

State: Florida

Part I: Attachments
OMB Control Number: 1820-0664
Expiration Date: 10/31/2008

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Attachment 1: Basic Information

Name of Lead Agency:

Florida Department of Education

Name of Applicable Division and/or Subdivision of Lead Agency:

Division of Vocational Rehabilitation

Address of Lead Agency:

2002 Old Saint Augustine Rd., Bldg. A

Tallahassee, FL 32301-4862

Name and Title of Certifying Representative for Lead Agency:

Bill Palmer, Director of Vocational Rehabilitation

Address for Certifying Representative:

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Tallahassee, FL 32301-4862

Telephone for Certifying Representative:

(850) 245-9399

E-mail for Certifying Representative:

palmerb@vr.doe.state.fl.us

Name and Title of Program Director:

Suzanne Woodcock, Contract Manager

Address for Program Director:

2002 Old Saint Augustine Rd., Bldg. A

Tallahassee, FL 32301-4862

Telephone for Program Director:

(850) 245-3321

E-mail for Program Director:

Suzanne.woodcock@vr.fldoe.org

Name of Implementing Entity:

Florida Alliance for Assistive Services and Technology, Inc. (FAAST)

Name of Applicable Division and/or Subdivision of Implementing Entity:

n/a

Address of Implementing Entity:

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325 John Knox Road, Building 400, Suite 402
Tallahassee, FL 32303

Name and Title of Program Director:

Jane E. Johnson, Executive Director

Address for Program Director:

325 John Knox Road, Building 400, Suite 402
Tallahassee, FL 32303

Telephone for Program Director:

850-487-3278, ext. 102

E-mail for Program Director:

jjohnson@faast.org

Name and Title of Program Contact (if different from Program Director):

Address for Program Director:

Telephone for Program Director:

E-mail for Program Director:

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Attachment 2: Lead Agency and Implementing Entity

2.1 Identification and Description of the Lead Agency - Identify and describe the Lead Agency referred to in section 4(c)(1)(A) of the AT Act.

2.1A Identification and Description of Lead Agency if an Implementing Entity is not Designated

An Implementing Entity is designated.

2.1B Identification and Description of the Lead Agency if an Implementing Entity is Designated

The Florida Department of Education (DOE) through its Division of Vocational Rehabilitation Services (DVR) will serve as the lead agency for Florida Assistive Technology (AT) Act Program. DVR employs 1,016 employees with staff in its Tallahassee headquarters office, six area offices, and 116 field offices, located throughout the state. DVR is administered through the Office of the Director and three Bureaus: the Bureau of Field Services, the Bureau of Compliance and Oversight, and the Bureau of Rehabilitation and Reemployment Services. DVR is primarily an employment program assisting individuals with disabilities, including Floridians with the most severe disabilities, to pursue meaningful careers commensurate with their abilities and capabilities.

DVR is one of seven Programmatic Divisions within the Florida Department of Education. DVR's Director serves on the DOE K-20 Executive Management Team and is accountable to the Community Colleges Chancellor and to the K-12 Public Schools Chancellor, who reports to the Commissioner of Education. To fulfill its Mission, DVR administers Florida's Vocational Rehabilitation Program in accordance with Chapter 413, Florida Statutes, and the Federal Rehabilitation Act of 1973 as amended.

DVR administers the Vocational Rehabilitation Program. This program is a Federal/State program that assists individuals with disabilities who require vocational rehabilitation services to prepare for, enter, engage in, or retain employment. The criteria for eligibility to receive services from VR include a physical or mental impairment, a substantial impediment to employment, the ability to benefit, and the need for VR services.

The rehabilitation process begins by evaluating the individual to assess relevant strengths and limitations to determine which services will enable the individual to become employed. At the core of the rehabilitation process is the relationship between the client/customer and the counselor. This counseling relationship provides the basis for developing and implementing an individualized plan for employment.

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The rehabilitation plan may provide evaluation, counseling and guidance, physical and/or psychological restoration, training, job seeking skills, equipment and licenses needed for a job, job placement and follow-up, and/or assistive technology. Customers also have access to post employment services to assist them in maintaining, regaining, or advancing in employment. In addition, DVR administers a state-funded program to provide insured workers rehabilitation and reemployment.

DVR has formal cooperative agreements with other entities and organizations with similar or complementary missions, including business and industry enterprises of all sizes, both public and private. DVR's key client customer requirements are individualized, including: statewide availability, cooperation with other agencies, ease of application, a 60 day maximum eligibility determination, customer participation and customer choice in developing an individualized written plan for employment, use of comparable services, customer choice/services relevant to employment goal in services rendered, 90 day successful placement, customer satisfaction at case closure, and post employment services for retention of employment or reemployment.

The significant difference between DVR's customer groups results from the fact that Employer-customer requirements are: qualified workers, workers with a "good attitude", basic skills such as math and writing, positive work ethic, good customer skills, screened workers, workers willing to be placed in temporary positions prior to hiring, and basic computer skills. Employers also look to DVR to provide disability awareness training to their organization.

When the client-customer's requirements are fulfilled, the client-customer becomes the product for the employer-customer. Consequently, DVR supplies services to one group of customers to increase the probability of employment and in turn markets this same group of customers to the second group, resulting in supplying both customer groups with the services desired.

Key partners and suppliers of services for client-customers include the medical community, community rehabilitation programs, independent employment specialists, colleges, universities and other governmental agencies.

2.2 Identification and Description of the Implementing Entity – Identify and describe the Implementing Entity referred to in section 4(c)(1)(B) of the AT Act, if such an Implementing Entity is designated by the Governor.

Florida Statute 413.407 has designated the Florida Alliance for Assistive Services and Technology (FAAST) as the implementing agency for the AT Act.

FAAST began its existence in 1992 as a federally funded grant project through the U.S. Department of Education, National Institute on Disability and Rehabilitation Research (NIDRR), through the Technology-Related Assistance for Persons with Disabilities Act of 1988, reauthorized the Assistive Technology

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Act of 1998 (AT Act of 1998). It was originally administered by the Florida Department of Labor and Employment Security, Division of Vocational Rehabilitation, and was designed to develop and implement a consumer responsive, comprehensive, statewide system of technology-related assistance and systems change for individuals with disabilities of all ages, throughout their lives. In 1997, FFAST became a private non-profit corporation governed by a Board of Directors appointed by the Commissioner of the Florida Department of Education.

Since 1997, FFAST has provided assistive technology-related assistance and services to Floridians with disabilities of all ages and disability types, as well as their family members, caregivers, and advocates. FFAST also works directly with other disability service providers, medical professionals, case managers and counselors to meet the assistive technology needs of Floridians with disabilities.

