# Reporting Instrument

OMB Control Number: 0985-0043

Expiration Date: January 31, 2021

**UniTed States Department of Education**

###### Office of Special Education and Rehabilitative Services

**Rehabilitation Services Administration**

**Section 704**

**annual performance report**

**For**

### STATE INDEPENDENT LIVING SERVICES PROGRAM

**(Title VII, Chapter 1, Part B of the Rehabilitation Act of 1973, as amended)**

**Part I**

**INSTRUMENT**

**(To be completed by Designated State Units**

And Statewide Independent Living Councils)

Reporting Fiscal Year: FFY 2020 (October 1 2019 – September 30, 2020)

State: MN

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 35 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (P.L. 105-220 Section 410 Workforce Investment Act). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Rehabilitation Services Administration, LBJ Basement, Attention: Timothy Beatty, PCP Room 5057, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-2800 or email timothy.beatty@ed.gov and reference the OMB Control Number 1820-0606.Chapter 1, Title VII of the Rehabilitation Act.

# SubPart I – Administrative DataSection A – Sources and Amounts of Funds and Resources

Sections 704(c) and 704(m)(3) and (4) of the Act; 34 CFR 364.35 and 364.36

Indicate amount received by the DSU as per each funding source. Enter “0” for none.

### Item 1 - All Federal Funds Received

|  |  |
| --- | --- |
| (A) Title VII, Ch. 1, Part B | $338717.00 |
| (B) Title VII, Ch. 1, Part C – **For 723 states Only** | $1250347.00 |
| (C) Title VII, Ch. 2 | $0.00 |
| (D) Other Federal Funds | $0.00 |
| **Subtotal - All Federal Funds** | $1589064.00 |

### Item 2 - Other Government Funds

|  |  |
| --- | --- |
| (E) State Government Funds | $3011000.00 |
| (F) Local Government Funds | $0.00 |
| **Subtotal - State and Local Government Funds** | $3011000.00 |

### Item 3 - Private Resources

|  |  |
| --- | --- |
| (G) Fees for Service (program income, etc.) | $0.00 |
| (H) Other resources | $0.00 |
| **Subtotal - Private Resources** | $0.00 |

### Item 4 - Total Income

|  |  |
| --- | --- |
| Total income = (A)+(B)+(C)+(D)+(E)+(F)+(G)+(H) | $4600064.00 |

### Item 5 – Pass-Through Funds

|  |  |
| --- | --- |
| Amount of other government funds received as pass through funds to consumers (include funds, received on behalf of consumers, that are subsequently passed on to consumers, e.g., personal assistance services, representative payee funds, Medicaid funds, etc.) | $0.00 |

### Item 6 - Net Operating Resources

|  |  |
| --- | --- |
| [Total Income (Section 4) <minus> amount paid out to Consumers (Section 5) = Net Operating Resources | $4600064.00 |

## Section B – Distribution of Title VII, Chapter 1, Part B Funds

| **What Activities were  Conducted with Part B Funds?** | **Expenditures of Part B Funds for Services by DSU Staff** | **Expenditures for Services Rendered By Grant or Contract** |
| --- | --- | --- |
| 1. Provided resources to the SILC to carry out its functions | $0.00 | $66050.00 |
| 1. Provided IL services to individuals with significant disabilities | $0.00 | $0.00 |
| 1. Demonstrated ways to expand and improve IL services | $0.00 | $0.00 |
| 1. Supported the general operation of CILs that are in compliance with the standards and assurances set forth in subsections (b) and (c) of section 725 of the Act | $0.00 | $236000.00 |
| 1. Supported activities to increase capacity to develop approaches or systems for providing IL services | $0.00 | $0.00 |
| 1. Conducted studies and analyses, gathered information, developed model policies, and presented findings in order to enhance IL services | $0.00 | $0.00 |
| 1. Provided training regarding the IL philosophy | $0.00 | $0.00 |
| 1. Provided outreach to unserved or underserved populations, including minority groups and urban and rural populations | $0.00 | $56337.00 |

## Section C – Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds

Sections 704(f) and 713 of the Act; 34 CFR 364.43, and 34 CFR 365 Subpart C

Enter the requested information for all DSU grants or contracts, funded at least in part by Part B funds, in the chart below. If a column is not applicable to a particular grant or contract, enter “N/A.” If there were no non-Part B funds provided to this grantee or contractor for the purpose listed, enter “$0” in that column. Add more rows as necessary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Grantee or Contractor** | **Use of Funds**  (based on the activities listed in Subpart I, Section B) | **Amount of Part B Funds** | **Amount of Non-Part B Funds** | **Consumer Eligibility Determined By   DSU or Provider** | **CSRs Kept With  DSU or Provider** |  |
| MCIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| MCIL | MNSILC Staff | $54624.00 | $0.00 | Provider | Provider |  |
| Freedom CIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| Access North CIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| SMILES CIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| ILICIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| SEMCIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| OPTIONS | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| SWCIL | General Operation of CILs | $29500.00 | $0.00 | Provider | Provider |  |
| **Total Amount of Grants and Contracts** |  | $290624.00 | $0.00 |  |  |  |

## Section D - Grants or Contracts for Purposes Other than Providing IL Services or For the General Operation of Centers

Section 713 of the Act; 34 CFR 365.1 and 34 CFR 365.20

Describe the objectives, activities and results for each Part B grant or contract awarded for purposes other than IL services or the general operation of centers.

N/A All grants to CILs were awarded for the purpose of supporting the general operation of CILs.

### Section E – Monitoring Title VII, Chapter 1, Part B Funds

34 CFR 80.40(a)

Provide a summary of the program or fiscal review, evaluation and monitoring conducted by the state of any of the grantees/contractors receiving Part B funds during the reporting year.

Monthly review of fiscal and programmatic activities, through written financial and program progress reports, were completed by the Designated State Entity (DSE) Vocational Rehabilitation Services (VRS) Independent Living Program for all Federal Title VII, Chapter 1, Part B funds awarded. The DSE (VRS) utilizes a monitoring protocol and fiscal reconciliation process, to determining whether CILs are conducting IL programs, including Federal and State funds, in accordance with applicable laws, regulations and state policies. This process also provides a framework for corrective action when necessary. Fiscal reconciliations were conducted in FFY 2020 for all CIL Part B grants. The protocol used is consistent with and is used along with the Federal compliance review instrument for all monitoring activities. During FFY 2020 there were no findings that required corrective action. The MNSILC also has access to CIL reports and is apprised of outcomes and expenditures to all CILs grants.

In FFY 2020 MNSILC equally distributed Part B carry over funds to Minnesota's 8 centers for independent living for general operating expenses.

## Section F – Administrative Support Services and Staffing

Section 704(c)(2) and 704 (m)(2) and (4) of the Act; CFR 364.22(a)(2) and 34 CFR 364.31

**Item 1 – Administrative Support Services**

Describe any administrative support services, including staffing, provided by the DSU to the Part B Program.

Staff from Vocational Rehabilitation Services (VRS) branch of the Department of Employment and Economic Development (DEED) has primary responsibility for the provision of administrative support services, as requested by the Minnesota Statewide Independent Living Council (MNSILC). Responsibilities for management oversight of the independent living activity and staff, resides with the Director of VRS.

