

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: **2020**

State: **Montana**

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 DATA

Section 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	\$338,717
(B) Title VII, Ch. 1, Part C – For 723 states Only	\$0
(C) Title VII, Ch. 2	\$0
(D) Other Federal Funds	\$0

Item 2 - Other Government Funds

(E) State Government Funds	\$566,704
(F) Local Government Funds	\$0

Item 3 - Private Resources

(G) Fees for Service (program income, etc.)	\$0
(H) Other resources	\$0

Item 4 - Total Income

Total income = (A)+(B)+(C)+(D)+(E)+(F)+(G)+(H)	\$905,421
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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.)	\$792,393
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Item 6 - Net Operating Resources

[Total Income (Section 4) <minus> amount paid out to Consumers (Section 5) = Net Operating Resources	\$113,028
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Section B – Distribution of Title VII, Chapter 1, Part B Funds

Section 713 of the Act; 34 CFR 364.22, 365.1, 365.20, and 365.21

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	\$9,162	\$0
(2) Provided IL services to individuals with significant disabilities	\$0	\$0
(3) Demonstrated ways to expand and improve IL services	\$0	\$0
(4) 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	\$302,141
(5) Supported activities to increase capacity to develop approaches or systems for providing IL services	\$0	\$0
(6) Conducted studies and analyses, gathered information, developed model policies, and presented findings in order to enhance IL services	\$0	\$0
(7) Provided training regarding the IL philosophy	\$0	\$0
(8) Provided outreach to unserved or underserved populations, including minority groups and urban and rural populations	\$0	\$0

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
Living Independently for Today and Tomorrow (LIFTT)	PROVIDED IL SERVICES FOR PEOPLE WITH DISABILITIES	\$136,515	\$189,393	Provider	Provider
MONTANA INDEPENDENT LIVING PROJECT (MILP)	PROVIDED IL SERVICES FOR PEOPLE WITH DISABILITIES	\$26,650	\$94,015	Provider	Provider
NORTH CENTRAL INDEPENDENT LIVING SERVICES (NCILS)	PROVIDED IL SERVICES FOR PEOPLE WITH DISABILITIES	\$133,028	\$170,431	Provider	Provider
SUMMIT INDEPENDENT LIVING CENTER	PROVIDED IL SERVICES FOR PEOPLE WITH DISABILITIES	\$5,768	\$27,413	Provider	Provider
Total Amount of Grants and Contracts		\$301,961	\$481,252		

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.

All contracts are for the 5 core and other IL services.

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.

CILs send invoices each month to the DSE IL Program Manager for review and submission to the DSE Budget Analyst for processing. Quarterly Reports are also submitted to the DSE IL Program Manager. These reports detail the services and activities provided by each CIL during the quarter. The CILs are also required to send copies of their board minutes. All this information is reviewed by the DSE IL Program Manager to insure that contract goals are being met. Updates on CIL activities are provided at each SILC meeting by the CIL Executive Directors. Financial reviews are to be conducted on a 4 year rotating schedule of the CILs.

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.

The DSE provides the SILC with administrative services by mailing annual Consumer satisfaction and needs assessment surveys, compiling and analyzing the data and Reporting the survey outcomes. The DSE administrative support staff also assists with preparation for SILC meetings and distribution of meeting materials in accessible formats to all members and guests at the SILC meetings. The DSE IL Program Manager provides support to the SILC through a number of activities such as coordinating and staffing all SILC meetings, Committee and CIL task force teleconferences, drafting correspondence and reports, and Assessment activities related to SPIL goals. The IL Program Manager assists with carrying out Projects approved by the SILC and attending various state and local meetings to gather and provide information regarding IL issues as the SILC representative. The DSE IL Program Manager also receives and responds to phone calls and correspondence regarding the SILC and maintains web and social media for the SILC.

