities than estimated by the US Census due to the proximity to beaches and the number of persons who are homeless.
5. Anticipation of higher costs for outreach due to the remote and rural locations of service areas.

65% of the ARRA Part C funds will be used by the Honolulu Center and the satellite offices on Maui (including Molokai and Lanai), Kauai and the Island of Hawaii including Kona. The money will be spent for staff training, outreach, equipment for CIL and consumers, and travel to service areas by mobile outreach workers.

Maintain the ability of each center in the existing network to serve its consumers at existing levels. First, any center expecting to receive less federal (Title VII Chapter I Part C) funds in a year when funds are available than it had in a federal fiscal year 2008 adjusted for inflation, should receive new funds necessary to restore it to the level it received in fiscal year 2008 (adjusted for inflation).

3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair

have agreed upon. Indicate N/A if not applicable.

N/A

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

N/A

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

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 DSU provides administrative support for IL services to individuals with disabilities through contracts with the Hawaii Centers for Independent Living and IL providers, providing services statewide, funded by Title VII, Chapter 1,

Part B and state funds. The DSU receives reports and meets quarterly or as needed to administer and maintain current communication with the centers and other IL providers.

Hawaii is not a Section 723 state.

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

N/A

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

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.

Income Year 1:

Title VII, Chapter 1 Part B - \$35,599

Title I, Sec. 1010(a)(18) I & E - \$116,438

Non-Federal Funds, State Funds - \$35,469

TOTAL INCOME YEAR 1: \$187,506

Expenses Year 1:

Personnel - \$115,000

Operating - \$60,506

SILC Members - \$12,000

TOTAL EXPENSES YEAR I: \$187,506

Income Year 2:

Title VII, Chapter 1 Part B - \$39,871

Title I, Sec. 101(a)(18) I & E - \$130,411

Non-Federal Funds, State Funds - \$39,725

TOTAL INCOME YEAR 2: \$210,007

Expenses Year 2:

Personnel - \$132,250

Operating - \$63,757

SILC Members - \$14,000

TOTAL EXPENSES YEAR 2: \$210,007

Income Year 3:

Title VII, Chapter 1 Part B - \$44,656

Title I, Sec. 1010(a)(18) I & E - \$146,060

Non-Federal Funds, State Funds - \$44,492

TOTAL INCOME YEAR 3: \$235,208

Expenses Year 3:

Personnel - \$152,087

Operating - \$66,121

SILC Members - \$17,000

TOTAL EXPENSES YEAR 3: \$235,208

cost of members is for the following:

meetings inclusive of; room fees, travel, accomidations, conferencesand trainings.

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 Executive Director and the SILC Executive Committee have oversight of the resource plan, monitoring expenditures, providing financial statements to SILC members, and assisting with the SILC budget. The Executive Director's duties and responsibilities are held by the executive SILC committee. The job description is used in the hiring and review of the SILC's executive directors function and performance.

The scope of services for the SILC is prvided within the SILC's contract with the DSU and bi-laws of the SILC.

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

The SILC Executive Director and the SILC Executive Committee have oversight of the resource plan, monitoring expenditures, providing financial statements to SILC members, and assisting with the SILC budget.

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

implementation of the State plan.

There are no conditions or requirements that are imposed by the DSU or any other entity that may compromise the independence of the Hawaii SILC and the Hawaii SILC relies to the maximum extent possible on the resources in existence during the period of the implementation of the SPIL.

5.2 Establishment and Placement

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

The Hawaii SILC is established in State statute that reflects its federal requirements and its legal status as a 501(c)(3) not-for-profit corporation and not established as an entity in any state agency, including the DSU.

Although SILC is established outside of state government, the DSU and SILC have submitted a draft of the Executive Order to the Governor's office clearly stating the establishment of SILC as a private, non-profit corporation.

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.

SILC members are appointed by the Governor of the State of Hawaii as provided in Section 2.2 of the Corporation's Bylaws, as amended and approved January 28, 2009. Upon appointment by the governor, the Hawaii Senate confirms the nominations making the appointment official. The SILC composition meets all the federal requirements and is in full compliance with such. The SILC members and executive director regularly seek the recruitment of new members that meet with the federal guidelines. At each quarterly SILC meeting, any applications that are under consideration are reviewed by the SILC recruitment/nominating committee, approved by the SILC body and sent to the governor's office.

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.

There is currently one full-time professional staff, the Executive Director, who is the employee of and serves at the pleasure of the SILC Board of Directors (Executive Committee) consistent with state law. Any other staff is hired by the Executive Director for SILC duties. There is a part time Administrative Assistant. Additional requested funds may also be used for assistive technology that may be required to provide appropriate accommodations for the SILC to fulfill the essential and non essential functions of the council.

SILC plans to increase the assistant to 100% time as soon as possible as the administrative assistant working directly with the Executive Director. Increasing the assistant hours will assist the Executive Director in the functions and duties of the SILC.

The SILC executive committee reviews annually the performance of the executive director. The executive director reviews the performance of the assistant twice annually.

- 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.

Neither SILC employees nor any future employee will be assigned any duty that would create a conflict of interest with SILC's carrying out its duties.

There is not staff made available to the SILC by the DSU or any other entity that would create a conflict of interest.

The Hawaii SILC is in compliance with all state and federal employment laws and completes all necessary reporting

and documentation.

State Plan for Independent Living (SPIL)

State: Hawaii
Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind
Plan for: 2011-2013
Submitted in fiscal year: 2010

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.

