# Reporting Instrument

OMB Control Number: 0985-0061

Expiration Date: to be updated when approved

**UniTed States Department of Health and Human Services**

###### Administration for community living

**independent living administration**

**annual program performance report FOR Centers for Independent Living (Title VII, Chapter 1, Part C of the Rehabilitation Act of 1973, as amended)**

**Program Performance Report**

**INSTRUMENT AND INSTRUCTIONS**

### Fiscal Year: \_[fiscal year]\_

### Grant #: \_[grant #]\_

**Name of Center: \_[name of center]\_**

**Acronym for Center (if applicable): \_[acronym for center, if any]\_**

**State: \_[state’s name]\_**

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 Office of Management and Budget (OMB) control number. Public reporting burden for this collection of information under OMB control number 0985-0061 is estimated to average 35 hours per response which includes time for reviewing instructions, searching existing data sources, gathering, maintaining the data needed, completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (P.L. 105-220 Section 410 Workforce Investment Act). The CIL Program Performance Report (PPR) is submitted annually by all CILs receiving IL Subchapter C funds. The PPR is used by ACL to assess grantees’ compliance with Title VII of the Act, with 45 CFR 1329 of the Code of Federal Regulations, and with applicable provisions of the Health and Human Services Regulations at 45 CFR Part 75. The PPR serves as the primary basis for ACL’s monitoring activities in fulfillment of its responsibilities under sections 706 and 722 of the Act. The PPR is also used by ACL to design CIL and Statewide Independent Living Council training and technical assistance programs authorized by sections 711A and 721 of the Act. There are no assurances of confidentiality. ACL does not collect personally identifiable data through this PPR. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Administration for Community Living, U.S. Department of Health and Human Services, 330 C Street, SW, Washington, DC 20201-0008, Attention Peter Nye, or email OILPPRAComments@acl.hhs.gov. Note: Please do not return the completed Program Performance Report to this address.

**GLOSSARY OF TERMS**

ACL Administration for Community Living

AoD Administration on Disabilities is the federal division within the United States Department of Health and Human Services, Administration for Community Living, that houses the Office of Independent Living programs.

Carryover Unexpended funds remaining available in year two of the award project period.

CIL A Center for Independent Living meeting the definition in Section 702 of the Act, the standards in Section 725 of the Act, and included in the state’s network of centers.

CIL Program The Centers for Independent Living Program funded under Part C, Chapter 1 of Title VII of the Act.

Consumer Any individual with a significant disability who is eligible for IL services and is currently receiving or has been provided with any IL service(s) under the program, other than information and referral.

Core Services IL services defined in Section 7(17) of the Act means: information and referral services; IL skills training; peer counseling (including cross-disability peer counseling); individual and systems advocacy; and diversion and transition.

CIF A Consumer Information File. Uses the same definition as a CSR.

CSR A Consumer Service Record maintained for an eligible consumer receiving IL services. In cases where IL services are provided to the parent or guardian of a consumer, the CSR is established for the consumer and the services provided are reflected in that CSR. Also referred to as Consumer Information File (CIF).

DSE The designated state entity, identified under section 704(c) of the Act, authorized to jointly develop and sign, with the Statewide Independent Living Council (SILC), the State Plan for Independent Living (SPIL) under Section 704 of the Act.

FTE The equivalent of one person working full-time for one year.

IL Independent Living. Means maximizing the ability of people with disabilities to control their own lives; participate in the community;

live independently (as opposed to in institutions); and have economic security. IL is a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society (Section 796).

ILA The federal entity (also known as OILP) within the United States Department of Health and Human Services, Administration for Community Living, that administers the IL Services and CIL programs.

ILP An Independent Living Plan for the provision of IL services mutually agreed upon by an appropriate staff member of a service provider and an individual with significant disabilities.

Institution Any Community living arrangements (including group homes, board and care homes, individual residences and apartments), day programs, juvenile detention centers, hospitals, nursing homes, homeless shelters, jails and prisons) whether publicly-run or privately operated where individuals with disabilities and other special needs are housed in a setting that provides care, treatment, services and habilitation, even if only “as needed” or under a contractual arrangement and in which the individual’s self-control over the quality of their own lives is limited. [based on 45 CFR 1386.19 definitions]

Minority American Indian or Alaskan Native, Asian American, Black or African American (not of Hispanic origin), Hispanic or Latino (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Native Hawaiian or other Pacific Islander.

Nonresidential With respect to a CIL, that the center, as of October 1, 1994, does not provide or manage residential housing.

OILP The federal entity (also known as ILA) within the United States Department of Health and Human Services, Administration for Community Living, that administers the IL Services and CIL programs.

Pass Through Funds that a provider receives on behalf of a consumer that are subsequently issued by the provider directly to the consumer (e.g., representative payee funds, Medicaid or state personal assistance services [PAS] funds).

PPR Program Performance Report (formerly known as “the 704”)

Rehab Act The Rehabilitation Act of 1973, as amended.

Reporting Year The most recently completed federal fiscal project year starting September 30 and ending September 29.

Section 722 State A state in which OILP issues grants under Part C directly to eligible agencies for the planning, establishment, and operation of CILs.

Section 723 State A state where the DSE issues grants or assistance contracts under Part C to eligible entities for the planning, establishment, and operation of CILs.

Service Provider Can mean: 1) A DSE that directly provides IL services to consumers; 2) A CIL; or 3) An entity that provides IL services under a grant or contract from the DSE.

Significant disability A severe physical, mental, cognitive or sensory impairment whose ability to function independently in the family or community or whose ability to obtain, maintain, or advance in employment is substantially limited and for whom the delivery of IL services will improve the ability to function, continue functioning, or move toward functioning independently in the family or community or to continue in employment.