The principle staff assigned to the VRS independent living activity is the Independent Living Specialist. The Independent Living Specialist has key responsibilities for the state and federal IL grant activities and support to the MNSILC. Clerical support is assigned on a part time basis, as needed by the MNSILC.

Staff from the VRS Administrative Services section also contributes to the administrative support of the VRS independent living activity. Fiscal services staff set up state accounts for grants, review fiscal reports, and participate in monitoring and on-site reviews. As it relates to the MNSILC, the MNSILC Coordinator is responsible for the day to day activities of the Council. The Coordinator is not a State employee and reports directly to the Chair of the MNSILC. The VRS IL Program staff coordinates all matters of fiscal and programmatic compliance, and activities of the MNSILC with the MNSILC Coordinator as necessary. This relationship and the roles of the DSE and MNSILC are further defined through an administrative agreement.

**Item 2 – Staffing**

Enter requested staff information for the DSU and service providers listed in Section C, above (excluding Part C funded CILs):

|  |  |  |
| --- | --- | --- |
| **Type of Staff** | **Total Number  of FTEs** | **FTEs filled by Individuals with Disabilities** |
| Decision-Making Staff | 0.6 | 0.3 |
| Other Staff | 1.78 | 0.89 |

## Section G – For Section 723 States ONLY

Section 723 of the Act, 34 CFR Part 366, Subpart D

### Item 1 – Distribution of Part C Funds to Centers

In the chart below, please provide the following information:

1. name of each center within your state that received Part C funding during the reporting year;
2. amount of Part C funding each center received;
3. whether the Part C funding included a cost-of-living increase;
4. whether the Part C funding included any excess funds remaining after cost-of-living increases were provided;
5. whether any of the centers received its Part C funding pursuant to a competition for a new center in the state; and
6. whether the center was the subject of an onsite compliance review conducted by the DSU during the reporting year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of CIL** | **Amount of Part C Funding Received** | **Cost of Living Increase? (Yes/No)** | **Excess Funds After Cost of Living Increase? (Yes/No)** | **New Center? (Yes/No)** | **Onsite Compliance Review of Center?**  **(Yes/No)** |  |
| MCIL | $156293.00 | No | No | No | No |  |
| FREEDOM CIL | $156294.00 | No | No | No | No |  |
| SMILES CIL | $156293.00 | No | No | No | No |  |
| ILICIL | $156293.00 | No | No | No | No |  |
| SWCIL | $156294.00 | No | No | No | No |  |
| OPTIONS CIL | $156294.00 | No | No | No | No |  |
| Access North CIL | $156293.00 | No | No | No | No |  |
| SEMCIL | $156293.00 | No | No | No | No |  |

Add additional rows as necessary.

**Item 2 – Administrative Support Services**

Section 704(c)(2) of the Act; 34 CFR 364.22(a)(2)

Describe the administrative support services used by the DSU to administer the Part C program.

Throughout FFY 2020, the DSE (VRS) provided ongoing technical assistance and other requested support to the eight CIL's. In addition, the DSE's (VRS) IL Specialist served as State and Federal IL grants administrator and provided guidance, clerical support, ongoing State and Federal monitoring (fiscal and programmatic) and all other reporting duties related to Federal (Part C) funds. The DSE continued open communication, coordination and cooperation with the Centers and consider this standard operating practice for all matters pertaining to IL grants, IL issues and IL service-delivery. The DSE (VRS) coordinates financial monitoring and programmatic compliance activities with the Financial Services Office.

### Item 3 – Monitoring and Onsite Compliance Reviews

Section 723(g), (h), and (i); 34 CFR 366.38, 366.40 – 46

Provide a summary of the monitoring activities involving Part C centers conducted by the state during the current reporting year, including the onsite reviews of at least 15% of centers receiving Part C funds under section 723. The summary should include, at least, the following:

1. centers’ level of compliance with the standards and assurances in Section 725 of the Act;
2. any adverse actions taken against centers;
3. any corrective action plans entered into with centers; and
4. exemplary, replicable or model practices for centers.

In FFY 2020, all eight Centers for Independent Living received a monitoring review which included fiscal reconciliation of one or more of their grants with VRS. No adverse actions were were taken against CILs.

In FFY 2020, the DSE did not conduct on-site monitoring reviews of the CILs. In the fall of 2021, the DSE is planning to begin virtual reviews of the CILs that are scheduled for an on-site Federal compliance review.

One of the exemplary practices of all CILs in FY 2020, was their ability to manage staffing and services to individuals during the COVID pandemic.

### Item 4 – Updates or Issues

Provide any updates to the administration of the Part C program by the DSU, if any, including any significant changes in the amount of earmarked funds or any changes in the order of priorities in the distribution of Part C funds. Provide a description of any issues of concern addressed by the DSU in its administration of the Part C program.

There were no changes or updates during FFY 2020.

# SubPart II – Number and Types of Individuals with significant disabilities receiving services

Section 704(m)(4) of the Act; 34 CFR 364.53

In this section, provide data from all service providers (DSU, grantees, contractors) who received Part B funds and who were listed in Subpart I, Section C of this report, except for the centers that receive Part C funds. Part C centers will provide this data themselves on their annual 704 Reports, Part II.

## Section A – Number of Consumers Served During the Reporting Year

Include Consumer Service Records (CSRs) for all consumers served during the year.

|  |  |
| --- | --- |
|  | **# of CSRs** |
| 1. Enter the number of active CSRs carried over from September 30 of the preceding reporting year | 0 |
| 1. Enter the number of CSRs started since October 1 of the reporting year | 0 |
| 1. Add lines (1) and (2) to get the ***total number of consumers served*** | 0 |

## Section B –Number of CSRs Closed by September 30 of the Reporting Year

Include the number of consumer records closed out of the active CSR files during the reporting year because the individual has:

|  |  |
| --- | --- |
|  | **# of CSRs** |
| 1. Moved | 0 |
| 1. Withdrawn | 0 |
| 1. Died | 0 |
| 1. Completed all goals set | 0 |
| 1. Other | 0 |
| 1. Add lines (1) + (2) + (3) + (4) +(5) to get ***total CSRs closed*** | 0 |

## Section C –Number of CSRs Active on September 30 of the Reporting Year

Indicate the number of CSRs active on September 30th of the reporting year.

|  |  |
| --- | --- |
|  | **# of CSRs** |
| Section A(3) <minus> Section (B)(6) = Section C | 0 |

## Section D – IL Plans and Waivers

Indicate the number of consumers in each category below.

|  |  |
| --- | --- |
|  | **# of Consumers** |
| 1. Number of consumers who signed a waiver | 0 |
| 1. Number of consumers with whom an ILP was developed | 0 |
| 1. ***Total number of consumers*** served during the reporting year | 0 |

## Section E – Age

Indicate the number of consumers in each category below.

|  |  |
| --- | --- |
|  | **# of Consumers** |
| 1. Under 5 years old | 0 |
| 1. Ages 5 – 19 | 0 |
| 1. Ages 20 – 24 | 0 |
| 1. Ages 25 – 59 | 0 |
| 1. Age 60 and Older | 0 |
| 1. Age unavailable | 0 |
| *Total number of consumers served* by age | 0 |