FFAST's statewide outreach is achieved through six Regional Demonstration Centers located in major population centers of the state. Each of these Regional Demonstration Centers provides information and referral services, device demonstrations, device training and device lending programs. The Regional Centers are staffed by Assistive Technology Specialists who have extensive experience working with individuals with disabilities and assistive technology devices and services.

In addition to the Regional Demonstration Centers, FFAST employs 7 full time and one part-time staff specialists at its headquarters office, who collectively have training and expertise in the following areas:

- assistive technology,
- accessible electronic and information and technology,
- computer access,
- employment of individuals with disabilities,
- affordable housing,
- nursing home transition,
- home and community based services,
- accessibility modifications,
- alternative financing programs,
- state and federal funding sources for AT,
- state Medicaid programs, and
- long term care services in Florida.

Through the combined activities and services provided by the FFAST Regional Center and Headquarters staff, FFAST assists individuals with disabilities in the areas of education, employment, community living and telecommunications.

Education: FFAST provides alternative assessments for students with disabilities who are having difficulty accessing the appropriate assistive technology they need to receive a free appropriate public education. FFAST works closely with

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the Florida Department of Education to improve the delivery of education services to students with disabilities, such as web-based testing, alternative formats for educational materials and allowing assistive technology to stay with a student as he or she moves through the educational system. FFAST also advocates on behalf of students and their families to assist them in navigating Florida's special educational system. FFAST's Regional Demonstration Center in Miami is actually housed in the Disability Resource Center Florida International University, and it serves hundreds of students with disabilities each year. The FFAST Regional Demonstration Center in Orlando is administered by staff of the School of Communication Disorders at the University of Central Florida, where students can gain direct practical experience helping consumers with disabilities determine which assistive technology device works best for them.

Employment: FFAST Regional Center staff provides worksite accommodations assessments for individual employers and state agencies, including the Division of Vocational Rehabilitation. FFAST also conducts workshops and training sessions on Telework opportunities available through the Access to Telework program.

Community Living: The FFAST website serves as a central repository of information relevant to community living for persons with disabilities. The site features a searchable database of state and federally assisted apartments in Florida, a database of AT providers in Florida, and links to various community resources that provide assistance to persons with disabilities. FFAST also oversees the Dept. of Health's Institutional Transition Initiative for persons with Brain and Spinal Cord Injuries. FFAST produces and distributes a comprehensive Resource Guide to Community Living, which contains information about several hundred programs and services available to meet the community living needs of Floridians with disabilities.

IT and Telecommunications: Each of the FFAST Regional Demonstration Centers offers a computer lab, featuring accessible workstations that provide Internet and email access for all persons with disabilities. These workstations are equipped with computer access software such as: JAWS, Dragon Naturally Speaking, IntelliKeys, Kurzweil, etc. FFAST was also selected by Microsoft Corporation as a Microsoft Accessibility Resource Center. In this capacity, each Regional Demonstration Center provides informational CDs and demonstrations to consumers about the accessibility features built into Microsoft operating systems.

Central to the success of the FFAST is a core of strong partnerships among state agencies and community partners. Because of FFAST's responsibilities to state agencies in the AT Act, FFAST has been collaborating with state agencies since its inception. Additionally, because of the responsibilities to consumers in the AT Act, FFAST is well known in Florida's community as the educator, trainer, advocate, and access organization for assistive services and technology.

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As FFAST has provided services throughout Florida for fourteen years, it has become apparent that educating a person with a disability about assistive services and technology solves only a portion of the problem faced by the consumer. While FFAST can provide consumers with assessments and recommendations for the assistive technology devices that are the most appropriate and affordable for their circumstances, there may still be other obstacles and needs to overcome for that person. For example, if the prescribed device was a wheelchair, in many instances a person's home may not be accessible for its full and complete use. In such a situation, the question of how a family would transport a heavy wheelchair that does not fold becomes an obstacle? Providing one solution often creates other problems.

To address issues like this, and with a focus on expanding access to a greater number of individuals in need of assistive services and technology in Florida, FFAST created a program designed to help identify sources of "gap" funding for home modifications and technology for greater accessibility. FFAST's Barrier Free Housing Program specifically helps low-income families modify their homes and creates greater accessibility,

Additionally, FFAST provides guaranteed loans for the purchase of assistive technology devices and services through its Alternate Financing Program. The goal of this program is to provide low-income families and moderate-income families whose needs exceed available income and funding sources a means to purchase assistive technology. The FFAST Alternative Finance Program has benefited consumers in multiple areas of their lives. Specifically, this program has helped applicants:

- establish credit worthiness
- purchase needed items
- improve quality of living
- increase financial knowledge and banking skills
- decrease social isolation, by increasing mobility
- increase community awareness of disability issues
- increase employment and recreational opportunities

FFAST has built and maintained many public and private partnerships. FFAST currently partners with the Florida Department of Health's Brain and Spinal Cord Injury Program (BSCIP) to expand and improve the delivery of assistive services and technology to individuals with brain and spinal cord injuries throughout the state. One aspect of this partnership focuses on expanding the infrastructure of vendors and professionals providing assistive services and technology to individuals with brain and spinal cord injuries.

FFAST has established a network of qualified AT specialists, engineers, vendors and home contractors in each of Florida's 67 counties. FFAST recruits quality service providers in every community to ensure competitive prices and reliability. By working together, FFAST and BSCIP created a disability neutral publicly

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accessible AT vendor database at www.faast.org. This comprehensive search tool is available to consumers, providers, and professionals and provides contact information and a service guide for all FAAST approved vendors.

One other part of this partnership is the administration by FAAST of the Florida Spinal Cord Injury Resource Center (FSCIRC). FSCIRC is a clearinghouse of information and services for individuals with spinal cord public accessible housing statewide.

Other partnerships that play significant roles in FAAST's service delivery model are FAAST's six Regional Demonstration Centers. These partnerships began back in 1992, with Florida organizations that had demonstrated or indicated an interest in assistive services and technology.

The Northwest Regional Demonstration Center is located in Tallahassee. The Northwest Center has partnered with Leon County Schools and the statewide Assistive Technology Education Network (ATEN) to maximize resources in assistive technology products by combining inventories and professional expertise. FAAST's state headquarters is co-located with the Northwest Regional Demonstration Center.

The Northeast Regional Demonstration Center is located in Jacksonville, where FAAST has partnered with Hope Haven Children's Clinic, a center specializing in local services for children with developmental disabilities. In addition to services for children with developmental disabilities, Hope Haven has focused FAAST resources on Augmentative and Alternative Communication assessments and Computer Access assessments in its community.

The Central Florida Regional Demonstration Center is in Tampa, where FAAST has partnered with Tampa General Hospital and Rehabilitation Center. This is a traditional rehabilitation hospital that specializes in trauma, spinal cord injury, brain injury and strokes. The FAAST demonstration center focuses on aids for daily living (ADLs), Augmentative and Alternative Communication assessments and Computer Access assessments, and workstation accessibility.