The DSU contracts with the Hawaii Centers for Independent Living and other IL providers and each of the centers and providers position descriptions call for personnel who are specialists in the development and provision of IL services. Their position descriptions set the minimum qualifications required in knowledge and experience in IL skills and services.

through the DSU's contract terms and conditions, quarterly expenditure and activity reports and quarterly meetings, the

CIL's and IL providers are reviewed and monitored. A minimum of 2 quarterly meetings are held on site to ensure evaluation and monitoring. Public hearings and needs assessments plus consumer satisfaction reports are other procedures set in place by the DSU to determine the quality and scope of service being provided by the CIL's and IL providers.

- 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.

The Hawaii centers and IL providers seek to employ personnel able to communicate, to the maximum extent feasible, with individuals with significant disabilities who rely on alternative modes of communication such as manual communication, nonverbal communication devices, Braille, or audio tapes and in the native languages of individuals with significant disabilities who apply for or receive IL services under title VII of the act. HCIL's and IL providers are able to serve a large number of ethnically diverse individuals as well as those with sensory disabilities. As a large number of people from the Pacific Rim come to Hawaii for IL services, language interpreters are hired to better serve those who do not speak english.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

The CIL's and IL providers plan for and provide training for staff involved in providing IL services, including knowledge of and practices in the IL philosophy, to enhance their professional development. The CIL's and IL providers hold quarterly meetings with DSU staff, to review the progress and scope of services provided outlined within the DSU contract.

- 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.

The DSU, HCIL's and IL providers utilize affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to employment of individuals with disabilities under section 503 of the Act. Within the DSU contract terms and agreements, the expectation is written into such that the CIL's and IL providers will both hire qualified people with disabilities and use the contracted funds to provide any accommodations requested for their staff.

6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

The DSU, the HCIL's, IL providers, and SILC of Hawaii have fiscal controls and fund accounting procedures that are 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.

6.3 Recordkeeping, Access and Reporting

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

The DSU, HCIL's and IL providers file a Financial Status Reporting Form 269 and maintain 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

The DSU, SILC, and HCIL annually submit their respective 704 reports, Part I and II.

- 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 Commissioner and Comptroller General, or any of their duly authorized representatives, are granted access to all information necessary for the purpose of conducting audits, examinations, and compliance reviews regarding Part B and C funding activities.

6.4 Eligibility

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

The DSU delegates eligibility determination to the Hawaii Centers for Independent Living and IL providers in their IL services contract. The DSU ensures and monitors such through the terms and conditions of the contract, consumer needs reports and public hearings.

- 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.

Information about IL services under the SILS and IL providers programs and referral information regarding other services and programs for individuals with significant disabilities is available to any individual who requests it.

- 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.

The eligibility criteria are in accordance with 34 CFR 364.4(b) for IL services under the SILS and IL providers

programs.

- 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 determinations are documented before providing SILS and IL providers services and eligibility requirements are applied without regard to age, color, creed, gender, national origin, race, religion or type of significant disability.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

The DSU verifies that no provider excludes any individual who is present in the state and who is eligible for IL services from eligibility. The DSU monitors this through consumer needs and satisfaction reports and public hearings.

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.

The DSU, the Hawaii Centers for Independent Living and IL providers require the 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 staff unless the individual signs a waiver stating that an IL plan is unnecessary. The DSU ensures and monitors such through the terms and conditions of the contracts, public hearings and consumer needs assessments.

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.

A document describing the availability, purpose and access to CAP services in the most appropriate format for the consumer is issued by the Hawaii Centers for Independent Living and other IL providers.

All individuals seeking or receiving IL services are notified about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP. The organization conducting the CAP program is the Hawaii Disability Rights Center (HDRC) (www.HawaiiDisabilityRights.org). Accessible formats are provided to notify individuals seeking or receiving IL services under chapter 1 of Title VII.

the DSU holds quarterly meetings with the CAP HDRC to review and monitor all CAP proceedings related to IL contracts with the DSU. The DSU terms and conditions are specifically spelled out within the contracts ensuring the CAP information to be provided.

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 DSU, the Hawaii Centers for Independent Living and IL providers have policies which safeguard the confidentiality of all personal information, including photographs and lists of names. The DSU spells this out within the terms and conditions of each contract.

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

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
<p>Mission of the State IL programs and services.</p> <p>Goal 1: Influence/visibility for people with disabilities</p>	<p>The SILC, which includes a representative from the DSU and the Hawaii Centers for Independent Living (HCIL), will review and assess the effectiveness of meeting the SPIL objectives established in Section 1 as part of their quarterly council meetings. The SPIL will be evaluated annually by the SILC and DSU following the close of the federal fiscal year (September 30) regarding the effectiveness of meeting the objectives established in Section 1, including an evaluation of satisfaction by individuals with significant disabilities who have participated in the program and include any amendments to the objectives and SPIL as needed.</p>

Goal 2: Positive perceptions with the media

Goal 3: Influencing community policymakers

Goal 4: Voting process education

Goal 5: Increasing access to vital services statewide

Goal 6: Employer Education

Goal 7: SILC is a nonprofit organization

Review the annual Consumer Satisfaction Survey Report summarizing responses from consumers statewide receiving independent living services.

Review the 704 Report (Part 1) for the Hawaii SILC and DSU, and the 704 Report prepared by the Hawaii Centers for Independent Living (HCIL).

Invite the Hawaii Centers for Independent Living (HCIL) to do an annual presentation at a SILC meeting to discuss their programs and operations.

State Plan for Independent Living (SPIL)

State: Hawaii

Agency: Hawaii Division of Vocational Rehabilitation and Services for the Blind

Plan for: 2011-2013

Submitted in fiscal year: 2010

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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1820-0527. The time required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Ms. Sue Rankin-White, U.S. Department of Education, Rehabilitation Services Administration, PCP-5013, 400 Maryland Ave, SW, Washington, DC 20202-2800.

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