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	1	1
Other Staff	0	0

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:

- A) name of each center within your state that received Part C funding during the reporting year;
- B) amount of Part C funding each center received;
- C) whether the Part C funding included a cost-of-living increase;
- D) whether the Part C funding included any excess funds remaining after cost-of-living increases were provided;
- E) whether any of the centers received its Part C funding pursuant to a competition for a new center in the state; and
- F) 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)
N/A	0	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.

None

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:

- A) centers' level of compliance with the standards and assurances in Section 725 of the Act;
- B) any adverse actions taken against centers;
- C) any corrective action plans entered into with centers; and
- D) exemplary, replicable or model practices for centers.

N/A

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.

N/A

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
(2) Enter the number of CSRs started since October 1 of the reporting year	0
(3) Add lines (1) and (2) to get the <i>total number of consumers served</i>	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
(2) Withdrawn	0
(3) Died	0
(4) Completed all goals set	0
(5) Other	0
(6) Add lines (1) + (2) + (3) + (4) +(5) to get <i>total CSRs closed</i>	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
(2) Number of consumers with whom an ILP was developed	0
(3) <i>Total number of consumers</i> 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
(2) Ages 5 – 19	0
(3) Ages 20 – 24	0
(4) Ages 25 – 59	0
(5) Age 60 and Older	0
(6) Age unavailable	0

Section F – Sex

Indicate the number of consumers in each category below.

	# of Consumers
(1) Number of Females served	0
(2) Number of Males served	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

Section H – Disability

Indicate the number of consumers in each category below.

	# of Consumers
(1) Cognitive	0
(2) Mental/Emotional	0
(3) Physical	0
(4) Hearing	0
(5) Vision	0
(6) Multiple Disabilities	0
(7) Other	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

Services	Consumers Requesting Services	Consumers Receiving Services
(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

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
(A) Self-Advocacy/Self-Empowerment	0	0	0
(B) Communication	0	0	0
(C) Mobility/Transportation	0	0	0
(D) Community-Based Living	0	0	0
(E) Educational	0	0	0
(F) Vocational	0	0	0
(G) Self-care	0	0	0
(H) Information Access/Technology	0	0	0
(I) Personal Resource Management	0	0	0
(J) Relocation from a Nursing Home or Institution to Community-Based Living	0	0	0

Significant Life Area	Goals Set	Goals Achieved	In Progress
(K) Community/Social Participation	0	0	0
(L) Other	0	0	0

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

(A) 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.

Most of the Part B funds are contracted to the CILs which provide consumer services. Those funds are shared between the CILs based on an equalization formula based on total federal and state funding. They report the consumers served (CSR) and services provided in their respective quarterly reports.

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)
SPIL	Collaboration	SILC/CIL/DSE	180	Develop a new SPIL for the years 2021-2013	Working collaboratively the SILC, CILs & DSE developed a new SPIL and submitted it. It was conditionally approved but required some corrections. It was resubmitted by Dec. 31,2020
SPIL	Collaboration	SILC/DSE	75	Monitor CIL and SILC activities as necessary to meet SPIL requirements	Activities were reported in quarterly reports from the CILs and SILC meetings. This information was submitted to the DSE and reviewed by the program manager
Competitive Integrated Employment	Collaboration	SILC/CIL/DSE	120	Collaborate with other agencies to foster integrated employment	The DSE oversaw CCIR reviews with sub-minimum wage earners under Sec. 511 that were contracted to the CILs to complete. CILs attended community meetings where competitive

					integrated employment was discussed.
Housing	Outreach	SILC/CIL	60	Work with various agencies to increase affordable housing	Participated in state and local meetings to increase awareness of the need for affordable and accessible housing
Youth	Outreach	SILC/CIL	40	To increase awareness of IL issues to youth in transition	Promoted and participated Virtually in the Montana Youth Transitions Conference
Youth	Outreach	SILC/CIL	60	To promote youth leadership	Promoted and supported the Montana Youth Leadership Forum (MYLF)
Veterans	Collaboration	SILC/CIL	35	To share information about IL supports and services to Service Members, Veterans, and their Families (SMVF)	With Montana Joining Community Forces helped to educate SMVF and providers about community IL services and supports.
Other	Recruitment	SILC	45	To recruit new members to the SILC	4 new members were recruited to the SILC and 2 members were reappointed.