The South Florida Regional Demonstration Center is located in Miami, where FAAST partnered with Florida International University. Here, the emphasis is on educational accommodations, independent living, and Computer Access training.

The Atlantic Regional Demonstration Center is located in Orlando, where FAAST has partnered with the University of Central Florida. At this Center, the emphasis is on speech and communication aids, education, computer access and aids for daily living.

The Gulf Coast Regional Demonstration Center is located in Pensacola, where FAAST has partnered with the Center for Independent Living of Northwest

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Florida. Through this partnership, this FFAST Center is able to leverage the programs already offered by the Center, such as Independent Living Training, Information and Referral, Housing Assistance, Advocacy, and Wheelchair exchange, while also expanding the assistive technology services offered by the Center for Independent Living.

While each of the Demonstration Centers reach out to people with disabilities of all ages, disabling conditions and individuals in rural, urban and suburban areas, each has specialty areas of expertise in assistive services and technology.

FFAST also partners with the Florida Association of Centers of Independent Living (FACIL) and Florida's network of Centers for Independent Living and on numerous occasions has provided support, in the form of funding, equipment and training to individual centers.

FFAST's Access to Telework, offers financing to individuals with disabilities who want to telecommute (work from home) or start their own home-based business, but don't have the funds to purchase the equipment they need to operate their business. This program serves individuals who have viable business plans and/or a telecommuting opportunity. Telework funds remove the financial barriers preventing individuals with disabilities from making work at home accessible. Telework allows FFAST to pair potential business/owners with community partners who help develop business plans and counsel consumers with small business success tools.

2.3 Show of Good Cause for Change in Lead Agency or Implementing Entity – If the Governor has chosen to change the Lead Agency or, if applicable, Implementing Entity as allowed in section 4(c)(1)(C) of the AT Act, provide an explanation of good cause for this re-designation.

The lead agency has not been re-designated.

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Attachment 3: State Advisory Council

3.1 Membership of the Advisory Council - Identify the members of the Advisory Council and each member's designation as an individual with disabilities who uses AT, a family member or guardian of such individual, or a representative of a State agency or other entity.

Tom Bird Ormond Beach, FL 32174 <i>Individual with disabilities who uses AT</i>	Deb Blizzard Tallahassee, FL 32399 <i>Representative of Agency for Person with Disabilities</i>
Kathy Burton Tallahassee, FL 32301 <i>Representative of a Florida Dept. of Education (has disability & uses AT).</i>	Martha Creel Monticello, FL 32344 <i>Representative of Florida Dept. of Elder Affairs</i>
Kim Dotson Tallahassee, FL 32308 <i>Representative of a State agency or other entity.</i>	Michael Elliott Tallahassee, FL 32303 <i>Representative of Division of Blind Services (has disability & uses AT).</i>
Enrique Escallon Miami, FL 33185 <i>A family member or guardian of such individual.</i>	Elizabeth Howe, Executive Director Center for Independent Living in Central Florida, Inc. Winter Park, FL 32789 <i>Representative of Center for Independent Living.</i>
Steve Howells The Advocacy Center Tallahassee, FL 32301-2092 <i>Individual with disability who uses AT.</i>	Sarah Lopez Orlando, FL 32817 <i>A family member or guardian of such individual.</i>
Cynthia Manning Miramar, FL 33023 <i>Individual with disability who uses AT.</i>	Judy Meyer Tallahassee, FL 32399-4120 <i>Representative of a State Workforce Innovation Agency.</i>
Gloria Mills Tampa, FL 33629 <i>Individual with disabilities who uses AT.</i>	Phyllis O. Neal-Wilson Ocoee, FL 34761-4028 <i>Representative of a State AT Education Network.</i>
Jacky Needelman, Esq. North Miami Beach, FL 33179 <i>A family member or guardian of such individual.</i>	Sandra R. Osborn Casselberry, FL 32707 <i>Consumer advocate.</i>

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<p>Bill Palmer Tallahassee, FL 32301 <i>Representative of Division of Vocational Rehabilitation.</i></p>	<p>Sandra G Sroka, ADA Coordinator Tampa, FL 33601 <i>Individual with disability who uses AT.</i></p>
<p>Michael Tuccelli Elkton, FL 32033 <i>Individual with disability who uses AT.</i></p>	<p>Pamela M. Wainwright, MS, MSW Tallahassee, FL 32317 <i>Family member has disability & uses AT.</i></p>
<p>Bonnie Wirth Tallahassee, FL 32399-1707 <i>Representative of Dept. of Health, Children's Medical Services</i></p>	

The members of the Advisory Council live in counties throughout the state to ensure representation from both rural and urban areas of Florida. Similarly, the membership reflects the racial and ethnic diversity of the state, as it includes African-American and Hispanic individuals. Advisory Council members also use AT use a variety of devices, such as mobility devices, augmentative communication devices, and computer adaptations.

3.2 Structure and Operation of the Advisory Council – Describe the structure and operations of the Advisory Council.

1.) An Executive Committee is elected by a majority vote of the Advisory Council from the Board membership. Nominations may be made by any Board member. The Executive Committee consists of:

- a. The Chair and Co-Chair of the Council,
- b. Two (2) consumer representatives, e.g., individuals with disabilities or parents, spouses, or guardians of individuals with disabilities,
- c. One (1) representative of state, local governmental or non-governmental agencies or groups concerned with assistive technology.
- d. The Chair of the Finance Committee, appointed by the Council Chair.

The terms of the Executive Committee members are one (1) year ending on June 30, of each year, except Co-chairs who serve two-year terms.

The Executive Committee is responsible for handling matters requiring Council attention prior to the next scheduled meeting and such other duties as designated by the Council. The Executive Committee has the responsibility for the annual evaluation of the Executive Director.

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2.) A committee of those members representing state agencies functions as an interagency workshop. The interagency workshop works to develop cooperative agreements among government agencies and perform such other duties as the council deems appropriate. The interagency workshop's members assign staff from their respective agencies to the alliance, as an in-kind contribution for a specified period of time, to review federal and state legislation and agency policies and practices and to identify both facilitators of, and barriers to, accessibility and utilization of assistive technology services, devices, and funding sources.

3.) A technology-awareness committee encourages the formation of technology-awareness groups among consumers, providers, and other interested individuals, particularly in schools or workplaces.

4.) A Public Policy and Advocacy Committee works to develop FFAST's legislative priorities as well as its goals and objectives for systems change projects.

5.) A Bylaw Task Force is in charge of overseeing the bylaws of the organization.