## Section F – Sex

Indicate the number of consumers in each category below.

|  |  |
| --- | --- |
|  | **# of Consumers** |
| 1. Number of Females served | 0 |
| 1. Number of Males served | 0 |
| *Total number of consumers served* by sex | 0 |

## Section G – Race And Ethnicity

Indicate the number of consumers served in each category below. ***Each consumer may be counted under ONLY ONE of the following categories in the 704 Report, even if the consumer reported more than one race and/or Hispanic/Latino ethnicity).***

**This section reflects a new OMB directive.**

**Please refer to the Instructions before completing.**

|  |  |
| --- | --- |
|  | **# of Consumers** |
| (1) American Indian or Alaska Native | 0 |
| (2) Asian | 0 |
| (3) Black or African American | 0 |
| (4) Native Hawaiian or Other Pacific Islander | 0 |
| (5) White | 0 |
| (6) Hispanic/Latino of any race or Hispanic/ Latino only | 0 |
| (7) Two or more races | 0 |
| (8) Race and ethnicity unknown | 0 |
| *Total number of consumers served* by race/ethnicity | 0 |

## Section H – Disability

Indicate the number of consumers in each category below.

|  |  |
| --- | --- |
|  | **# of Consumers** |
| 1. Cognitive | 0 |
| 1. Mental/Emotional | 0 |
| 1. Physical | 0 |
| 1. Hearing | 0 |
| 1. Vision | 0 |
| 1. Multiple Disabilities | 0 |
| 1. Other | 0 |
| *Total number of consumers served* by disability | 0 |

# SubPart III – Individual Services and Achievements funded through Title VII, Chapter 1, part B funds

Sections 13 and 704(m)(4); 34 CFR 364.53; Government Performance Results Act (GPRA) Performance Measures

**Subpart III contains new data requests. Please refer to the Instructions before completing.**

## Section A – Individual Services and Achievements

For the reporting year, indicate in the chart below how many consumers requested and received each of the following IL services. Include all consumers who were provided services during the reporting year through Part B funds, either directly by DSU staff or via grants or contracts with other providers. Do not include consumers who were served by any centers that received Part C funds during the reporting year.

| Services | **Consumers Requesting**  **Services** | **Consumers Receiving Services** |
| --- | --- | --- |
| (A) Advocacy/Legal Services | 0 | 0 |
| (B) Assistive Technology | 0 | 0 |
| (C) Children’s Services | 0 | 0 |
| (D) Communication Services | 0 | 0 |
| (E) Counseling and Related Services | 0 | 0 |
| (F) Family Services | 0 | 0 |
| (G) Housing, Home Modifications, and Shelter Services | 0 | 0 |
| (H) IL Skills Training and Life Skills Training | 0 | 0 |
| (I) Information and Referral Services | 0 | 0 |
| (J) Mental Restoration Services | 0 | 0 |
| (K) Mobility Training | 0 | 0 |
| (L) Peer Counseling Services | 0 | 0 |
| (M) Personal Assistance Services | 0 | 0 |
| (N) Physical Restoration Services | 0 | 0 |
| (O) Preventive Services | 0 | 0 |
| (P) Prostheses, Orthotics, and Other Appliances | 0 | 0 |
| (Q) Recreational Services | 0 | 0 |
| (R) Rehabilitation Technology Services | 0 | 0 |
| (S) Therapeutic Treatment | 0 | 0 |
| (T) Transportation Services | 0 | 0 |
| (U) Youth/Transition Services | 0 | 0 |
| (V) Vocational Services | 0 | 0 |
| (W) Other Services | 0 | 0 |
| **Totals** | 0 | 0 |

## Section B – Increased Independence and Community Integration

**Item 1** **– Goals Related to Increased Independence in a Significant Life Area**

Indicate the number of consumers who set goals related to the following significant life areas, the number whose goals are still in progress, and the number who achieved their goals as a result of the provision of IL services.

| **Significant Life Area** | **Goals Set** | **Goals Achieved** | **In Progress** |
| --- | --- | --- | --- |
| 1. Self-Advocacy/Self-Empowerment | 0 | 0 | 0 |
| 1. Communication | 0 | 0 | 0 |
| 1. Mobility/Transportation | 0 | 0 | 0 |
| 1. Community-Based Living | 0 | 0 | 0 |
| 1. Educational | 0 | 0 | 0 |
| 1. Vocational | 0 | 0 | 0 |
| 1. Self-care | 0 | 0 | 0 |
| 1. Information Access/Technology | 0 | 0 | 0 |
| 1. Personal Resource Management | 0 | 0 | 0 |
| 1. Relocation from a Nursing Home or Institution to Community-Based Living | 0 | 0 | 0 |
| 1. Community/Social Participation | 0 | 0 | 0 |
| 1. Other | 0 | 0 | 0 |

**Item 2 –** **Improved Access To Transportation, Health Care and Assistive Technology**

1. **Table**

In column one, indicate the number of consumers who required access to previously unavailable transportation, health care services, or assistive technology during the reporting year. Of the consumers listed in column one, indicate in column two, the number of consumers who, as a result of the provision of IL services (including the four core services), achieved access to previously unavailable transportation, health care services, or assistive technology during the reporting year. In column three, list the number of consumers whose access to transportation, health care services or assistive technology is still in progress at the end of the reporting year.

| **Areas** | **# of Consumers Requiring Access** | **# of Consumers Achieving Access** | **# of Consumers Whose Access is in Progress** |
| --- | --- | --- | --- |
| (A) Transportation | 0 | 0 | 0 |
| (B) Health Care Services | 0 | 0 | 0 |
| (C) Assistive Technology | 0 | 0 | 0 |

Note: For most IL services, a consumer’s access to previously unavailable transportation, health care and assistive technology is documented through his or her CSR. In some instances, consumers may achieve an outcome solely through information and referral (I&R) services. To document these instances as successful outcomes, providers are not required to create CSRs for these consumers but must be able to document that follow-up contacts with these consumers showed access to previously unavailable transportation, health care and assistive technology.

**(B) I&R Information**

To inform RSA how many service providers engage in I&R follow-up contacts regarding access to transportation, health care services or assistive technology, please indicate the following:

The service provider did / did not X engage in follow-up contacts with I & R recipients to document access gained to previously unavailable transportation, health care or assistive technology.

**Section C – Additional Information Concerning Individual Services or Achievements**

Please provide any additional description or explanation concerning individual services or achievements reported in subpart III, including outstanding success stories and/or major obstacles encountered.

All direct services are provided by Minnesota's CILs and outcomes/achievements are reported in the annual aggregated Program Performance Review (PPR) 704 Part II report submitted by the DSE.

# subpart Iv – community Activities AND Coordination

Section 704(i), (l), and (m)(4) of the Act; 34 CFR 364.26, 364.27, and 364.32

### Section A – Community Activities

**Item 1 – Community Activities Table**

In the table below, summarize the community activities involving the DSU, SILC and CILs in the Statewide Network of Centers (excluding Part C fund recipients) during the reporting year. For each activity, identify the primary disability issue(s) addressed as well as the type of activity conducted. Indicate the entity(ies) primarily involved and the time spent. Describe the primary objective(s) and outcome(s) for each activity. Add more rows as necessary.