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.

2020 was difficult for all. Because of COVID everyone had to learn new ways to interact while maintaining social distance and through masks. Zoom has become the go-to service for meetings.

Connecting to online interpreters and transcriptionists was also an issue for SILC meetings and other community meetings. This being said, the SILC and CILs continued to meet in sub-committees and task forces to address housing issues, such as access to affordable and accessible housing, transportation, homelessness, veterans, and the like. Meetings were held with community housing providers, HUD, Veteran's Administration and others to discuss better ways to provide access to housing through waivers, community and state assistance, and, in the VA's case, repurposing vacant housing on the Fort Harrison VA grounds to house homeless veterans and their families while they searched for more permanent housing. Meetings were held with Montana Department of Transportation (MDOT) leaders and community leaders to discuss better access to transportation, especially in rural areas and during non-business hours. Enforcement of ADA parking requirements, especially van accessibility was and continues to be discussed.

Since Section 511 of WIOA began to be enforced Montana has seen over the last 4 years a drop in subminimum wage employment from 1202 to 411 workers. A few of 14c Certificate holders have dropped their certificates. The SILC and the CILs have collaborated to educate business about the advantages of Competitive Integrated Employment.

The CILs have been working with schools and Vocational Rehabilitation to provide Pre-ETS activities. In Hamilton and Missoula, Summit ILC continues to staff classes to train youth to prepare for life after high school. Montana Independent Living Project provides O&M classes to the Blind and Low Vision consumers. They also work with local high schools to provide transition training.

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.

Despite the pandemic the SILC and CILs continue to collaborate with each other and other councils and agencies. A member of the SILC is assigned to sit on the State Rehabilitation Council (SRC). The member then reports back to the SILC on SRC information and resolutions. The CILs have several task forces that individual SILC members are asked to participate in. The Legislative and Self-determination Task Forces have been busy preparing for the upcoming biannual legislative session. They have devised a list of legislative priorities that they will focus on in 2021. Members and other disability organizations plan to testify during the legislative session on proposed bills that will address those legislative priorities. Other task forces have been working with community leaders and organizations.

The Transportation Task Force has continued to advocate for enforcement of ADA regulations for accessible parking, especially van accessibility. Many localities choose to ignore the regulation about parking in the space for ramp access. The task force has met with local civil and law enforcement agencies to be more diligent in enforcing the van accessibility regulations. The Transportation Task force is also working with local transportation providers to increase

accessibility to evening and weekend transportation. In rural areas they are working with Transportation Action Committees to increase accessibility to public transportation.

The Community Living Task Force continued in its efforts to see more affordable and accessible housing. Members of this task force have met with representatives of local communities, including HUD, housing authorities, and other disability rights organizations to increase availability of such housing. They are seeing some successes as several communities are building affordable housing or otherwise making existing housing affordable and accessible.

The Native American Task force has members from most of the 7 recognized tribes in the state. It has been addressing mental health issues among Native Americans, reaching out to Native Americans with disabilities to determine their needs and the resources needed to meet those needs. They have also provided pre-natal information to tribal members through written media and resource materials.

SILC members and CIL employees have attended the SILC Congress, April Conference, NACL Conference virtually this year as well as other state and local disability events such as the Montana Youth Transitions Conference, Montana Youth Leadership Forum and meet and greet events with local legislators.

The DSE continues to provide oversight on various state and federal grants that support the efforts of the SILC and CILs.