6.) The FFAST Loan Authority Committee oversees the State Alternative Financing Program and the Access to Telework Program.

7.) The Nominating Committee reviews applications for potential new Advisory Council members and makes recommendations for their appointment.

8.) Additional standing committees may be established by the Advisory Council. Ad hoc committees can be established "as needed" by a standing committee, Board Chair, Executive Committee, or Committee Chairs. No Member may be Chairperson of more than two committees in a year.

The Advisory Council meets in-person four times per year in different parts of the state. FFAST's staff makes the meeting room arrangements, develops materials for information packets for members, and ensures site and material accessibility. The chairperson of the Advisory Council and the Executive Director of FFAST together set the agenda for Advisory Council meetings to ensure that council members are informed about state AT issues. Meetings may feature presentations and guest speakers who are selected based on the input of council members. FFAST staff will update the Advisory Council on the activities of the program, share recent data with the Advisory Council, and present any planned initiatives so the Advisory Council can provide input. The chairperson will facilitate discussion throughout the meeting to gain input and provide guidance in planning program activities. Minutes of the meeting will be recorded by staff.

Attachment 4: Measurable Goals

Because a data collection system was not available during Year One of this state plan, FFAST will establish a baseline for each of the goals 4.1 through 4.7 during Year Two, and will submit after Year Two an amendment identifying the long term goal and short-term goals set to improve upon this baseline during year three of the State Plan. This baseline will be established by using a data collection instrument and procedures to be determined by Rehabilitation Services Administration (RSA) after the State plan process has been completed.

4.1 Goal for Improving Access to AT in Education

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs and made a decision about an AT device or service for educational purposes as a result of the assistance they received.

4.2 Goal for Improving Access to AT in Employment

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs and made a decision about an AT device or service for employment purposes as a result of the assistance they received.

4.3 Goal for Improving Access to AT in Community Living

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs and made a decision about an AT device or service for community living as a result of the assistance they received.

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- Short-term goal for Year 1: n/a data collection not established.

4.4 Goal for Improving Access to IT and Telecommunications

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs and made a decision about an AT device or service that meets an IT/telecommunications need as a result of the assistance they received.
 - Short-term goal for Year 1: n/a data collection not established.

4.5 Goal for Improving Acquisition of AT in Education

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percentage of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for educational purposes who would not have obtained the AT device or service.
 - Short-term goal for Year 1: n/a data collection not established.

4.6 Goal for Improving Acquisition of AT in Employment

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percentage of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for employment purposes who would not have obtained the AT device or service.
 - Short-term goal for Year 1: n/a data collection not established.

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4.7 Goal for Improving Acquisition of AT in Community Living

- Long-term goal:
 - Short-term goal for Year 3
 - Short-term goal for Year 2: Establish baseline of the percentage of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for community living purposes who would not have obtained the AT device or service.
 - Short-term goal for Year 1: n/a data collection not established.

4.8 Additional Measurable Goals -- If applicable, describe any measurable goals that the State has set in addition to the goals established in items 4.1 through 4.7 for addressing the assistive technology needs of individuals with disabilities in the State related to education, employment, community living, and telecommunications and information technology.

The state has elected to focus on the above seven goals for the second year of this plan. After baseline data collection, the state may choose to set additional goals which would be included in any amendments.

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Attachment 5: State-level Activities

5.1 State Financing Activities – Describe how the State will implement State financing activities as described in section 4(e)(2)(A) of the AT Act.

FAAST contracts with SunTrust Bank and AmSouth Bank to offer a statewide Alternative Financing Program (AFP) and an Access to Telework Program for Floridians with disabilities. The AFP is a guaranteed bank loan program that provides individuals with disabilities or those that have a dependent with a disability the opportunity to acquire needed assistive technology by borrowing money. In 2004, FAAST received state general revenue of \$423,660, which in turn drew down \$1,270,981 in Federal funds for a total of \$1,694,641 to supplement an existing guaranteed loan program, which had approximately \$600,000 in guarantee funds on deposit.

The Access to Telework Program is also a guaranteed bank loan program that provides individuals with disabilities a telework outcome by providing an opportunity to acquire the equipment needed to set up a home-based business or to work from home for an employer. In 2004, FAAST received state general revenue funding of \$95,786 which in turn drew down \$862,072 in Federal funds to fund the program.

For the purposes of the FAAST program, Telework is defined as work that can be performed effectively from home and/or remote sites away from the office, such as work on the road or at a telework center. Telework would apply to individuals with disabilities who are currently unemployed, underemployed, self-employed or needing to maintain employment on a full time or part time basis.

FAAST markets the AFP and Access to Telework programs through its quarterly magazine, through exhibits at statewide conferences and educational events, on the fully accessible FAAST web site (www.faaast.org), through brochures and presentations to consumers, educators, representatives of the business community, job fairs, vocational rehabilitation counselors and case managers.

As loans are paid off, the guarantee funds are replenished with the goal of sustaining the program into the future.

The FAAST AFP and Access to Telework Programs will meet the measurable goals of the state plan by allowing individuals to acquire needed assistive technology that can be utilized for the purposes of education, employment or community living.

The FAAST AFP and Access to Telework Programs provide needed AT to consumers by offering affordable low interest loans. Consumers have the opportunity to purchase AT they would not have otherwise been able to acquire because this program reduces the obligations of the purchase to a low monthly

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payment. Although consumers have the right to choose any type of assistive technology it is the experience of FFAST that most loan applicants have purchased modified vehicles or vehicle lifts because there are no other public or private funding sources available for these assistive technologies.

The operational paradigm and the policies and procedures for FFAST's AFP were developed by a committee of the FFAST Advisory Council, of which no less than 51% are persons with disabilities or their family members.

Alternative Financing Program - AFP

FFAST's AFP program is operated in the following manner:

Consumers apply for a loan through either of FFAST's banking, SunTrust or AmSouth. FFAST accepts loan applications from Floridians with disabilities or those that have a dependent with a disability, regardless of their type of disability, age, income level or location of residence within the state or type of the assistive technology device or service required.

If a consumer's application is approved by the bank, the loan is made directly by the bank. If the application is rejected, it is sent to FFAST for a second review. The FFAST Loan Fund Director evaluates the applicant's income, credit history and debt to income ratio, as well as any other relevant or extenuating circumstances that might affect the applicant's credit-worthiness. FFAST subscribes to EquiFax, an Internet-based credit checking system, which provides comprehensive credit reports for all applicants.

If the Loan Fund Director determines that the applicant meets FFAST's established standards for credit-worthiness, the loan application is then evaluated by the AFP Committee, which is composed of members of the FFAST Advisory Council.

If a majority of committee members approve the application, the loan is approved. If not, the loan is rejected and the applicant is notified by mail. Clients may appeal the decision of the committee by providing additional documentation or justification.