**Subpart IV contains new data requests. Please refer to the Instructions before completing.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Issue Area** | **Activity Type** | **Primary Entity** | **Hours Spent** | **Objective(s)** | **Outcomes(s)** |  |
| Technical Assistance | Technical Assistance | MNSILC, DEED Reps, CILs | 100.00 | Educate SILC members, DEED representatives, and CIL staff on the role and relationship of the CILs, DEED and MNSILC | The IL Network learned about each other's roles and interrelationshipsReports from SSB. DEED. MCDShared information with SMILES |  |
| Building SILC Capacity | Organizational Vitality | MNSILC, DEED Reps, CILs | 326.00 | MNSILC attend SILC Congress, NCIL, APRIL, SILC Leadership Training and additional educational opportunities | Members enhanced their knowledge about roles and responsibilities via national conferences, meetings, and IRLU course work |  |
| Building SILC Capacity | Organizational Vitality | MNSILC | 80.00 | Research virtual meeting options | Research Zoom, Webex, and Google meets for holding virtual meetings; determining which captioning services will meet accommodations needs; Implement use of a variety of platforms to host meetings |  |
| Building SILC Capacity | Outreach Efforts | MNSILC, CILs | 55.00 | Increase membership, diversity and recruitment for the council | Members shared requests for new members by attending 3 events, virtual contacts with 8 CIL's, outreach to 65 disability related organizations and Access Press and evaluated recruitments efforts for new members. |  |
| Information Access | Community Education and Public Information | MNSILC/DEED | 35.00 | Continue to improve and update MNSILC website | Uploaded minutes, public notices, meeting calendar and council members to the website. A survey about awareness of IL services was added. |  |
| Information Access | Community Education and Public Information | MNSILC/DEED/CIL | 105.00 | Develop and implement a Facebook page for the IL Network | Created policy, created the Facebook page, designed a new logo, assigned administrators and editors and posted information |  |
| Outreach | Outreach Efforts | DEED Representative (SSB) | 800.00 | Outreach to unserved, underserved populations, minority groups and urban and rural areas | Outreach efforts focused on helping Minnesotans understand health and safety mandates during a pandemic and how to find assistance for living with vision loss, including support by telephone and virtual conferencing from SSB staff. |  |
| Outreach | Community Education and Public Information | MNSILC/CILs | 48.00 | Develop and implement a plan for universal recognition | A logo for the IL Network to be used social media was developed; a strategy for creating and using social media was developed and implemented Learn about the services of AMPERS Radio to develop an IL awareness campaign |  |
| Building SILC Capacity | Community Education and Public Information | MNSILC | 14.00 | Increase knowledge of legislative process and advocacy | Council member learned about the legislative process, participated in advocacy training and legislative forums |  |
| Increase IL Capacity | Outreach Efforts | MNSILC/CILs | 36.00 | Identify needs of individuals with disabilities in rural areas | Develop, conduct and evaluate the results of an outreach survey to determine the needs of individuals around the state |  |
| Building Network Capacity | Community Education and Public Educationn | MNSILC/CILs/DEED | 181.00 | Work cooperatively with the centers to prepare and distribute an annual report | The annual report focused on advocacy, all 8 CILs shared stories about their advocacy efforts, the report was shared with state legislators, governor, congressional delegation, county commissioners, CILs and consumers |  |
| Building Network Capacity | Comm.00unity Education and Public Information | MNSILC/CILs | 25.00 | Strengthen relationships with Governor and state legislators | MNSILC maintained contacts, shared the information with the Governor, legislators and congressmenVisit legislators for day at the Day at the Capitol |  |
| Building SILC Capacity | Collaboration/Networking | MNSILC | 200.00 | Maintain collaboration between MNSILC and other entities | Members served on the SRC-G; SRC-B; ADA Celebration Planning; RevUp planning and town hall activities; Olmstead Training; Arc Advocacy activity; supported MCD activities; Waiver Reimagine Focus groups; and other various council and commissions |  |
| Building SILC Capacity | Organizational Capacity | MNSILC/DEED Rep | 20.00 | Revise organizational documents | Stared review of the Policy and Procedure Manual; research state and federal laws and regulations to include in the manual |  |
| Outreach | Community Education and Public Information | MNSILC/CILs | 50.00 | Increase grassroots efforts to have disability community advocate for themselves | Recognized advocacy efforts of SMILES, a center for independent living, awarded a plaque, submitted press releases. Nominated SMILES to the advocacy committee for the NCIL award |  |
| Outreach | Community Education and Public Information | MNSILC/CILs | 25.00 | Implement one strategy for communicating with and involving youth | With assistance from APRIL mentorship program, developed a survey for the CIL's to determine current youth programming and developed a survey for youth to be shared statewide |  |
| Building Network Capacity | Community/Systems Advocacy | MNSILC/DEED/CILs | 25.00 | Maintain and increase funding for centers to promote expansion and statewide coverage | Discussed and distributed additional Part B funds equally to all 8 centers |  |
| Building Network Capacity | Organizational Capacity | MNSILC | 20.00 | Continue to fund and evaluate SILC coordinator position and research need for full time coordinator | Determined coordinator will remain part-time but increased the hours from 20 to 30 per week. |  |
| Building Network Capacity | Program Vitality | MNSILC/DEED Rep/CILs | 350.00 | Continue and complete SPIL development and other reports as required | Held facilitated SPIL discussions with CIL directors, the DSE and council members; held a virtual public hearing; reviewed, approved and submitted the SPIL.Reports Committee reviewed, edited and submitted the PPR after council approval. |  |
| Building SILC Capacity | Organization Capacity | MNSILC/DEED Rep/CILs | 10.00 | Orientation for new members | Orientation about MNSILC, laws, code of conduct was conducted for 10 new council members |  |

### Item 2 – Description of Community Activities

For the community activities mentioned above, provide any additional details such as the role of the DSU, SILC, CIL, and/or consumers, names of any partner organizations and further descriptions of the specific activities, services and benefits.

MNSILC held a virtual meeting with staff and advocates from SMILES, a center for independent living. MNSILC learned more about the unique programs provided by SMILES and staff became aware of the purpose of MNSILC.

MNSILC members continued to benefit from learning opportunities available through the Council. Two council members, the DSE representative and one staff attended the popular SILC Congress to learn more about how SILCs operate, differences among states and territories, relationships with DSE's and CILs, etc. The NCIL Conference provided three members and one staff virtual opportunities to meet people from other CIL's and SILCs across the nation, to participate in a virtual day on the hill, participate in visits with staff for 4 members of the house of representatives and one senate staff person. MSILC members and staff participated in SILC Speaks conference calls, various ILRU webinars and IL-Net conference calls. Three council members and one staff person participated in the virtual SLIC leadership training. APRIL Conference was attended by one council member and one staff member.

When developing the SPIL, MNSILC hosted two public forums with opportunity for input into the SPIL. There were 29 participants at the two events. There were no comments that warranted changes to the proposed SPIL. Opportunities for new collaboration and networking were created.