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
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Name of SILC member	Employed by CIL, State Agency or Neither	Appointment Category	Voting or Non-Voting	Term Start Date	Term End Date
Scott Birkenbuel	CIL	Person with a disability employed by a CIL or state agency	Voting	10/2/2020	12/1/2022
Julie Lane Tudor	Neither	Person with a disability not employed by a CIL or a state agency	Voting	3/15/19	12/1/2021
Barbara Davis	Neither	Person with a disability	Voting	7/3/2019	12/1/2021
June Hermanson	Neither	Person with a disability	Voting	11/21/2019	12/1/2021
Scott Williamson	Neither	Person with a disability	Voting	7/3/2019	12/1/2021
Carlos Ramalho	CIL	CIL Director Representative	Voting	12/1/2019	12/1/2022
Beverly Berg	State Employee	DSE Representative	Non-Voting	7/3/2019	12/1/2021
David Hood	Neither	Person with a disability	Voting	12/1/2019	12/1/2022
Lisa Allensworth	Neither	Parent of a person with a disability	Voting	11/21/2019	12/1/2021
Tom Thompson	CIL	Person with a disability working for a CIL or state agency	Non-voting	11/21/2019	12/1/2021

Name of SILC member	Employed by CIL, State Agency or Neither	Appointment Category	Voting or Non-Voting	Term Start Date	Term End Date
Bonnie Kelly	CIL	Person with a disability working for a CIL or state agency	Non-Voting	11/21/2019	12/1/2020
Vacant	Non DSE State Agency Representative	Ex-officio	Non-Voting		
Vacant	Neither	Advocate with a disability	voting		
Vacant	Neither	Advocate with or without a disability	Voting		

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?	11
(B) How many members of the SILC are individuals with disabilities not employed by a state agency or a center for independent living?	5
(C) How many members of the SILC are voting members?	6
(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?	6

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.

SILC members live in every direction in the state. One lives just south of the Canadian boarder of the state in north central Montana. Another lives in the south central part of the state. 3 live near the center of the state, 2 live in the western part. One lives in the south east and one lives on a the Sailish-Kootinai reservation in west central Montana.

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

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

Several members are college instructors or researchers, many have post-graduate degrees. One is an educator and entrepreneur who operates a special education consulting firm and a veteran's recovery ranch with her husband. One has been involved in youth transition and self-determination activism for many years. One has lives on a reservation and has ties to the Native American community. One works with Veterans with disabilities. Three use wheelchairs, two are hearing impaired, one is vision impaired. Several are also parents of children with disabilities. One came to the US as a refugee.

Item 3 – Knowledgeable about IL

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

All the SILC members are knowledgeable of the independent living history, culture, and philosophy. At some point in their lives most have received services from a Center for Independent Living or have worked for one. Three have extensive research experience in Special Education or with other aspects of living with a disability. One of owns a consulting firm to work with Special Education Educators and others in the field as well as is a College Professor teaching future special-needs educators. One is retired from managing Montana Youth Leadership Forum, Montana Youth Transitions Conferences and related youth transition activities. One is versed in the ins and outs of ABLE accounts. Several have served on CIL boards or have been Peer counselors. Each SILC member is asked to participate in at least one SILC committee or CIL task force. All are passionate about independent living advocacy.

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 Montana SILC does not have an executive director. They are not a 501c3 nonprofit organization but are working on becoming one. The program manager is employed by the DSE and carries out the day to day activities of the SILC. There is no other SILC staff. Between the quarterly SILC meetings, the Executive Committee comprised of the SILC Chair, Vice Chair, and Secretary provide guidance to the program manager. Major decisions and guidance are made by the SILC members during their meetings or through teleconferences and email.

The IL Program Manager is Bill Harant who can be reached at 111 N. Last Chance Gulch Suite 4C, PO Box 4210, Helena, MT. 59604, Phone (406) 444-4175, Fax (406) 444-3632.