To date, individual borrowers have come from every major region of the state. The majority of applications are for modified vehicles or wheelchair ramps, computer equipment and computer access technology.

FFAST receives a monthly report on the status of all guaranteed loans from each of its banking partners. In the event of late payment on a guaranteed loan, consumers are contacted by the bank 15 days following a missed loan payment. After 30 days, the FFAST Loan Fund Director notifies the loan customer by telephone. If it is determined that the loan customer needs temporary assistance making payments, FFAST will make "rescue payments" to the bank to keep the

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loan current. The loan customer is informed that he or she will be responsible for the repaying the rescue payments at the end of the loan term.

In the event that a loan is more than 30 days delinquent and the loan customer does not agree to an alternate payment schedule or they cannot be reached by telephone or registered mail, the loan is considered a default, and FFAST will pay off the balance to the bank. Subsequent to the loan payoff, FFAST will first attempt to work out a re-structured loan payoff directly with the customer. If a restructuring agreement cannot be negotiated, FFAST will make reasonable efforts to recover the equipment purchased with the loan.

Access to Telework Fund Program

The Access to Telework Fund (ATF) model follows the procedures above with the exception that loan applicants must first provide FFAST with a business plan that has been reviewed and approved by a certified business development specialist or the state Agency for Workforce Innovation. If an applicant is purchasing equipment to work from home for an employer, the applicant must provide reasonable proof of a job offer or the potential for a job offer before applying for a loan.

Florida's AFP and Access to Telework Programs operate with very minimal administrative overhead expense. The programs are run out of the FFAST headquarters and administrative expenses are supported by the other programs run in the same office. FFAST has access to the state's telephone and teleconferencing system, and all committee meetings take place via teleconference to control expenses. The majority of committee correspondence is conducted via email.

These operational efficiencies ensure that Floridians with disabilities have access to a quality program in which the bank provides all the administration of the loan as well as the loan funds, FFAST is the disability/AT expert and the FFAST Advisory Council controls the policies and procedures for the program and makes the final decisions about which loans are approved.

After four years of operation, the Florida AFP has made over 150 loans to Floridians with disabilities to purchase AT. In the first 18 months of operation, the FFAST Access to Telework Program has made 7 loans to Floridians with disabilities to purchase equipment to work from home or to establish a home-based business.

5.2 Device Reutilization Program – Describe how the State will implement a device reutilization program as described in section 4(e)(2)(B) of the Act.

FFAST currently provides computer recycling programs through its Regional Centers around the state. Through these programs, FFAST accepts donations of

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used computers and refurbishes them and makes them available consumers with disabilities in the community.

FAAST recognizes that there is already a fairly comprehensive and statewide network of device reutilization programs throughout Florida. Rather than attempting to develop a statewide program itself, over the next three years, FAAST will contract with other agencies that provide services to persons with disabilities to expand the existing device reutilization programs and better meet the needs of individuals with disabilities.

To that end, FAAST will require each Regional Demonstration Center to develop a Memorandum of Understanding with at least one agency in their service area. This Memorandum of Understanding will require the contracted agency to refurbish a minimum number of devices over a specified time period in exchange for FAAST financial support.

In addition to these device reutilization partnerships, FAAST has contracted with the Family Café, a statewide non-profit organization serving people with disabilities to develop and administer a web-based clearinghouse of used AT devices and equipment, called AT Bay and located at www.familycafe.net.

FAAST headquarters and Regional Center staff and Family Café staff attended the AT Reuse Conference in Atlanta in May in an effort to learn how to improve the delivery system for recycled and reutilized assistive technology devices in Florida. As a result of the Reuse Conference, FAAST developed a strategic action plan to expand upon its current device reuse activities. This new plan includes an outreach initiative to other programs that perform device reuse activities so that the FAAST web-based clearinghouse (AT Bay) can be a more comprehensive and helpful resource for used equipment.

The AT Bay site is up and running, however, we expect to significantly expand the number and type of devices offered through the site during the next fiscal year.

Additionally, FAAST has signed a Letter of Intent to Participate in the collaborative project of AT Programs to develop Version 3 of DATI's AT Exchange, which will enhance our existing web-based system. During Year Two of the State Plan, FAAST plans to migrate the existing AT Bay site to the new database, which is being developed by AgoraNet.

5.3 Device Loan Program – Describe how the State will implement a device loan program as described in section 4(e)(2)(C) of the Act.

FAAST began planning for a device loan program in February 2004. Through monthly regional teleconferences, a consensus was developed around the operational components of a device loan program. The FRCs agreed to have a

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centralized location for items in the lending library. The location would either be FFAST State Headquarters in Tallahassee or a new strategic partner in the central part of the state. The FRCs agreed that certain devices should be available at all of the centers for demonstration purposes. In addition, the FRC's decided that current items in each FRC inventory should be updated.

In order to ensure that the equipment available through the device loan program truly meets the needs of Floridians with disabilities, in 2005, FFAST Regional Demonstration Center Coordinators distributed needs assessment questionnaires throughout the state to members of the disability community to determine what devices would be most helpful if available through a Device Loan program. The assessment tool asked participants to list the devices that are most frequently requested by or prescribed for persons with disabilities. The needs assessment surveys were distributed to DVR counselors, medical case managers, vocational rehabilitation counselors, centers for independent living and other disability related organizations. FFAST used the results of the needs assessments to determine the types of devices and equipment to purchase for this loan program.

The FRCs and headquarters staff developed a Device Loan Program Policies and Procedures Manual outlining how the program will work.

FFAST will use a two-pronged approach to notify community partners and consumers about the items in the FFAST device loan program. The first part of the plan utilizes a web-based system. The web-based inventory will be accessible to anyone and will be housed on the program's current website. The website listing will include the name of the item and a description, vendor information, and which FRC the device is located in. If someone needs a device, a button on the webpage will begin the loan process. By clicking on this button, an email would be sent to the FFAST staff member in charge of the website. The staff member would then contact the person requesting the device, and shipping arrangements would be made. This system could also be used as a loan tracking program for the FRCs, with loan forms, due date reports, and other necessary information accessible to the FRCs.

The second system would be a catalogue system. Basically, the catalogue system would be identical to the web-based inventory but a printed version. FRCs will send copies of the catalogue to appropriate community partners. Updates will be made quarterly to the catalogue. In addition, partners can access a current catalogue through the web-based system. A PDF version will always be available via email or on the FFAST website.

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5.4 Device Demonstration Program – Describe how the State will implement a device demonstration program as described in section 4(e)(2)(D) of the Act.

The device demonstration program will be run directly by FFAST through the FRDCs. A wide range of assistive technology devices will be available for demonstration including augmentative communication, computer access, low-vision aids, assistive listening, aids for daily living, switches, environmental controls, adaptive toys and recreational devices.