SILC Acronym that stands for the Statewide Independent Living Council established in each State as required by Section 705 of the Act.

SPIL A State Plan for Independent Living jointly developed by the chairperson of the Statewide Independent Living Council, and the directors of the centers for independent living in the state, after receiving input from individuals with disabilities through the State; and signed by the chairperson of the Statewide Independent Living Council, acting on behalf of and at the direction of the Council; the director of the designated state entity; and not less than 51% of the directors of the centers for independent living in the State. The plan addresses the provision of state IL services, the development and support of a statewide network of centers for independent living and the working relationships among programs providing IL services, CILs, the state VR program, and other programs providing services for individuals with disabilities.

Unserved and Include, but are not limited to, groups or populations of individuals

Underserved such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, and individuals from underserved geographic areas (rural or urban). The population designated as unserved or underserved for the state is in the approved SPIL.

# SUBPART I – FISCAL DATA

## Section A– Total Funds Awarded and Carryover for FY 202X (9/30/2X-9/29/2X): Sources and Amounts of Funds and Resources

Section 725(c)(8)(D) of the Act

As Part C awards have two-year performance periods, this section helps clarify how to accurately report funding that is received in a federal fiscal year. ‘Carryover’ was added to improve clarity on what is being asked, and to allow grantees to report on unspent unobligated funds from the prior federal fiscal year.

Indicate the amount awarded that is listed on the Notice of Award for the reporting year, rounded to the nearest dollar by the Center for Independent Living (CIL) as per each funding source. Enter “0” for none.

NOTE: If a CIL has multiple Part C awards, please ensure that when reporting funds awarded on each PPR, that the total amounts for the CIL are allocated based on the CIL’s allocation plan (For example, if a CIL received a $1 million grant from a private foundation for overall operations and had two Part C awards, the CIL might report $500,000 on each PPR to ACL, according to its allocation plan.)

### Item 1 - Federal Funds

Carryover Awarded

| (A) Title VII, Ch. 1, Part B | $[Part B carryover] | $[Part B awarded] |
| --- | --- | --- |
| (B) Title VII, Ch. 1, Part C | $[Part C carryover] | $[Part C awarded] |
| (C) Title VII, Ch. 2 | $[Ch. 2 carryover] | $[Ch. 2 awarded] |
| (D) Other Federal Funds | $[other federal funds carried over] | $[other federal funds awarded] |
| **(E) Subtotal** | $[total federal funds carried over] | $[total federal funds awarded] |

### Item 2 - Other Government Funds

Carryover Awarded

| (F) State Government Funds | $[state government funds carried over] | $[state government funds awarded] |
| --- | --- | --- |
| (G) Local Government Funds | $[local government funds carried over] | $[local government funds carried over] |
| **(H) Subtotal** | $[total other government funds carried over] | $[total other government funds awarded |

### Item 3 – Non-Government Funds

Carryover Awarded

| (I) Foundations, Corporations, or Trust Grants | $[funds from foundations, corporations, or trust grants carried over] | $[funds awarded from foundations, corporations, or trust grants] |
| --- | --- | --- |
| (J) Donations from Individuals | $[donations from individuals carried over] | $[donations from individuals] |
| (K) Membership Fees | $[membership fees carried over] | $[membership fees received] |
| (L) Investment Income/Endowment | $[investment income and endowment carried over] | $[investment income and endowment] |
| (M) Program Income *(funds generated using Part C funds and other federal funds and fees received for administering pass-through funds,* etc.*.)* | $[program income carried over] | $[program income received] |
| (N) Other Income *(including funds generated using non-Part C funds, such as fee for service)* | $[other income carried over] | $[other income received] |
| **(O) Subtotal** | $[nongovernment funds carried over] | $[nongovernment funds received] |

### Item 4 - Total Carryover

| Subtotals of carryover funds = (E)+(H)+(O) | $[total funds carried over] |
| --- | --- |

### Item 5 – Total Income

| Subtotals of Funds Awarded = (E)+(H)+(O) | $[total income] |
| --- | --- |

### Item 6 - Pass Through Funds

| Funds received on behalf of consumers, that are subsequently passed on to consumers, e.g., personal assistance services, representative payee funds, or Medicaid funds) | $[pass through funds] |
| --- | --- |

### Item 7 - Net Operating Resources

| [Total Income (Item 5)<minus> Pass Through Funds (Item 6) = Net Operating Resources | $[net operating resources] |
| --- | --- |

**Item 8 - Resource Development Activities** (Section 725(b)(7))

Briefly provide information around the CIL’s resource development activities, including fee for service, conducted during the reporting year to expand funding from sources other than Chapter 1 of Title VII of the Act. If any challenges are encountered, then please describe here.

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

Section 725(c)(8)(B) of the Act

## Section A – Number of Consumers Served From September 30th of the Reporting Year (e.g., the first day of the reporting year)

| Total consumers served | # of ILP waivers signed by consumers | # of ILPs developed by consumers | # of Open CSRs carried over from previous years | # of New CSRs this reporting period |
| --- | --- | --- | --- | --- |
| [# of consumers served] | [# of waivers signed] | [# of ILPs developed] | [# of CSRs carried over] | [# of new CSRs] |
| [# of consumers served] | [# of waivers signed] | [# of ILPs developed] | [# of CSRs carried over] | [# of new CSRs] |

## Section B – Number of CSRs Closed by September 29, (e.g., the last date 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 | [moved] |
| 1. Died | [died] |
| 1. Completed all goals set | [completed all goals set] |
| 1. Other reasons | [other reasons] |
| 1. Unable to contact | [unable to contact] |
| 1. Add lines (1)+(2)+(3)+(4)+(5) to get ***total CSRs closed*** | [total CSRs closed] |