Item 2 – SILC Support

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

The program manager performs staff responsibilities for the SILC. He, along with other DSE administrative support staff ensure that correspondence, reports and other common tasks are completed in a timely manner. The program manager coordinates SILC meetings and training. The program manager prepares and distributes materials during SILC meetings and maintains records of SILC actions. He also maintains the SILC web and social media pages. With input from the SILC and the DSE the program manager prepares and oversees annual state General Fund and Part B contracts with the CILs and monitors their compliance. The program manager also participates in meetings with other community organizations to promote the SILC and independent living, and coordinate efforts to serve the community and especially people with disabilities.

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.

A SPIL development committee was formed in October 2019. It was comprised of members of the SILC, CIL Executive Directors, and CIL employees. A joint town hall meeting was with the DSE to gather information from consumers and other members of the public about their

experiences with independent living. Throughout the year consumers were asked to provide information about CIL services that they received as well as their needs for independent living.

By April 2020 enough information was gathered to begin assembling the SPIL. This was completed and the SPIL was signed and submitted by June 30, 2020. In September word was received that the SPIL was conditionally approved but needed some corrections. Members of the SPIL committee were each given a section of the SPIL that needed correction with instructions to re-read the SPIL instructions and to otherwise research information pertaining to their assigned section and to prepare a corrected narrative. This information was sent to the program manager and SILC chair and entered into the SPIL. The SPIL was sent to several other SILCs that had successfully submitted their SPILs for review and comment. The corrected SPIL was then submitted by the December 31, 2020 deadline.

(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.

Each CIL sends quarterly reports to the SILC program manager which provide information on what has been done regarding SPIL requirements. Meetings are held via teleconference with CIL representatives and SILC leadership to discuss work on the goals and objectives, look at concerns regarding implementation of the state plan, and make whatever corrections or adjustments as needed

(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.

A SILC member is designated to participate in the SRC meetings. This member reports on SILC activities and gathers information from the SRC to bring back to the SILC. The Program manager also attends the SRC meetings. A joint SRC/SILC meeting was scheduled for May of this year where members of both councils discussed their missions and ongoing work. The Centers for Independent Living have also established several task forces to address specific issues impacting the disability community. These task forces are the Self-Determination, Legislative Advocacy, Transportation, Community Living, Youth and Employment, and the Native American Task Forces. These task forces meet regularly and report out at the SILC meetings. SILC members also are active with the Montana Youth Leadership Forum (MYLF) and Montana Youth Transitions Conference. Individually SILC members are involved in a variety of local, state, and national organizations advocating for people with disabilities.

(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.

SILC meetings are posted on the state calendar, SILC website, and social media at least two weeks prior to the meeting. Montana State Code, annotated requires that all such meetings be open to the public. The opportunity for public comment is provided during each SILC meeting. Meeting agendas, minutes, and other material is posted to the SILC website. CIL directors and other community leaders are also invited to the SILC meetings to provide information on activities that have taken place since the previous SILC meeting. Teleconferencing is provided for those who are unable to participate in person and accommodations are provided as needed. Usually closed captioning is provided through Hamilton Relay. During the joint SRC/SILC meeting ASL interpreters were provided as well.

Item 2 – Other Activities

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

No other SILC activities are done using non-Part B funds.

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.

	Choose up to 10 Priority Needs — Rate items 1-10 with 1 being most important
Training and Technical Assistance Needs	
Advocacy/Leadership Development	
General Overview	
Community/Grassroots Organizing	3
Individual Empowerment	
Systems Advocacy	
Legislative Process	
Applicable Laws	
General overview and promulgation of various disability laws	

	Choose up to 10 Priority Needs — Rate items 1-10 with 1 being most important
Training and Technical Assistance Needs	
Americans with Disabilities Act	4
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	