MNSILC continued to provide Part B funds to the 8 centers for independent living to support the general operations of the Centers. MNSILC continues to work cooperatively with the Centers to maintain and increase funding for CIL's to promote expansion and statewide coverage.

MNSILC members participated in activities promoting and celebrating the 30th anniversary of the ADA and in creating voter awareness through the RevUp MN Campaign. Two council members served on a panel for the RevUp Town Hall to talk about why voting was important to them as individuals with disabilities. Several members participated in the ACT Olmstead Training Academy and Arc Minnesota advocacy activities.

MNSILC distributed information about the CIL's advocacy through the annual report that was distributed to the public and to legislators and congressmen and women.

During FFY 2020, Minnesota State Services for the Blind (SSB) used Title VII Part B funds in its outreach activities to unserved and underserved populations, including minority groups and persons in both urban and rural areas. In-person outreach halted in March of 2020 due to the restrictions related to the pandemic. As of December 2020, SSB staff do not yet have permission, under state safety measures, to resume person to person contact. This year, our outreach efforts focused on helping Minnesotans understand the health and safety mandates and how to find assistance for living with vision loss, including support by telephone and virtual conferencing from SSB staff.

Outreach in 2020 for SSB fell into three broad categories: 1. Outreach related to our Communication Center; 2. Outreach explaining our operations during the pandemic, and 3. Increasing outreach online and through virtual presentations.

Outreach for Our Communication Center

Under its mission to provide access to print in alternative formats, our Communication Center serves vocational customers through the transcription of employment related materials, and supports seniors by providing access to books, news, magazines, and other materials. In 2020, two significant events had a major impact on the Communication Center. In March, with the governor's emergency measures, hundreds of volunteers who would come to our offices to transcribe materials were no longer able to do so. In October, we fully transitioned to broadcasting the Radio Talking Book (RTB) over digital devices and discontinued use of the closed-circuit radio receivers.

These changes necessitated outreach strategies to:

\* Communicate with all of our volunteers about emergency orders and how it impacted them;

\* Communicate with our customers about changes to our production schedules because of reduced capacity;

\* Outreach to existing RTB customers about discontinuing the radio receivers, and transitioning to other digital devices;

\* Outreach to potential new RTB listeners with information on listening to RTB on their phones, through smart speakers, or online.

With the Communication Center staff and our Outreach coordinator, these outreach efforts were conducted by phone, through our website, and through emails.

Outreach Specific to the Pandemic

Our major outreach efforts for 2020 have centered on keeping our constituents informed of changes in our operations. In March, with the issuance of the Stay Safe at Home orders, our counselors, assistive tech staff, independent living skills trainers, and other staff scrambled to find new ways to provide services. Our constituents also needed information related to the pandemic specific to blind, DeafBlind, and low vision needs, including access to public transit, accessing online virtual communications platforms, and other information. Over the year, we have increased the number of subscribers to our SSB Information email list by about 20%. We now have a mailing list of 2,509. We've also seen a steady increase in traffic to our website.

In addition to outreach to blind, DeafBlind, and visually impaired Minnesotans, we have also conducted outreach by phone and email with organizations who serve marginalized communities, as well as senior living communities, and eye care professionals. Our outreach coordinator and senior services staff reached out to those in our contact lists to let them know that we were still providing services and to answer questions. We also fielded inquiries from community organizations and senior service providers about our services during the pandemic.

Outreach Through Virtual Presentations

In the summer and fall we developed strategies for connecting with senior communities through virtual presentations via Zoom. We held 5 such presentations covering various parts of the state. Because virtual presentations could sometimes be unreliable, especially in terms of audio quality, our outreach coordinator also developed a video of her presentation which she could provide through Dropbox and other file sharing apps with senior communities. So far, one senior community has accessed the video, but a second video is now being prepared, as well as an outreach campaign to let facilities managers, activities directors, and staff of community organizations know about their availability.

**Section B – Working Relationships Among Various Entities**

Describe DSU and SILC activities to maximize the cooperation, coordination, and working relationships among the independent living program, the SILC, and CILs; and the DSU, other state agencies represented on the SILC, other councils that address the needs of specific disability populations and issues, and other public and private entities. Describe the expected or actual outcomes of these activities.

MNSILC has representatives on the SRC-B and SRC-G. MNSILC provided the Governor's Office with awareness of the need of the federally mandated council. MNSIL also continued the relationship we have with the Governor's office for the past several years as we worked on annul membership needs. The MNSILC will continue to strengthen our relationship with the Governor and legislators (Local, state and federal) by consistent contract, sharing the annual report and additional information.

The DEED/VRS and the CIL directors continued to collaborate with MNSILC in the ongoing review of Minnesota's FFY 2017-2020 State Plan for Independent Living (SPIL) and create a SPIL for FFY 2021-2023. Review of the SPILs goals and objectives were conducted by MNSILC members and standing committees throughout the reporting period via telephone, virtual meetings or e-mail. MNSILC ,the Center directors and the Designative State Entity (DEED/VRS) continued to collaborate with disability related councils and group. Directors worked collaboratively with other entities ensuring up to date knowledge and improved access in Minnesota for people with disabilities.

MNSILC, DEED/VRS and the CILs have kept up with progress on Minnesota's Olmstead Plan. A MNSILC member frequently attends Olmstead Subcabinet meetings.

MNSILC and MACIL worked together to prepare legislative packet from the MN Il Network. Due to the pandemic, we were not able to meet individually with state legislators, so information was shared by email.

Three MNSILC members who attended the virtual NCIL conference participated in the Virtual Day on the Hill by meeting virtually with two House of Representative staff members and one Senate staff.

# SUBPart V – Statewide Independent Living Council (SILC)

Section 705 of the Act; 34 CFR 364.21

## Section A - Composition and Appointment

### Item 1 – Current SILC Composition

In the chart below, provide the requested information for each SILC member. The category in which the member was appointed can be described, for example, as ex-officio state agency representative, other state agency representative, center representative, person with a disability not employed by a center or state agency, section 121 funded project director, parent of person with a disability, community advocate, other service provider, etc. Include current vacancies, along with the corresponding appointment category for each. Add more rows as necessary.