## Section C – Age

Indicate the number of consumers in each category below.

|  | **# of Consumers** |
| --- | --- |
| 1. Under 5 years old | [under age 5] |
| 1. Ages 5 – 19 | [ages 5–19] |
| 1. Ages 20 – 24 | [ages 20–24] |
| 1. Ages 25 – 59 | [ages 25–59] |
| 1. Age 60 and Older | [age 60 and older] |
| 1. Age unavailable or prefer not to answer | [age unknown to grantee] |

## Section D – Sexual Orientation and Gender Identity

Indicate the number of consumers who self-identify in each category below. [Select ONE]:

|  | **# of Consumers** |
| --- | --- |
| 1. Lesbian or gay | [lesbian or gay] |
| 1. Straight, that is, not gay or lesbian | [straight] |
| 1. Bisexual | [bisexual] |
| 1. [If respondent is AIAN:] Two-Spirit | [two-spirit] |
| 1. I use a different term [free-text]\*\* | [different term] |
| 1. (Don’t know) | [unknown] |
| 1. (Prefer not to answer) | [no answer] |

Indicate the number of consumers who self-identify in each category below. [Select ONE]

|  | **# of Consumers** |
| --- | --- |
| 1. Man | [man] |
| 1. Woman | [woman] |
| 1. Non-binary | [nonbinary] |
| 1. [If respondent is AIAN:] Two-Spirit | [two-spirit] |
| 1. I use a different term [free-text] | [different term] |
| 1. (Prefer not to answer) | [no answer] |

Indicate the number of consumers who self-identify with the following.

|  | **# of Consumers** |
| --- | --- |
| 1. Yes | [yes] |
| 1. No | [no] |
| 1. (Prefer not to answer) | [no answer] |

## Section E – Race and Ethnicity (Self-Identified)

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

|  | **# of Consumers** |
| --- | --- |
| (1) American Indian or Alaska Native | [American Indian or Alaska Native] |
| (2) Asian | [Asian] |
| (3) Black or African American | [Black or African American] |
| (4) Native Hawaiian or Other Pacific Islander | [Native Hawaiian or Other Pacific Islander] |
| (5) White | [white] |
| (6) Hispanic/Latino of any race or Hispanic/Latino only | [Hispanic/Latino] |
| (7) Two or more races | [Two or more races] |
| (8) Race and ethnicity unknown or prefer not to answer | [unknown or no answer] |

1. American Indian or Alaska Native means a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American means a person having origins in any of the black racial groups of Africa. Terms such as “Haitian” may be used.
4. Native Hawaiian or Other Pacific Islander means a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. White means a person having origins in any of the original peoples of Europe, the Middle East or North Africa.
6. Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. **Any consumer who reports Hispanic/Latino ethnicity can only be counted as “Hispanic/Latino,” even if the consumer also reported one or more race categories.**
7. Two or more races. If a consumer self-reports more than one race, that consumer must be counted once in the PPR as “Two or More Races.”
8. “Race and ethnicity unknown” – A consumer is counted as Race/Ethnicity Unknown if the consumer does not report any race or ethnicity.

## Section F – Type of Self-Reported Disability

Indicate the number of consumers in each category below. Mark all that apply.

|  | **# of Consumers** |
| --- | --- |
| 1. Cognitive | [cognitive] |
| 1. Mental/Emotional | [mental/emotional] |
| 1. Physical | [physical] |
| 1. Hearing | [hearing] |
| 1. Vision | [vision] |
| 1. Other: Please list. | [other] |

## Section G – Individuals Served by County During the Reporting Year

Section 704(m)(4)(D) of the Act

List each county within the CIL’s service area, as indicated in the approved State Plan for Independent Living (SPIL). Add additional rows for services provided outside the SPIL-designated services (for example, emergency response or other funded projects). For each county, indicate how many individuals residing in that county were served by the CIL during the reporting year. If no one was served for that county, please enter a 0.

| County Name | SPIL-designated county? (Yes/No) | Number of County Residents Served |
| --- | --- | --- |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |
| [county name] | [SPIL designated yes/no] | [# of residents served] |

## Subpart III – Individual Services and Achievements

Sections 13 and 725(c)(8)(C) of the Act; Government Performance Results Act (GPRA) Performance Measures

## Section A – Service Provision

**Item 1 – Services Received by Consumer and Frequency of Services Provided**

The services listed below are those defined as Independent Living services under section 7(18) of the Act. (Note: The core service of ‘relocation from institution’ is listed under Goal. Institution diversion is not listed as a service at this point in time, as many CIL services are seen as diversion activities.). CILs are required to provide all services listed under core services.

For the reporting year, indicate in the table below how many consumers received each service and how many total services were provided. Please refer to the definitions before selecting the service type. ‘Total Number of Services Provided’ allows CILs to report on total number of services provided by the CIL overall, recognizing that a consumer may receive different types of services under a service category.