	Choose up to 10 Priority Needs — Rate items 1-10 with 1 being most important
Training and Technical Assistance Needs	
Financial: Grant Management	
General Overview	
Federal Regulations	
Budgeting	
Fund Accounting	
Financial: Resource Development	
General Overview	
Diversification of Funding Base	
Fee-for-Service Approaches	
For Profit Subsidiaries	
Fund-Raising Events of Statewide Campaigns	2
Grant Writing	
Independent Living Philosophy	
General Overview	1
Innovative Programs	
Best Practices	
Specific Examples	
Management Information Systems	
Computer Skills	
Software	
Marketing and Public Relations	
General Overview	
Presentation/Workshop Skills	
Community Awareness	8
Networking Strategies	
General Overview	
Electronic	
Among CILs & SILCs	
Community Partners	

	Choose up to 10 Priority Needs — Rate items 1-10 with 1 being most important
Training and Technical Assistance Needs	
Program Planning	
General Overview of Program Management and Staff Development	9
CIL Executive Directorship Skills Building	
Conflict Management and Alternative Dispute Resolution	7
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	5
Urban	
SILC Roles/Relationship to CILs	
General Overview	
Development of State Plan for Independent Living	
Implementation (monitor & review) of SPIL	6
Public Meetings	
Role and Responsibilities of Executive Board	
Role and Responsibilities of General Members	10
Collaborations with In-State Stakeholders	
CIL Board of Directors	
General Overview	
Roles and Responsibilities	
Policy Development	
Recruiting/Increasing Involvement	

Training and Technical Assistance Needs	Choose up to 10 Priority Needs — Rate items 1-10 with 1 being most important
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.

The new SPIL went into effect (conditionally) in October 2020. Work on the objectives and goals is taking place, though at a slow pace due to COVID restrictions. Corrections requested by ACL have been made and they were submitted to ACL by the deadline. Since this is a new SPIL, none of the goals have been fully achieved yet, though work on them continues.

The CILs continue to provide services online as they work to provide the 5 core services and other IL services. They conduct meetings and classes via Zoom, WebEx or Zoom. A new job description has been developed for the Program Manager to replace the outdated one that was created before WIOA went into effect. Outreach to communities continues. SILC membership continues to be addressed. During the past year several new members were recruited but the SILC continues to be out of compliance due to a lack of full membership.

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 new SPIL was submitted in June 2020. In September ACL conditionally approved the SPIL but requested that some corrections be made. This was done and then submitted by the December 2020 deadline. There have been no other significant changes since that was done.

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 DSE has had some significant accomplishments this year. They have returned to nearly full staffing after several years of staff loss. They celebrated the 100th Anniversary of VR. A new Blind and Low Vision Services Bureau was established to better meet the needs of that

population. The DSE continues to make progress on its Maintenance of Effort and continues to work on Order of Selection.

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 DSE and SILC worked together to resolve issues surrounding the position of Program Manager. Over the years the person in this position was looked to as more of an executive director of the SILC than a program manager. With low membership and lack of full participation by SILC members the program manager began making more decisions and taking more actions on behalf of the SILC than his role called for. This led to confusion in decision making, supervision of the program manager, and how much the program manager could do in his position. As a result, the SILC and DSE came together to develop a new job description that firmly establishes boundaries for the position.

Membership and SILC leadership became an issue during the year. Several new members were recruited, but full membership had not been achieved. Additionally, the new members that were appointed caused the SILC to be out of compliance between CIL/State employees and those that were not. With several new applications yet to be reviewed by the SILC and sent to the governor this issue should be corrected. The issue of membership terms also arose which required a collaboration with the State Boards and Councils office and the SILC to clear up. Membership lists for both entities are now in sync and the issue has been resolved.

Section D – Additional Information

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

None.

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

Scott Birkenbuel, SILC Chair

NAME AND TITLE OF SILC CHAIRPERSON

PHONE NUMBER

SIGNATURE OF DSU DIRECTOR

DATE

**Chanda Hermanson, Disability Employment and Transitions
Administrator**

NAME AND TITLE OF DSU DIRECTOR

PHONE NUMBER

SIGNATURE OF DSU DIRECTOR (Older Blind Program)

DATE

NAME AND TITLE OF DSU DIRECTOR (Older Blind Program)

PHONE NUMBER