| **Name of SILC member** | **Employed by** **CIL, State Agency or Neither** | **Appointment Category** | **Voting or Non-Voting** | **Term Start Date** | **Term End Date** |  |
| --- | --- | --- | --- | --- | --- | --- |
| Andrist, Jessica | Neither | Public Member | Voting | 11/22/2019 | 01/03/2022 |  |
| Baker, Brian | Neither | Advocate | Voting | 11/19/2019 | 01/03/2022 |  |
| Caez Claudio, Christy | Neither | Parent/Advocate | Voting | 02/02/2020 | 01/06/2023 |  |
| Danberry, Bonnie | CIL | CIL Representative | Voting | 02/04/2020 | 01/02/2023 |  |
| Fenley, David | State Agency | State Agency Representative | Non-Voting | 02/18/2019 | 02/08/2023 |  |
| Johnsen, Rianna | CIL | Other CIL Representative | Voting | 11/19/2019 | 01/03/2022 |  |
| Koep, Mary | Neither | Advocate | Voting | 11/19/2019 | 01/03/2022 |  |
| LaFriniere, Gloria | Neither | Advocate | Voting | 02/04/2020 | 01/02/2023 |  |
| Lingen, Linda | Neither | SRC - G Representative | Voting | 02/04/2020 | 01/02/2023 |  |
| Meyer, Nichole | Neither | Public Member | Voting | 11/19/2019 | 01/03/2022 |  |
| Mourssi-Alfash, Mohamed | Neither | Advocate | Voting | 11/19/2019 | 01/03/2022 |  |
| Olson, Anita | Neither | Public Member | Voting | 11/19/2019 | 01/03/2022 |  |
| Reed, Tom | Neither | Advocate | Voting | 11/19/2019 | 01/03/2022 |  |
| Sanders, Judy | Neither | SRC-B Representative | Voting | 11/19/2019 | 01/03/2022 |  |
| Washenberger, Julia | Neither | Public Member | Voting | 02/03/2020 | 01/02/2023 |  |
| Westerlund, Brad | State Agency | DEED/VRS (DSE) Representative | Non-Voting | 02/08/2019 | 02/08/2023 |  |
| Vacant | Neither | Parent | Voting | 12/04/2019 | 01/02/2023 |  |
| Vacant | Neither | Other Service Provider | Voting | 02/04/2020 | 02/04/2023 |  |
| Vacant | Neither | Parent | Voting | 11/19/2019 | 01/04/2021 |  |
| Vacant | Neither | Public Member | Voting | 03/06/2018 | 01/03/2021 |  |
| Vacant | State Agency | SSB Representative | Non-Voting | 11/13/2018 | 11/14/2022 |  |

### Item 2 – SILC Composition Requirements

Please provide the information requested in the chart below. Include any current vacancies in a particular appointment category.

|  |  |
| --- | --- |
| SILC Composition | **# of SILC members** |
| (A) How many members are on the SILC? | 21 |
| (B) How many members of the SILC are individuals with disabilities not employed by a state agency or a center for independent living? | 11 |
| (C) How many members of the SILC are voting members? | 18 |
| (D) How many of the voting members of the SILC are individuals with disabilities not employed by a state agency or a center for independent living? | 11 |

## Section B – SILC Membership Qualifications

Section 705(b)(4) of the Act; 34 CFR 364.21(c)

### Item 1 – Statewide Representation

Describe how the SILC is composed of members who provide statewide representation.

MNSILC currently has statewide representation with members from Fertile, Brainerd and Bagley located in Northern Minnesota; Mankato located in south Central Minnesota; Ham Lake in Central Minnesota; and members from St. Paul, Minneapolis, Coon Rapids, Maple Groove and Woodbury in the Twin Cities. Members represent urban, suburban, and rural communities.

### Item 2 – Broad Range of Individuals with Disabilities from Diverse Backgrounds

Describe how the SILC members represent a broad range of individuals with disabilities from diverse backgrounds.

MNSILC currently has members who represent eight disability groups. Members represent urban, suburban and rural populations. Several members represent different ethnic groups. There is a mix of males and females and a good age range among members.

**Item 3 – Knowledgeable about IL**

Describe how SILC members are knowledgeable about centers for independent living and independent living services.

An orientation is provided for new members. The CIL directors, DEED/VRS representative and SSB representative provide background information about their role in the IL Network. MNSILC members receive education throughout the year about IL programs and services from center directors, by attending conferences and workshops. Center directors regularly attend MNSILC meetings to provide updates on programs and services.

All members were encouraged to participate in the SILC trainings provided by ACL, ILRU, and NCIL. In FFY 2020 members of MNSILC and the coordinator attended: SILC Speaks conference calls, quarterly OILP calls and trainings that reviewed resources, IL history, remote work and connection to consumers, technology to stay connect, SPIL training, statewide and systemic responses to COVID 19, administration requirements and disability, diversity and intersectionality.

The council chair and coordinator attended the APRIL conference. We learned about the APRIL mentorship program and received a grant for a mentorship opportunity to generate activity with youth.

MNSILC was represented at the 2020 SILC Congress by two SILC members, the DSE representative and the coordinator. This training provided an opportunity for SILC member from across the county to network and learn innovative ideas and approaches for serving people with disabilities. The conference focused on pertinent topics for SILCs and CILs across the country.

The MNSILC chair, two new members of MNSILC and the coordinator attended the virtual NCIL Conference. This training provided an opportunity for attendees to learn about programs and services available nationwide for people with disabilities. Members of Region V discussed hosting a virtual training on Implicit Bias.

The council chair, tow new council members and the coordinator participated in the on-line SILC leadership training.

MNSILC held a virtual meeting with the Executive Director, staff and volunteers of SMILES, a center for independent living in south center Minnesota. SMILES staff provided information about their pedestrian safety program, their technology and ramp programs and the support group for people with brain injury.

**Section C – SILC Staffing and Support**

**Item 1 – SILC Staff**

Please provide the name and contact information for the SILC executive director. Indicate the number and titles of any other SILC staff, if applicable. Also indicate whether any SILC staff is also a state agency employee.

The part-time coordinator is the only staff person employed by MNSILC. Staff is not an employee of a state agency.

Jo Ann Erbes

612-518-1497 (c)

Email: mnsilc1215@gmail.com

The volunteer MNSILC chair is very active in day-to-day activities of MNSILC

Anita Olson

14295 390th Street SE

Fertile MN 56540

281-289-2211 (C)

Email: mnsilc.chair@gmail.com

As of October 1, 2021 there is a new chair

Robyn Block

840 Sherman Street Apt. 1

Good Thunder MN 56037

507-327-0512

Email: mnsilc.chair@gmail.com

**Item 2 – SILC Support**

Describe the administrative support services provided by the DSU, if any.

Throughout FFY 2020, the DSE provided ongoing fiscal support, technical assistance and general support to MNSILC. These activities included, but are not limited to, hosting and updating the website, fiscal reporting, creating and printing documents requested by MNSILC, providing meeting rooms and processing MNSILC expenses, as stated in the SPIL.

Until the pandemic closed offices, SSB, a program of DEED, provided meeting room space at no cost to MNSILC.

## Section D – SILC Duties

Section 705(c); 34 CFR 364.21(g)

### Item 1 – SILC Duties

Provide a summary of SILC activities conducted during the reporting year related to the SILC’s duties listed below:

**(A) State Plan Development**

Describe any activities related to the joint development of the state plan. Include any activities in preparation for developing the state plan, such as needs assessments, evaluations of consumer satisfaction, hearings and forums.

MNSILC, the CIL directors, the SSB representative and the DSE developed and submitted a State Plan for Independent Living for FFY 2021-2023. The plan was signed by the council chair, the DSE director and 87.5% of the CIL directors. In preparation for the SPIL, MNSILC hosted a virtual public hearing to receive comments about the proposed SPIL.

In conjunction with directors and staff from the eight centers of independent living in Minnesota, MNSILC hosted two facilitated SPIL planning sessions, held meeting to discuss goals and objectives, the evaluation processes, financial resource development and to discuss the Network of Centers plan.