* For example, under individual/Systems Advocacy, the consumer may receive benefits assistance, receive help from the CIL advocating with a landlord for a ramp, and the CIL may teach the individual their rights under Fair Housing laws. The one consumer would receive 3 services under this category. In the following table, under the column *‘# of consumers receiving services*’ next to the service *Individual and Systems Advocacy*, the CIL would report ‘1’; and under *Total Number of Services Provided*, the CIL would report 3.

|  | **# of Consumers Receiving Services** | **Total Number of Services Provided** |
| --- | --- | --- |
| **Core Services** |  |  |
| 1. Individual and Systems Advocacy | [# of consumers receiving individual and systems advocacy] | [# of individual and systems advocacy services provided] |
| (B) IL Skills Training | [# of consumers receiving IL skills training] | [# of IL skills training provided] |
| (C) Information and Referral | [# of consumers receiving information and referral] | [# of information and referral provided] |
| (D) Peer Counseling | [# of consumers receiving peer counseling] | [# of peer counseling provided] |
| (E) Post-Secondary Transition | [# of consumers receiving post-secondary transition] | [# of post-secondary transition provided] |
| **Additional Services** |  |  |
| (F) Assistive Technology | [# of consumers receiving assistive technology] | [# of assistive technology provided] |
| (G) Children’s Services | [# of consumers receiving children’s services] | [# of children’s services provided] |
| (H) Communication Services | [# of consumers receiving communication services] | [# of communication services provided] |
| (I) Counseling and Related Services | [# of consumers receiving counseling and related services] | [# of counseling and related services provided] |
| (J) Family Services | [# of consumers receiving family services] | [# of family services provided] |
| (K) Housing, Home Modifications, and Shelter Services | [# consumers receiving home modifications, and shelter services provided] | [# housing, home modifications, and shelter services provided] |
| (L) Mental Restoration Services | [# of consumers receiving mental restoration services] | [# of mental restoration services provided] |
| (M) Mobility Training | [# of consumers receiving mobility training] | [# of mobility training services provided] |
| (N) Personal Assistance Services | [# of consumers receiving personal assistance services] | [# of personal assistance services provided] |
| (O) Physical Restoration Services | [# of consumers receiving physical restoration services] | [# of physical restoration services provided] |
| (P) Preventive Services | [# of consumers receiving preventive services] | [# of preventive services provided] |
| (Q) Prostheses, Orthotics, and Other Appliances | [# of consumers receiving prostheses, orthotics, and other appliances] | [# of prostheses, orthotics, and other appliances provided] |
| (R) Recreational Services | [# of consumers receiving recreational services] | [# of recreational services provided] |
| (S) Rehabilitation Technology Services | [# of consumers receiving rehabilitation technology services] | [# of rehabilitation technology services provided] |
| (T) Therapeutic Treatment | [# of consumers receiving therapeutic treatment] | [# of therapeutic treatment services provided] |
| (U) Transportation Services | [# of consumers receiving transportation services] | [# of transportation services provided] |
| (V) Vocational Services | [# of consumers receiving vocational services] | [# of vocational services provided] |
| (W) Youth Transition Services (Not Post-Secondary Transition) | [# of consumers receiving youth transition services other than post-secondary transition] | [# of youth transition services, other than post-secondary transition, provided] |
| (X) Other Services: (Please define.): | [# of consumers receiving other services] | [# of other services provided] |

The service definitions are listed in alphabetical order:

Assistive Technology – Any assistive technology device, that is, any item, piece of equipment or product system that is used to increase, maintain or improve functional capabilities of individuals with disabilities and any assistive technology service that assists an individual with a disability in the selection, acquisition or use of an assistive technology device.

Children’s Services – The provision of specific IL services designed to serve individuals with significant disabilities under the age of 14.

Communication Services – Services directed to enable consumers to better communicate, such as interpreter services, training in communication equipment use, Braille instruction, and reading services.

Counseling and Related Services – These include information sharing, psychological services of a non-psychiatric, non-therapeutic nature, parent-to-parent services, and related services.

Family Services – Services provided to the family members of an individual with a significant disability when necessary for improving the individual’s ability to live and function more independently, or ability to engage or continue in employment. Such services may include respite care. Record the service in the consumer’s CSR on behalf of whom services were provided to the family.

Housing, Home Modifications, and Shelter Services – These services are related to securing housing or shelter, adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by individuals with significant disabilities). Note: A CIL may not provide housing or shelter as an IL service on either a temporary or long term basis unless the housing or shelter is incidental to the overall operation of the CIL and is provided to any individual for a period not to exceed eight weeks during any six-month period.

IL Skills Training and Life Skill Training Services – These may include instruction to develop independent living skills in areas such as personal care, coping, financial management, social skills, and household management. This may also include education and training necessary for living in the community and participating in community activities.

Individual and Systems Advocacy/Benefits/Legal Services – Assistance and /or representation in obtaining access to benefits, services, and programs to which a consumer may be entitled.

Information and Referral Services –Provides information and resources to individuals in need of assistance. This is the only service (other than services to family members) that may be provided to all individuals, whether or not the individual has a disability. Some entities record this service using strokes on an answering pad without opening a CSR, others create a CSR or other such file for future contact and outreach.

Mental Restoration Services – Psychiatric restoration services including maintenance on psychotropic medication, psychological services, and treatment management for substance abuse.

Mobility Training Services – A variety of services involving assisting consumers to get around their homes and communities.

Peer Counseling Services – Information sharing and similar kinds of contact provided to a person with an open CSR by other people with disabilities, individually or in a group setting, to assist the individual to achieve community and social integration through the sharing of experiences, methods and approaches to overcoming obstacles and barriers as a person with a disability.

Examples: Facilitation by CIL staff or CIL volunteer of peer support group meetings, including web-based sessions, to discuss disability issues. However, each participant must be a CIL consumer who has a CSR with a signed ILP or waiver. Please note that Information and referral, including information about IL services provided on a CIL’s website should not be confused with peer counselling in this regard. While peer counselling should result in consumers developing their own socialization outside of the Center, once the consumers are meeting without the Center’s facilitation, the activities are no longer counted as a service provided by the Center. Indeed, consumers should be encouraged to socialize and support one another without the CIL’s involvement so that consumers may attain their goals and become independent. They may serve as mentors to other consumers.

Peer Counseling is NOT:

CIL staff answers the phone and provides advice to individual that is not a consumer and/or does not have a CSR at the Center. This is I&R. Consumers agree to meet and socialize together either at the CIL or outside of the CIL without staff/volunteer facilitation. This is considered successful social and community integration.