This service will be offered to individuals with disabilities and their families as well as the professionals and programs who serve the individuals. Device demonstrations can be provided either on-site in an AT Center or FRDC staff can go off-site to an individual's home, school, worksite or other community location upon request. To access this service, individuals would simply contact the closest FRDC to set up an appointment. Intake information will help FRDC staff prepare for the device demonstration and consultation. If an agency or organization is requesting this service on behalf of an individual, they would be asked to submit background information prior to the device demonstration.

This service provides a hands-on approach for demonstrating devices. Consumers identify their needs and FRDC staff demonstrates the various devices with features and functions that can help meet those needs. The device demonstration experience helps individuals with disabilities select the device(s) that would work best for them. It helps people make more informed choices as they see and learn about device options. Information is also provided about State and local vendors, providers and repair services. Purchasers of devices, whether they are consumers, families, agencies or other funding sources, obtain critical information to make wiser purchases. FRDC services are centered on the consumer, their needs and giving them more choices for greater independence. Individuals can also borrow devices for tryout for a two week period through the device loan program.

Demonstration of devices is provided by highly qualified FRDC staff. The FRDC Assistive Technology Consultants and Assistive Technology Specialists have technical expertise in the field of Assistive Technology. Staff education and experience are in the fields of speech language pathology, occupational therapy, rehabilitation engineering, computer technology, therapeutic recreation and education.

Each FRDC will conduct 100 device demonstrations per quarter, for a total of 600 demonstrations for the fiscal year.

Traditionally, FFAST has provided approximately 500 of these individual device demonstrations per year for the last seven years.

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Attachment 6: Comparable Support

6.1 Source and Amount of Support – Identify the State-level activity for which there is comparable support, the source of this support, the amount of the support, and the Federal fiscal year for which this support is being provided.

Florida is not claiming comparable support.

6.2 Comparability -- Demonstrate that this support is comparable in terms of funding and that the activities are comparable in terms of scope.

Not applicable.

6.3 Coordination and Collaboration – Describe how the State will coordinate activities and collaborate with the appropriate entity, if the comparable funds are provided to, or the activities are conducted by, an entity other than the Lead Agency or Implementing Entity.

Not applicable.

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Attachment 7: State Flexibility

7.1 Activity – Identify each State-level activity the State is choosing not to carry out.

Not applicable.

7.2 Maintenance of Statewideness and Comprehensiveness – Demonstrate that the Statewide AT Program will continue to be comprehensive without conducting this activity.

Not applicable.

7.3 Achievement of Measurable Goals - Demonstrate that the State can reach its measurable education goals, employment goals, telecommunications and information technology goals, and community living goals without conducting such activities.

Not applicable.

7.4 Coordination and Collaboration – Describe how the Lead Agency or Implementing Entity will coordinate activities and collaborate with entities in the State that do conduct this activity, if the State chooses not to conduct this activity because another entity already conducts it.

Not applicable.

Attachment 8: State Leadership Activities

8.1 Training and Technical Assistance Activities – Describe how the State will provide training and technical assistance to enhance the knowledge, skills, and competencies of individuals from local settings statewide, including representatives of State and local educational agencies, other State and local agencies, early intervention programs, adult service programs, hospitals and other health care facilities, institutions of higher education and businesses as described in section 4(e)(3)(B)(i) of the AT Act.

The training program at FFAST is multifaceted. One part of the program includes individual trainings, conducted through the FRDCs. These trainings are consumer-focused, goals oriented, and definitely take into account the consumer's type of disability, age, and type of assistive technology device or service needed. The trainings are typically requested by a funding source, consumer, or local organization/agency. These trainings typically do not include the collaboration of other entities.

The second part of the FFAST training program is more formal. FFAST works with state agencies, other disability service providers, and consumer groups to develop very specific training content for consumers and professionals as requested by public or private entities. These trainings typically occur as part of annual conferences and regional and statewide training programs.

For example, Florida's Family Café partners with FFAST to develop an assistive technology training/session track for its annual conference. Approximately 10,000 consumers attended this conference in 2006 and at least 10 sessions were devoted to assistive technology. Another training partner is Florida's Brain and Spinal Cord Injury Program (BSCIP). FFAST provides at least 12 formal trainings to BSCIP case management and administrative staff per year. These trainings are planned, developed, and organized in a collaborative effort with BSCIP regional staff and state headquarters staff members. FFAST has provided the Assistive Technology Education Network training sessions at its summer and winter trainings for the past three years.

FFAST activities with regard to transition are multi-faceted. FFAST participates on the state's Partners in Transition Initiative, which is a statewide program established to develop a framework for improving the transition outcomes for individuals with developmental disabilities in Florida. FFAST helped to develop the Partnership's Strategic Plan and is part of workgroup to implement the strategic plan locally.

FFAST also participated on Governor Jeb Bush's Blue Ribbon Task Force on Transitioning Individuals with Developmental Disabilities by providing specific recommendations for ensuring that AT transitions with a student as he or she moves through the education to work continuum. Each of FFAST's

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recommendations was included in the final report that was presented to the Governor and Legislature.

FAAST was also successful in getting legislation passed in 2005 to ensure that students can keep the AT that is issued to them as part of their IEP as they transition through the education to employment continuum. FAAST is assisting the Dept. of Education in developing the Interagency Agreements necessary to enforce the law's provisions.

In addition to its advocacy for better transition outcomes for students with disabilities, FAAST will be developing a handbook for parents, students and educators explaining how the new law will affect the transition process.

Technical Assistance Activities have not been as formal and have usually occurred in the form of advocacy activities. However, FAAST has seen the need for a formal method of providing technical assistance services. In conjunction with the FRCs and the Advisory Council, FAAST is developing a series of technical assistance manuals for Floridians with disabilities as well as service providers. The following is a listing of three planned technical assistance tools:

1. *Florida Assistive Technology Funding Guide*: This guide will provide Floridians with information on all public and private funding sources in Florida. It will present information organized in a user friendly manner. FAAST will seek consultation from a wide range of consumers and funding sources. The guide will be available through the FAAST webpage as a searchable database and as a printed handbook. The anticipated completion date for this Guide is September 2006.
2. *A Guide to Aging in Place*: During Year One, FAAST began developing a video DVD that provides helpful tips and suggestions to allow an individual to remain in one's home safely, independently, and comfortably, regardless of age, income, or ability level. We anticipate distributing the DVD statewide during the first quarter of Year Two.
3. *Transition Guide for Students with Disabilities*: This resource will be an interactive Powerpoint tool that will help students, teachers or family members navigate the many options available to students with disabilities in Florida who are making decisions about what to do after high school. Work on this tool was initiated during Year One, and should be completed during the first quarter of Year Two.