A public hearing was held with participants from various parts of the state, representing different disabilities. Participants did not make any changes to the proposed SPIL.

A survey was conducted to determine public awareness about the IL services available in the state. The results of the survey have been used to provide education for MNSILC members and CIL directors and staff.

**(B) Monitor, Review and Evaluate the Implementation of the State Plan**

Describe any activities related to the monitoring, review and evaluation of the implementation of the state plan.

At least quarterly, MNSILC continued to monitor, review and evaluate the progress of the 2017-2020 State Plan. Such activities included: participating in legislative day at the capitol. educating SIL members by attending training activities and conferences and distributing Part B funds to the CILs for general operating and to SSB for providing services and supports to underserved and unserved populations.

MNSILC committees met monthly so members could implement the objectives of the SPIL and provide a report of progress on SPIL goals, objectives and activities to the full council at their meetings.

Quarterly, the Finance Committee updated MNSL members regarding expenditures of the council in relation to achieving SPIL objectives and effective uses of Part B funds.

Through periodic meetings of the Network of Centers committee, MNSILC discussed areas of need with center directors, determined priorities and implemented strategies to complete tasks identified in the SPIL.

Members of MNSILC worked to improve communication with center directors, understand core services and those services that are unique to each center.

**(C) Coordination With Other Disability Councils**

Describe the SILC’s coordination of activities with the State Rehabilitation Council (SRC) established under section 105, if the state has such a Council, or the commission described in section 101(a)(21)(A), if the state has such a commission, and councils that address the needs of specific disability populations and issues under other Federal law. Please state whether the SILC has at least one representative serving as a member of the SRC and whether the SILC has any members serving on other councils, boards or commissions in the state.

MNSILC participated in activities with other community-based programs. Such activities included planning for, promoting and participating in a virtual ADA celebration, planning for and participating in virtual RevUp town hall forums. Council member spoke about voter rights at RevUp events.

MNSILC has voting members appointed by the Governor to serve as MNSILC representative on the State Rehabilitation Council General (SRC-G) and the State Rehabilitation Council Blind (SRC-B).

MNSIL members attended committee/council meetings throughout the state for such organizations as: The Arc Minnesota, MN Deaf and Hard of Hearing, Olmstead Sub-Cabinet, Minnesota Quality Council, the Minnesota Council on Disability, the Department of Human Services Waiver Reimagine Task Force and a county workforce innovation board. Meetings were held in person from October to March. Beginning in March buildings were closed for safety due to COVID-19 and meetings were held virtually using Zoom, Google Meets, WebEx or Microsoft Teams.

During the reporting period MNSILC council members included ex-officio members from the Minnesota Council on Disability, the Minnesota State Services for the Blind (SSB) and a representative of the Direct Support Entity, DEED/VRS.

**(D) Public Meeting Requirements**

Describe how the SILC has ensured that all regularly scheduled meetings and other public hearings and forums hosted by the SILC are open to the public and sufficient advance notice is provided.

From October 1, 2019 through February 2020, MNSILC meeting were open to the public, in an accessible building, on a public bus line. MNSILC provided information in an accessible format upon request, provided CART services as needed an provided an opportunity for public comments on the agenda. Beginning in March, 2020 when office buildings were closed due to COVID 19, MNSILC met virtually using Zoom. Captioning services were provided, accessible materials were mailed upon request, and the public was encouraged to attend and offer their comments and concerns.

MSNCIL conducted eight regular meetings and two SPIL planning meetings.

All meeting notices were posted on the website, on the DEED/VRS websites. Notices include the meeting location, dates and times. During the pandemic, the ZOOM link for meeting was posted on the MNSILC and DEED/VRS websites. Meeting minutes are available on the MNSILC website.

All scheduled meetings were open to the public. Time is allotted at these meetings for public comments.

All print materials for MNSILC business were formatted and submitted to those members requesting alternative formats. Caption was available for in person and virtual meetings.

Notices of forums and public hearings were posted on the MSNICL website, sent to center of independent living and newspapers surrounding the area where a forum or hearing was held 30 days prior to said forum or hearing. Access Press, Minnesota's disability newspaper, participated on the SPIL public forum and printed a article about the SPIL forum.

**Item 2 – Other Activities**

Describe any other SILC activities funded by non-Part B funds.

MNSILC operates on Part B funds, no other funds were/are available.

## Section E – Training and Technical Assistance Needs

Section 721(b)(3) of the Act

Please identify the SILC’s training and technical assistance needs. The needs identified in this chart will guide the priorities set by RSA for the training and technical assistance provided to CILs and SILCs.

| **Training and Technical Assistance Needs** | **Choose up to 10 Priority Needs —  Rate items 1-10 with 1 being most important** |
| --- | --- |
| **Advocacy/Leadership Development** |  |
| General Overview |  |
| Community/Grassroots Organizing |  |
| Individual Empowerment |  |
| Systems Advocacy | 1 |
| Legislative Process |  |
| Applicable Laws |  |
| General overview and promulgation of various disability laws |  |
| Americans with Disabilities Act |  |
| Air-Carrier’s Access Act |  |
| Fair Housing Act |  |
| Individuals with Disabilities Education Improvement Act |  |
| Medicaid/Medicare/PAS/waivers/long-term care |  |
| Rehabilitation Act of 1973, as amended |  |
| Social Security Act |  |
| Workforce Investment Act of 1998 |  |
| Ticket to Work and Work Incentives Improvement Act of 1999 | `` |
| Government Performance Results Act of 1993 |  |
| **Assistive Technologies** |  |
| General Overview |  |
| **Data Collecting and Reporting** |  |
| General Overview |  |
| 704 Reports |  |
| Performance Measures contained in 704 Report |  |
| Dual Reporting Requirements |  |
| Case Service Record Documentation |  |
| **Disability Awareness and Information** |  |
| Specific Issues |  |
| **Evaluation** |  |
| General Overview |  |
| CIL Standards and Indicators |  |
| Community Needs Assessment |  |
| Consumer Satisfaction Surveys |  |
| Focus Groups |  |
| Outcome Measures | 4 |
| **Financial: Grant Management** |  |
| General Overview |  |
| Federal Regulations |  |
| Budgeting |  |
| Fund Accounting | 8 |
| **Financial: Resource Development** |  |
| General Overview | 5 |
| Diversification of Funding Base | 7 |
| Fee-for-Service Approaches |  |
| For Profit Subsidiaries |  |
| Fund-Raising Events of Statewide Campaigns |  |
| Grant Writing |  |
| **Independent Living Philosophy** |  |
| General Overview |  |
| **Innovative Programs** |  |
| Best Practices | 3 |
| Specific Examples |  |
| **Management Information Systems** |  |
| Computer Skills |  |
| Software |  |
| **Marketing and Public Relations** |  |
| General Overview |  |
| Presentation/Workshop Skills |  |
| Community Awareness |  |
| **Networking Strategies** |  |
| General Overview |  |
| Electronic |  |
| Among CILs & SILCs | 10 |
| Community Partners | 9 |
| **Program Planning** |  |
| General Overview of Program Management and Staff Development |  |
| CIL Executive Directorship Skills Building |  |
| Conflict Management and Alternative Dispute Resolution |  |
| First-Line CIL Supervisor Skills Building |  |
| IL Skills Modules |  |
| Peer Mentoring |  |
| Program Design |  |
| Time Management |  |
| Team Building |  |
| **Outreach to Unserved/Underserved Populations** |  |
| General Overview |  |
| Disability |  |
| Minority |  |
| Institutionalized Potential Consumers |  |
| Rural |  |
| Urban |  |
| **SILC Roles/Relationship to CILs** |  |
| General Overview |  |
| Development of State Plan for Independent Living | 6 |
| Implementation (monitor & review) of SPIL |  |
| Public Meetings |  |
| Role and Responsibilities of Executive Board |  |
| Role and Responsibilities of General Members |  |
| Collaborations with In-State Stakeholders | 2 |
| **CIL Board of Directors** |  |
| General Overview |  |
| Roles and Responsibilities |  |
| Policy Development |  |
| Recruiting/Increasing Involvement |  |
| **Volunteer Programs** |  |
| General Overview |  |
| **Optional Areas and/or Comments (write-in)** |  |