Personal Assistance Services – These include, but are not limited to, assistance with personal bodily functions; communicative, household, mobility, work, emotional, cognitive, personal, and financial affairs; community participation; parenting; leisure; and other related needs.

Physical Restoration Services – Restoration services including medical services, health maintenance, eyeglasses, and visual services.

Post-Secondary Transition Services – Transition services to post secondary life for those with an Individualized Education Program (IEP) who have left school and are not more than 24 years old.

Preventive Services – Services intended to prevent additional disabilities, or to prevent an increase in the severity of an existing disability.

Prostheses, Orthotics, and Other Appliances – Provision of, or assistance in obtaining through other sources, an adaptive device or appliance to substitute for one or more parts of the human body.

Recreational Services – Provision or identification of opportunities for the involvement of consumers in meaningful leisure time activities. These may include such things as participation in community affairs and other recreation activities that may be competitive, active, or quiet.

Rehabilitation Technology Services – Provision of, or assistance to obtain through other sources, adaptive modifications, such as wheelchairs and lifts, which address the barriers confronted by individuals with significant disabilities with respect to education, rehabilitation, employment, transportation, IL and/or recreation.

Therapeutic Treatment – Services provided by registered occupational, physical, recreational, hearing, language, or speech therapists.

Transportation Services – Provision of, or arrangements for, transportation.

Youth Transition Services – Any service that develops skills specifically designed for youth with significant disabilities between the ages of 14 and 22 **who are still in school** to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and the exploration of career options and post school activities such as postsecondary education, vocational training, employment, continuing and adult education, adult services, independent living, or community participation.

Vocational Services – Any services designed to achieve or maintain employment.

Other Services – Any IL services not listed elsewhere.

## Section B – Increased Independence and Community Integration

**Goals Related to Increased Independence in a Significant Life Area**

This section includes data for CSRS that had been active in the reporting year. For open CSRS and those that were closed within the reporting year, indicate the number of goals set related to the following significant life areas, the number of goals still in progress, and the number of goals achieved as a result of the provision of IL services. Note: One consumer can have multiple goals that are reported here.

|  |  | **Open CSRs** |  |  | **Closed CSRs** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Significant Life Area** | **# Goals Set** | **# Goals Achieved** | **# In Progress** | **# Goals Set** | **# Goals Achieved** | **# In Progress** |
| 1. Self-Advocacy/Self-Empowerment | [# of self-advocacy/self-empowerment goals set in open CSRs] | [# of self-advocacy/self-empowerment goals achieved in open CSRs] | [# of self-advocacy/self-empowerment goals in progress in open CSRs] | [# of self-advocacy/self-empowerment goals set in closed CSRs] | [# of self-advocacy/self-empowerment goals achieved in closed CSRs] | [# of self-advocacy/self-empowerment goals in progress in closed CSRs] |
| 1. Communication | [# of communication goals set in open CSRs] | [# of communication goals achieved in open CSRs] | [# of communication goals in progress in open CSRs] | [# of communication goals set in closed CSRs] | [# of communication goals achieved in closed CSRs] | [# of communication goals in progress in closed CSRs] |
| 1. Mobility | [# of mobility goals set in open CSRs] | [# of mobility goals achieved in open CSRs] | [# of mobility goals in progress in open CSRs] | [# of mobility goals set in closed CSRs] | [# of mobility goals achieved in closed CSRs] | [# of mobility goals in progress in closed CSRs] |
| 1. Transportation | [# of transportation goals set in open CSRs] | [# of transportation goals achieved in open CSRs] | [# of transportation goals in progress in open CSRs] | [# of transportation goals set in closed CSRs] | [# of transportation goals achieved in closed CSRs] | [# of transportation goals in progress in closed CSRs] |
| 1. Community-Based Living | [# of community-based-living goals set in open CSRs] | [# of community-based-living goals achieved in open CSRs] | [# of community-based-living goals in progress in open CSRs] | [# of community-based-living goals set in closed CSRs] | [# of community-based-living goals achieved in closed CSRs] | [# of community-based-living goals in progress in closed CSRs] |
| 1. Educational | [# of educational goals set in open CSRs] | [# of educational goals achieved in open CSRs] | [# of educational goals in progress in open CSRs] | [# of educational goals set in closed CSRs] | [# of educational goals achieved in closed CSRs] | [# of educational goals in progress in closed CSRs] |
| 1. Vocational | [# of vocational goals set in open CSRs] | [# of vocational goals achieved in open CSRs] | [# of vocational goals in progress in open CSRs] | [# of vocational goals set in closed CSRs] | [# of vocational goals achieved in closed CSRs] | [# of vocational goals in progress in closed CSRs] |
| 1. Self-care | [# of self-care goals set in open CSRs] | [# of self-care goals achieved in open CSRs] | [# of self-care goals in progress in open CSRs] | [# of self-care goals set in closed CSRs] | [# of self-care goals achieved in closed CSRs] | [# of self-care goals in progress in closed CSRs] |
| 1. Information Access/Technology | [# of information access/technology goals set in open CSRs] | [# of information access/technology goals achieved in open CSRs] | [# of information access/technology goals in progress in open CSRs] | [# of information access/technology goals set in closed CSRs] | [# of information access/technology goals achieved in closed CSRs] | [# of information access/technology goals in progress in closed CSRs] |
| 1. Personal Resource Management | [# of personal resource management goals set in open CSRs] | [# of personal-resource-management goals achieved in open CSRs] | [# of personal-resource-management goals in progress in open CSRs] | [# of personal-resource-management goals set in closed CSRs] | [# of personal-resource-management goals achieved in closed CSRs] | [# of personal-resource-management goals in progress in closed CSRs] |
| 1. Relocation from a Nursing Home or Institution\* | [# of relocation-from-nursing-home-or-institution goals set in open CSRs] | [# of relocation-from-nursing-home-or-institution goals achieved in open CSRs] | [# of relocation-from-nursing-home-or-institution goals in progress in open CSRs] | [# of relocation-from-nursing-home-or-institution goals set in closed CSRs] | [# of relocation-from-nursing-home-or-institution goals achieved in closed CSRs] | [# of relocation-from-nursing-home-or-institution goals in progress in closed CSRs] |
| 1. Community/Social Participation | [# of community/social participation goals set in open CSRs] | [# of community/social participation goals achieved in open CSRs] | [# of community/social participation goals in progress in open CSRs] | [# of community/social participation goals set in closed CSRs] | [# of community/social participation goals achieved in closed CSRs] | [# of community/social participation goals in progress in closed CSRs] |
| 1. Health Care Access | [# of health-care-access goals set in open CSRs] | [# of health-care-access goals achieved in open CSRs] | [# of health-care-access goals in progress in open CSRs] | [# of health-care-access goals set in closed CSRs] | [# of mental-health-care-access goals achieved in closed CSRs] | [# of health-care-access goals in progress in closed CSRs] |
| 1. Other: (Please list)   . | [# of other goals set in open CSRs] | [# of other goals achieved in open CSRs] | [# of other goals in progress in open CSRs] | [# of other goals set in closed CSRs] | [# of other goals achieved in closed CSRs] | [# of other goals in progress in closed CSRs] |