8.2 Public Awareness Activities – Describe how the State will provide information to targeted individuals and entities relating to the availability, benefits, appropriateness, and costs of assistive technology devices and assistive technology services as described in section 4(e)(3)(B)(ii) of the AT Act.

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Of all the services FFAST has offered, its public awareness activities are of the highest demand. FFAST has tailored a response system to provide information to Floridians regardless of their needs or disability. Each FRDC provides public awareness activities to their unique geographic population.

FFAST public awareness activities can be divided across calls to its toll-free hotline (administered by the Information and Referral Specialist in the Northwest Regional Demonstration Center), calls to all the FRDCs, website information, informational faxes, maintenance of information in FRDCs resource libraries, exhibits, and public forums.

FFAST State Headquarters coordinates public awareness activities by having all of the FRDCs use the same intake form. Each time a person is provided with information or assistance, the interaction is recorded on this form and entered into a central database. It is the responsibility of each FRDC to keep abreast of changes in local policies. The State Headquarter oversees changes in statewide policies. These changes are communicated to the regional level via monthly teleconference between all FRDCs.

FFAST has seen the need to mainstream some of the response we provide to the public. This is one reason why the Technical Assistance Activities will not only provide consumers with valuable information but also will ensure quality control for public awareness activities.

FFAST State Headquarters will also be providing technical assistance to the FRDCs via two two-day contract summits and three one-day training sessions.

FFAST publishes a quarterly informational magazine called *FFAST Access Magazine*. Articles focus on assistive technology devices and services and feature topics specified by our contractual partners at VR and BSCIP as well as the consumers and providers who receive it. Advertisements are sold to help underwrite the cost.

FFAST staff members edit and write most of the articles. The magazine is distributed to a mailing list of approximately 4,000 individuals and businesses, including all members of the Florida legislature and the Florida Congressional delegation. In addition, bulk copies of the magazine are sent to each of the Area Agencies on Aging, the Centers for Independent Living, the Agency for Workforce Innovation offices and the Disability Resource Centers at the state universities.

The FFAST web site features in-depth information on the four State Level Activities of the ATA of 1998, as amended, as well as information on other programs FFAST is involved with, including publications, IT Access resources, Legislation, AT resources and links. The web site also provides an opportunity for individuals to directly contact FFAST for purposes of feedback, information

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and referral, selection of AT service providers, and an on-line application for the state alternative financing program.

8.3 Coordination and Collaboration – Describe how the State will coordinate activities among public and private entities that are responsible for policies, procedures, or funding for the provision of assistive technology devices and assistive technology services to individuals with disabilities, service providers, and others to improve access to assistive technology devices and assistive technology services as described in section 4(e)(3)(B)(iii) of the AT Act.

FAAST envisions using its Technical Assistance Activities to coordinate activities among public and private entities. Specifically, the *Florida Assistive Technology Funding Guide* will be the lead activity, and the *Transition Guide for Students with Disabilities* will also play a key role in coordination and collaboration between the Department of Education, Vocational Rehabilitation, the Agency for Persons with Disabilities, employers and higher education institutions.

During Year One, FAAST staff and council members participated in the following:

- a.) Florida's Accessible Electronic and Information Technology Task Force:
This task force developed recommendations on increasing accessibility to the state's electronic and information technology systems for persons with disabilities. FAAST's Executive Director and two members of FAAST's Advisory Council served on the Task Force. Legislation to implement the Task Force's recommendations was signed into law during the 2006 session.
- b.) The Florida Blue Ribbon Task Force on Inclusive Living Transition, & Employment of Persons with Developmental Disabilities (BRTF): The mission of the BRTF is to propose strategies (including policies, practices, and procedures) to state policy makers (executive and legislative branches) designed to expand and improve competitive, integrated employment, transition services from school to work, and community living opportunities for people with developmental disabilities through the provision of consumer-directed services and supports and enhanced community participation.

Additionally, FAAST staff and board members will continue to participate in the following activities:

- c.) BSCIP Advisory Council: The mission of the Brain and Spinal Cord Injury Program (BSCIP) is to provide all eligible Florida residents who sustain a moderate to severe traumatic brain or spinal cord injury the opportunity to obtain the necessary services enabling them to return to their community. The goals of the program are to ensure the delivery of quality services in the most effective and efficient manner through a coordinated system and to secure the necessary funding to support the long-term goals of the program.

- d.) Affordable Housing Study Commission: The Affordable Housing Study Commission evaluates affordable housing programs for persons with extremely low to moderate incomes. It was created in 1986 pursuant to the provisions of Section 420.609, Florida Statutes. Each year the Commission makes public policy recommendations to the Governor and Legislature to stimulate community development and revitalization to promote the production, preservation, and maintenance of decent affordable housing for all Floridians. The Governor appoints 21 citizens representing various interests to the Commission for four year terms. FFAST's Executive Director serves on the Commission.
- e.) Florida's Aging and Disability Resource Centers Task Force: Launched in 2004 by landmark state legislation (Chapter 430.2053, Florida Statutes), three of Florida's 11 Area Agencies on Aging will transition into Aging Resource Centers (ARCs) and begin operating by July 1, 2005.
- f.) The Interagency Quality Council, whose mission is to provide a forum for consumers, state agency staff, disability service providers and members of the public to develop strategies to improve the quality of services available in Florida to persons with disabilities.

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Attachment 9: Involvement of Public and Private Entities

9.1 Nature and Extent of Resources – Describe the nature and extent of resources that will be committed by public and private collaborators to assist in accomplishing identified goals.

FAAST receives funding from additional state sources. These include a contract with the state Brain and Spinal Cord Injury Program (BSCIP) for \$395,000.00. Activities involved under this contract include development of an assistive technology service provider database, technical assistance with affordable housing, assistive technology training, and special projects.

Another state contract FAAST holds is for \$300,000.00 from BSCIP to administer the Florida Spinal Cord Injury Center (FSCIRC). Activities included under agreement are maintenance and operation of a clearinghouse for individuals with spinal cord injuries, a peer mentoring program, development of a website and educational outreach programs.

FAAST also received \$519,446.00 from the state of Florida's general revenue. In Fiscal Year 2005-06, FAAST used these funds to develop and implement a device loan program and to fulfill the other mandates of the Assistive Technology Act of 2004. In fiscal year 2006-2007, FAAST will use the funds to expand and improve the programs and services it provides to Floridians with disabilities per the AT Act of 2004.

9.2 Mechanisms to Ensure Coordination - Describe the mechanisms established to ensure coordination of activities and collaboration between the implementing entity, if any, and the State.