# SubPart VI – SPIL Comparison and updates, Other Accomplishments and Challenges of the Reporting Year

Section 704(m)(4) of the Act; 34 CFR 76.140

## Section A – Comparison of Reporting Year Activities with the SPIL

### Item 1 – Progress in Achieving Objectives and Goals

Describe progress made in achieving the objectives and goals outlined in the most recently approved SPIL. Discuss goals achieved and/or in progress as well as barriers encountered.

Goal A - Strengthen the infrastructure of Minnesota's Independent Living Program

Objective A1 Strengthen the CIL Network

\* Until the pandemic closed public buildings, MNSCIL worked cooperatively with MACIL to advance the Legislative Agenda.

\* Continued to provide Part B funds, as outlined in the Resource Plan, to CILs to support the general operations of the Centers.

\* Data pertaining to the number of persons served by CILs was included in the MNSILC Annual Report

Barriers: During the pandemic access to legislators was virtual and connections were not maintained. Legislative Committees were challenged to create virtual committee hearings.

Objective A2 Expand the diversity and capacity of the Minnesota Statewide Independent Living Council so that the Council is in a better position to fulfill its statutory duties as defined under WIOA.

\* Due to the pandemic opportunities to recruit new members was limited to virtual activities.

\* Funded opportunities for MNSILC members to attend virtual conferences, such a NCIL and APRIL

\* Continued funding the SILC Coordinator and revised the position description

\* Conducted a survey of youth to determine their knowledge about independent living. l

\* An annual report was published and distributed to legislators, the Governor and the Minnesota congressional delegation.

Barriers: The goal to reach out youth was not as robust as anticipated because schools met virtually and it was difficult to reach educators.

Objective A-3: Strengthen the partnership between DEED/VRS, SSB, MNSILC, and CILs

\* Continued to provide Part B funds to SSB to support Outreach Activities to underserved populations.

\* Through social media and the website, MNSILC continued to promote the services of the CILs.

Barriers: Reaching individuals became a challenge when nursing homes and group homes were closed to the public due to the pandemic. SSB staff provided services virtually as best they could. Some if the individuals served has limited access to internet services, technology and knowledge of technology.

The CILs had limited access to in person services. The challenge was to change from in person events and activities to accessible virtual events.

Goal B: Create and Promote the Minnesota Independent Living Brand

Objective B1: Develop and implement a plan/strategy for universal recognition.

\* MNSILC conducted a contest to create a logo for the IL Network. Response was limited to one design, which was not accepted by MNSILC. The Minnesota Association of Independent Living Centers (MACIL) use the logo for their coordinated efforts. A graphic artistic created a logo for the IL Network pro bono that was approved for use with MNSILC social media.

Objective B2: Recognize and celebrate IL Philosophy.

\* MNSILC recognized centers for outstanding programming. Once center was recognized for their efforts in promote pedestrian awareness and another for outstanding peer support. Centers received a plaque and recognition in local media.

Objective B3: Energize the disability community to advocate for themselves.

\* MNSILC encouraged public participation at MNSILC meetings when we were meeting in person and allowed time on the agenda during virtual meetings. These opportunities were promoted on the website and Facebook page. A specific time during each agenda was allowed for public comments.

Goal C. Position MNSILC/CILs as Leaders and Champions of Independent Living.

Objective C1: Create a shared public policy agenda for IL in Minnesota.

\* MNSILC advocated for the policy agenda created by the CILs with legislators

### Item 2 – SPIL Information Updates

If applicable, describe any changes to the information contained in the SPIL that occurred during the reporting year, including the placement, legal status, membership or autonomy of the SILC; the SILC resource plan, the design of the statewide network of centers; and the DSU administration of the SILS program.

The pandemic (COVID 19) changed how MNSCIL conducted business. From October 2019 through February 2020, all council meetings were held in person. Committee meetings were conducted through conference phone calls. From March 2020 through September 2020 all meetings were held virtual using Zoom or Google Meets. When requested meetings were captioned using a captioning service. Once Zoom and Google meets provided captioning, committee meetings relied on the internal captioning of those virtual platforms.

## Section B– Significant Activities and Accomplishments

If applicable, describe any significant activities and accomplishments achieved by the DSU and SILC not included elsewhere in the report, e.g. brief summaries of innovative practices, improved service delivery to consumers, etc.

The most significant challenge for MNSILC, the CILs and the DSE was creating a virtual service delivery system. MNSILC staff was not familiar with virtual meeting sights. It required time to research accessible online meeting sites, to research captioning services that would work with a virtual platform and provide training to MNSILC members. CILs were required to provide services virtually and determine the needs of individuals living in isolation.

The DSE worked with the MN Department of Health to provide grants to CILs to deliver services to people with disabilities and seniors. The DSE was tasked with revising grants to the CILs for Cares Act Funds and monitoring their expenditures.

MNSILC conducted a survey using social media to determine time impact of COVID 19 on individuals with disabilities. The results of the survey were shared with legislators, the public through Access Press, and other disabilities related organizations.

## Section C – Substantial Challenges

If applicable, describe any substantial problems encountered by the DSU and SILC, not included elsewhere in this report, and discuss resolutions/attempted resolutions, e.g., difficulty in outreach efforts; disagreements between the SILC and the DSU; complications recruiting SILC members; complications working with other state agencies or organizations within the state.

The relationship with the Governor's office continued to be a challenge. The 6 open council positions from January 2019 were filled in November 2019. In January 2020 two terms expired and were filled in February 2020.

MNSILC and the DSE have a good working relationship

## Section D – Additional Information

Include any additional information, suggestions, comments or explanations not included elsewhere in the report.

There is nothing additional to add.

# SubPART VII - signatures

Please sign and print the names, titles and telephone numbers of the DSU directors(s) and SILC chairperson.

|  |  |
| --- | --- |
|  |  |
| SIGNATURE OF SILC CHAIRPERSON | DATE |
| - |  |
| NAME AND TITLE OF SILC CHAIRPERSON | PHONE NUMBER |
| SIGNATURE OF DSU DIRECTOR | DATE |
| - |  |
| NAME AND TITLE OF DSU DIRECTOR | PHONE NUMBER |