1. Self-Advocacy/Self-Empowerment – Goals involving improvement in a consumer’s ability to represent himself/herself with public and/or private entities, retaining their own guardianship, the ability to make key decisions involving himself/herself, or the ability to organize and manage his/her own activities to achieve desired objectives.
2. Communication – Goals involving either improvement in a consumer’s ability to understand communication by others (receptive skills), and/or improvement in a consumer’s ability to share communication with others (expressive skills).
3. Mobility Goals to improve a consumer’s access to her/his life space and environment. This may occur by improving the consumer’s ability to move and transport himself/herself,
4. Transportation – Goals to improve a consumer’s access to her/his community via public transportation or other forms of transportation.
5. Community-Based Living – Goals that pertain to achieving community-based living arrangements that are accessible, useable, visitable and affordable residences that are determined to be satisfactory by the consumer to meet their residential and homestead needs. Examples include, but are not limited to townhouses, condominiums, single-family homes and motor homes rented, owned or purchased by, with or for the consumer for their use and convenience, including all privacy aspects, based on informed choice. To be considered a community-based setting, the consumer must have control, free access to, and usability for themselves and visibility for their invitees of choice of the residence without restraints or constraints of any kind at all times. Function of “community-based settings” should be consistent with the requirements of the Supreme Court’s Olmstead decision. Definitions of community-based settings should encourage community integration and involvement; expand accessibility of services and supports; promote personal preference, strengths, and dignity; and empower people to participate in the economic mainstream.
6. Educational – Academic or training goals that are expected to improve the consumer’s knowledge or ability to perform certain skills that would expand his/her independence, productivity or income-generating potential.
7. Vocational – Goals related to obtaining, maintaining, or advancing in employment.
8. Self-Care – Goals to improve/maintain a consumer’s autonomy with respect to activities of daily living such as personal grooming and hygiene, meal preparation and nutrition, shopping, eating, and other aspects of personal health and safety.
9. Information Access/Technology – Goals related to a consumer obtaining and/or using information necessary for the consumer’s independence and community integration. These may include use of a computer or other assistive technology, devices, or equipment, as well as developing information technology skills, such as using computer screen-reading software.
10. Personal Resource Management – Goals related to a consumer learning to establish and maintain a personal/family budget, managing a checkbook, and/or obtaining knowledge of available direct and indirect resources related to income, housing, food, medical, and/or other benefits.
11. Relocation from a Nursing Home or Institution\*– This is considered a CIL core service. Goals related to relocation from nursing homes or other institutions to community-based living arrangements. This significant life area specifically pertains to consumers who live in a nursing home or institution, unlike the *Community-Based Living* life area, above, which includes any consumer regardless of his/her living situation prior to receiving IL services.
12. Community/Social Participation – Goals related to full participation in the mainstream of American society, including the ability to participate in community events such as community fairs and government functions, attend worship services and access recreational activities and facilities.
13. Health Care Access – Goals related to a consumer obtaining needed health care services, supplies, medicines, equipment, and supports to live in the community.
14. Other – IL goals not included in the above categories.

**Section C – Additional Information Concerning Individual Services, Achievements and Success Stories**

To help ACL highlight the impact of our CILs to Congress and the general public, please provide any additional description or explanation concerning individual services or consumer achievements reported in subpart III, including outstanding success stories. Please do not include personal identifiable information on individuals as the stories may be shared publicly.

### SUBPART IV – Extent of CIL Compliance with Standards

Section 725(b) and section 725(c)(8)(A) of the Act

**Section A – Philosophy**

Under Section 725(b)(1), CILs are required to promote and practice the independent living philosophy of—

* consumer control of the center regarding decision-making, service delivery, management, and establishment of the policy and direction of the center;
* self-help and self-advocacy;
* development of peer relationships and peer role models; and
* equal access for individuals with significant disabilities, within their communities, to all services, programs, activities, resources, and facilities, whether public or private and regardless of the funding source.