FAAST will operate under the direction and supervision of the Florida Department of Education (DOE) through its Division of Vocational Rehabilitation Services (DVR). FAAST will have two contracts with DVR. The first will be for general revenue funds. The second contract will be for funds provided under this state plan. Each contract will have measurable goals and deliverables and sanctions for objectives not achieved.

These contracts are monitored on an ongoing basis by DVR staff. Deliverable reports with documentation of achieved goals and objectives are submitted each quarter. The DVR distributes the funds from FAAST's Federal grant in quarterly increments. Payments are subject to satisfactory deliverable reports.

The DVR contract monitor conducts on-site monitoring at least once per quarter to ensure that FAAST is performing its meeting its contractual obligations satisfactorily. The DVR contract includes specific measurable goals in each performance area. If goals are not achieved by the end of the contract term, FAAST will be sanctioned for a pro-rated portion of the contract amount.

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9.3 Involvement of State Advisory Council - Describe the nature and extent of the involvement of the State Advisory Council in the planning, implementation, and evaluation of the activities carried out through the grant, including setting the measurable goals required in section 4(d)(3).

The State Advisory Council played a very active role in planning and determining the activities that FFAST would carry out under this grant. During December 2004 and January 2005 an ad hoc committee was convened to explore the passage of the Assistive Technology Act of 2004 and what it might mean to FFAST. During the January 2005 Advisory Council Meeting, a representative of Pennsylvania's state program was invited to conduct a presentation about its state device loan program. Working cooperatively, FFAST Headquarters staff and the FRCs operationalized concepts for a device loan program, device reutilization program, and device demonstrations. These concepts were recommended and approved at the June 2005 Advisory Council Meeting.

FFAST Headquarters staff will report directly to the advisory council members at their quarterly meetings on the implementation of this plan. The Advisory Council will be able to evaluate the effectiveness and success of all activities on a quarterly basis.

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Attachment 10: State Support

10.1 State Support for State-level Activities – If applicable, describe how the State will support with State funds any State-level activities described in section 4(e)(2).

FAAST will receive \$519,446 in state general revenue in Fiscal Year 2006-07. The funds will be received through a contract with the state Division of Vocational Rehabilitation and will be used to expand and continue to activities initiated during the first year of this state plan. The specific deliverables are as follows:

EXPANSION AND OPERATION OF DEVICE LOAN PROGRAM

1. FAAST will purchase assistive technology 160 devices for the purpose of maintaining an inventory of equipment that consumers throughout the state can borrow and try out. These devices will be available through the state headquarters office and through each of the Regional Centers.
2. FAAST will maintain a web-based searchable database of the assistive technology devices available through the Device Loan Program.
3. FAAST will update the Catalogue and database of AT Devices that are available through the Device Loan Program.
4. FAAST will cover the cost of shipping AT devices and equipment to and from consumers who submit requests through the Device Loan program.

EXPANSION OF DEVICE REUTILIZATION PROGRAM

1. FAAST will provide 68 recycled assistive technology devices to consumers through its regional demonstration centers.
2. FAAST will facilitate the exchange of 40 recycled assistive technology devices to consumers through its partnership with Family Café.

10.2 State Support for State Leadership Activities - If applicable, describe how the State will support with State funds any State Leadership activities described in section 4(e)(3), if applicable.

No state funds will be used for State leadership activities.

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Attachment 11: Allocation and Utilization of Funds

11.1 Tracking Expenditures – Describe planned procedures for tracking expenditures for activities described in sections 4(e)(2) and (3) over the course of the three year Plan.

FAAST is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code with a fiscal year from July 1 to June 30 of the following calendar year. Accounting records are kept in conformity with generally accepted accounting principles. FAAST maintains an internal control procedure necessary to provide for an accurate and detailed audit trail for all financial transactions.

A yearly audit is conducted after the close of each fiscal year (June 30) by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards and with the audit requirements set forth by the audit guide issued by our funding sources and consistent with federal regulations.

FAAST follows generally accepted accounting principles and procedures in the development of an annual budget and the recording of financial activities during each fiscal year. Due diligence is exercised in protecting FAAST financial records and documentation from any unauthorized or improper activity.

The Executive Director of FAAST is responsible for preparing and submitting an annual budget for anticipated revenue and expenditures on an annual basis to be reviewed and approved by the Advisory Council. Any amendments to the budget are approved by the Advisory Council through the Finance Committee prior to implementation.

This budget includes the allocations specified in this state plan, which are 60% for State-level activities and 40% for State leadership activities. Expense line items are coded to reflect whether they are state-level or state-leadership expenses. During the monthly meetings of the Finance Committee, the financial statements are reviewed closely to ensure that expenditures are not exceeding the allowable percentages in each category.

The Accounting Consultant prepares a monthly Financial Report for the Finance Committee and the Board of Directors consisting of a Balance Sheet and Income and Expense report. Periodic reports detailing year-to-date revenue and expenditures and comparisons with budget allotments are completed by the Accounting consultant for review by the Executive Director, the Finance Committee and the Advisory Council. Any detailed financial schedules requested by the Finance Committee or Advisory Council are compiled and presented by the Accounting consultant.

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The Executive Director and designated staff review the operating budget at least every six months in order to make appropriate recommendations for revisions, modifications or amendments to the authorized annual budget.

All records and accounts of FFAST are audited annually by a Certified Public Accounting firm to be selected by the Advisory Council and the Finance Committee. All FFAST staff is required to fully cooperate in preparing the requested documentation for the annual audit.

11.2 Proposed Budget Allocations – Attach a budget containing proposed allocations for activities described in sections 4(e)(2) and (3).

The following are proposed budget allocations for State Leadership and State Level Activities for Year Two of the State Plan.

Required Budget Allocations	Distribution (percent)	Year One Award - \$450,340	Year Two Award - \$490,289
State Level Activities	At least 60%	\$243,000	\$264,756
State Leadership Activities	40%	\$162,122	\$176,504
Transition Activities	At least 5%	\$20,250	\$22,063
Indirect Costs	10%	\$45,340	\$49,029

The following budget represents the expenditures that FFAST anticipates in the categories of State Level and State Leadership activities during Year Two of the State Plan.

	Proposed Budget Year One	Proposed Budget Year Two
State Level Activities		
State Finance	n/a	n/a
Device Reutilization	\$89,000.00	\$100,000
Device Loan	\$68,000.00	\$88,756
Device Demo	\$86,000.00	\$76,000
State Level Total	\$243,000	\$264,756

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State Leadership Activities		
General Training and TA	\$40,000	\$40,000
Transition Training and TA	\$22,000	\$22,600
Awareness	\$70,000	\$80,000
Coordination/Collaboration	\$30,000	\$33,904
State Leadership Total	\$162,000	\$176,504
Indirect Costs	\$45,340	\$49,029
Total for all activities	\$450,340	\$490,289