**Item 1 - Consumer Control**

(A) Board Member Composition

Enter requested governing board information in the table below. The definition of significant disabilities is under Section 7 (20)(B): For purposes of title VII, the term ‘‘individual with a significant disability’’ means an individual with a severe physical or mental impairment whose ability to function independently in the family or community or whose ability to obtain, maintain, or advance in employment is substantially limited and for whom the delivery of independent living services will improve the ability to function, continue functioning, or move toward functioning independently in the family or community or to continue in employment, respectively.

| **Total Number of Board Members** | **Number of Board Members with Significant Disabilities** |
| --- | --- |
| [# of board members] | [# of board members with significant disabilities] |

1. Board as Principal Governing Body of the CIL

The board as principal governing body of the CIL is defined by its documented involvement in the planning, budgeting, and program/fiscal oversight of the CIL and assurance that the CIL is meeting statutory standards and assurances in Section 725 of the Rehab Act.

Please describe for the reporting year what activities your Board engages in to demonstrate that it is the governing body of the CIL, including the development and oversight of the statutorily required three-year work plan and financial plan.

(C)) Staff Composition (Section 725(c)(5) and (c)(8) of the Act)

CILs are required to use sound organizational and personnel assignment practices, including taking affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities (Section 725 (c)(5)) , as well as to annually report on the number of individuals with significant disabilities who are employed by, and the number who are in management and decision-making positions in, the center (Section 725(c)(8)(e)). (Please refer to the definition of significant disability on page 4.)

Enter requested staff information in the table below:

|  | **Total Number**  **of**  **FTEs** | **FTEs**  **Filled by Individuals with Disabilities** | **FTEs Filled by Individuals with Significant Disabilities** | **FTEs Filled by Individuals From Minority Populations** |
| --- | --- | --- | --- | --- |
| **Decision-Making Staff** | [# of FTEs that are decision-making staff] | [# of FTEs filled by individuals with disabilities that are decision-making staff] | [# of FTEs filled by individuals with significant disabilities that are decision-making staff] | [# of FTEs filled by individuals from minority populations that are decision-making staff] |
| **Other Staff** | [# of FTEs that are not decision-making staff] | [# of FTEs filled by individuals with disabilities that are not decision-making staff] | [# of FTEs filled by individuals with significant disabilities that are not decision-making staff] | [# of FTEs filled by individuals from minority populations that are not decision-making staff] |

**Item 2 – Self-Help and Self-Advocacy**

Self-Help and Self-Advocacy are part of the IL philosophy and are part of the standards that the Rehab Act requires CILs to report on in their annual reports. Briefly describe how the CIL has promoted self-help and self-advocacy among individuals with significant disabilities during the reporting year.

**Item 3 – Development of Peer Relationships and Peer Role Models**

The Development of Peer relationships and Peer Role Models are part of the IL philosophy and are part of the standards that the Rehab Act requires CILs to report on in their annual reports.

Briefly describe how, during the reporting year, the CIL has implemented strategies to promote the development of peer relationships and peer role models among individuals with significant disabilities.

If the CIL hosted peer-led groups, in the table below, please list the type of peer group, the number of times it was held during the reporting year, and an approximate number of attendees overall (unduplicated). (Note: 1:1 peer mentoring should be tracked as an IL service in a CSR under Peer Counseling.)

| **Peer Support Groups Hosted by the CIL** | **Total # Groups** | **Approximate # Attendees** |
| --- | --- | --- |
| *Example: TBI peer support groups* | 10 | 12 |
| [kind of peer support group] | [# of groups] | [approximate # of attendees] |

**Item 4 - Equal Access**

The Rehab Act requires that CILs annually report on how they practice and promote the standard of equal access for individuals with significant disabilities, within their communities, to all services, programs, activities, resources, and facilities, whether public or private and regardless of the funding source.

Briefly describe how, during the reporting year, the CIL has advocated for and conducted activities that promote the equal access to all services, programs, activities, resources, and facilities in society, whether public or private, and regardless of funding source, for individuals with significant disabilities. Equal access, for the purposes of this indicator, means that the same access provided to individuals without disabilities is provided in the center’s service area to individuals with significant disabilities.

**Section C –Independent Living Goals**

Section 725(b)(3) of the Act

CILs are required to report annually on how, during the reporting year, they have ensured that consumers have the opportunity to develop and achieve their goals (either with or without an ILP). Please state how that process is facilitated by the CIL and how the consumer has the opportunity to express satisfaction with the center and such consumer satisfaction results are evaluated by the center.

**Section D – Community Options and Community Capacity**

Section 725(b)(1)(D), (4) and (6) of the Act

CILs are required to report annually on the work that they have done to increase community options and build community capacity to meet the needs of individuals with significant disabilities. In addition, CILs are required to advocate for and conduct activities that promote equal access to all services, programs, activities, resources, and facilities in society, whether public or private, and regardless of funding source, for individuals with significant disabilities

**Item 1 – Improving the quality and equal access of community options for independent living and increasing community capacity to meet the needs of individuals with significant disabilities.**

The table below presents a summary of activities involving the CIL’s staff, volunteers, and board members during the reporting year that were focused on improving the quality of community options for independent living or increasing community capacity to meet the needs of individuals with significant disabilities. **Please only note those activities that led to outcomes or accomplishments.**

In the following table, please select which activities the CIL was engaged in, the number of times the activity occurred throughout the reporting year and the number of participants involved (unduplicated). For example, if there were a series of meetings addressing transit planning and it led to the addition of a needed bus stop, please list the number of meetings the CIL engaged under ‘Community Advocacy event’ and the number of attendees that attended the series of meetings overall – not each time. In addition, please ensure that CIL staff aren’t double counting meetings in this section.

Add more rows for ‘Other Activities/Events’ as necessary.

| **Mark with an X** | **Type of Activity** | **Total # Activities** | **Total # Attendees** |
| --- | --- | --- | --- |
| [X for doing this activity] | Community Advocacy Events | [# of this activity] | [# of attendees at this activity] |
| [X for doing this activity] | Community Information and Education | [# of this activity] | [# of attendees at this activity] |
| [X for doing this activity] | Outreach Efforts to unserved/underserved populations | [# of this activity] | [# of attendees at this activity] |
| [X for doing this activity] | Technical assistance to the community | [# of this activity] | [# of attendees at this activity] |
| [X for doing this activity] | Other Activities/Events : Please list. | [# of this activity] | [# of attendees at this activity] |

**Item 2 –** Please describe any specific accomplishments or successes the CIL engaged in with the community, if applicable.

## Item 3 – ACL and others in the IL network are in need of information that shows successful collaborations outside of the IL network to enhance its training and technical assistance activities to the IL network and partner organizations. Please place an X by those entities that the CIL collaborated with this year that successfully grew community options or built community capacity to address the needs of people with significant disabilities in the CIL’s service area. Indicate if the collaboration was a formal partnership, led to referrals to the CIL, and provided funding for the CIL. Please also list what was accomplished for the reporting year under Other Notable Outcomes, if applicable.

| **Mark with an (X).** | **Partner Organization** | **Contract/MOU/Formal Partership Agreement? Mark X if yes.** | **Referral from the Partner Organization** | **Funding from the Partner Organization** | **Other Successes, if applicable** |
| --- | --- | --- | --- | --- | --- |
| [“X” means yes] | Housing department/Housing providers | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Transportation provider | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Aging & Disability Resource Center | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Area Agency on Aging | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Other aging organizations | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Protection & Advocacy Agency | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | State Developmental Disabilities Council | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | University Centers for Excellence in Developmental Disabilities (UCEDD) | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Social Security Administration | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Foundations | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Banks, Financial Institutions, Developers | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | State Rehab Agency/Vocational Rehabilitation office | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | State or Local Education Agency/school/university | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | FEMA or local disaster response provider | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Managed Care Organization/Health Plans | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Rehab Settings/Nursing Facilities | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Primary Care offices | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Veteran’s administration | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Hospital/Hospital System | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | State/Local health department | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Medicaid agency | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Mental/Behavioral Health organizations | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Native American Tribal organizations | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Recreation provider | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Local city government | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Other disability service organizations | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Food pantries/Loan closets | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Assistive Technology Act providers | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | Other: Please list. | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |
| [“X” means yes] | [other, if any] | [“X” means yes] | [yes/no; if yes, then name of partner organization] | [yes/no; if yes, then amount of funding] | [any other successes] |

**Item 4 –** Please describe barriers encountered with CIL collaborations, if applicable, and where assistance by ACL may be needed.

**SUBPART V – PROGRAM TRENDS, SUCCESSES, AND BARRIERS**

Section 725(c)(4) of the Act

## Section A – Comparison with Prior Reporting Year

## The Rehab Act requires that the CIL prepare an annual report that contains at a minimum, and as appropriate, a comparison of the CIL’s activities in prior years with the activities in the most recent year. Please compare the CIL’s activities in the reporting year with its activities in prior years, e.g., recent trends, noting any significant changes since the prior reporting year.

## Section B –Challenges

Describe any significant challenges the CIL encountered in the reporting year that impacted services, accomplishments, reporting, etc., if applicable. This will help ACL determine if any technical assistance is needed with the CIL or its partners.

### Section C – Successes

Share any additional CIL successes, innovative practices, improved service delivery to consumers, etc. that is not noted anywhere else in this report, if applicable. These stories are shared in annual reporting, Congressional budget requests, etc.

**SUBPART VI - TRAINING AND TECHNICAL ASSISTANCE NEEDS**

Section 721(b)(3) of the Act.

| Training and Technical Assistance Needs | **Choose up to 5 Priority Needs ---**  **Rate items 1–5 with 1 being most important** |
| --- | --- |
| **Advocacy/Leadership Development** | [priority #, if any] |
| Recent Laws or Regulations | [priority #, if any] |
| **Assistive Technologies** | [priority #, if any] |
| **Data Collecting and Reporting** | [priority #, if any] |
| **Disability Awareness and Information** | [priority #, if any] |
| **Program Evaluation** | [priority #, if any] |
| **Financial: Grant Management** | [priority #, if any] |
| **Financial: Resource Development** | [priority #, if any] |
| **Independent Living Philosophy** | [priority #, if any] |
| **Innovative Programs** | [priority #, if any] |
| **Management Information Systems** | [priority #, if any] |
| **Marketing and Public Relations** | [priority #, if any] |
| **Networking Strategies/Strategic Collaborations** | [priority #, if any] |
| **Strategic Planning** | [priority #, if any] |
| **Outreach to Unserved/Underserved Populations** | [priority #, if any] |
| **SILC Roles/Relationship to CILs** | [priority #, if any] |
| **CIL Board of Directors** | [priority #, if any] |
| **Volunteer Programs** | [priority #, if any] |
| **Optional Areas and/or Comments (write-in)** | [other areas and/or comments, if any] |

# SubPART VIII - signatures

Please sign and print the names, titles, and email addresses of the CIL director and board chair.

|  |  |
| --- | --- |
| [center director’s signature] | [date] |
| SIGNATURE OF CENTER DIRECTOR | DATE |
| [center director’s name and job title] | [email address] |
| NAME AND TITLE OF CENTER DIRECTOR | EMAIL ADDRESS |
| [center board chair’s signature] | [date] |
| SIGNATURE OF CENTER BOARD CHAIRPERSON | DATE |
| [center board chair’s name and title] | [center board chair’s name and email address] |
| NAME AND TITLE OF CENTER BOARD CHAIRPERSON | EMAIL ADDRESS |