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Centers for Independent Living Programs (CIL) Program Performance Report for FY 2017

CENTRAL IOWA CENTER FOR INDEPENDENT LIVING
655 Walnut St Ste 131
Des Moines, IA, 503093930

Grant Number: 1704IAILCL

Agency Information

* - Required input

Fiscal Year:

2017

Grant #:

1704IAILCL

Name of Center:

Central Iowa Center for Independent Living

Acronym for Center (if applicable):

CICIL

Counties Served:

Boone, Jasper, Marion, Madison, Polk, Story, Warren

Section 1. General Funding Information

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

1.1 Sources and Amounts of Funds and Resources * - Required field

1.1.1 All Federal Funds Received

Federal Funds	Current Year
Title VII, Ch. 1, Part B*	16897
Title VII, Ch. 1, Part C*	202592
Title VII, Ch. 2*	0
Other Federal Funds*	0
Subtotal – All Federal Funds	219489

1.1.2 Other Government Funds

Government Funds	Current Year
State Government Funds*	15049
Local Government Funds*	0

Government Funds	Current Year
Subtotal – State and Local Government Funds	15049

1.1.3 Private Resources

Private Resources	Current Year
Foundations, Corporations, or Trust Grants*	0
Donations from Individuals*	0
Membership Fees*	0
Investment Income/Endowment*	0
Fees for Service (program income, etc.)*	26704
Other Resources (in-kind, fundraising, etc.)*	0
Subtotal – Private Resources	26704

1.1.4 Total Income

Total Income	Current Year
Total Income	261242

1.1.5 Pass Through Funds

Pass Through Funds	Current Year
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, or Medicaid funds)*	0

1.1.6 Net Operating Resources

Net Operating Resources	Current Year
Net Operating Resources	261242

1.2 Resource Development Activities

* - Required field

Briefly describe the CIL's resource development activities conducted during the reporting year to expand funding from sources other than chapter 1 of Title VII of the Act. *

CICIL continues to contract with two state entities to provide employment supports as a fee-for-service.

Section 2. Compliance Indicator 1: Philosophy

2.1 Board Member Composition

* - Required field

(A) Number of board members

7

(B) Number of board members with significant disabilities

4

(C) Percentage of board members with significant disabilities

57.14

2.2 Staff Composition

* - Required field

Staff Composition

Staff	Total FTEs	FTEs filled by individuals with disabilities	FTE's filled by individuals from minority populations
Decisionmaking staff*	1	1	1
Other Staff*	3	3	0
Total number of employees	4	4	1

2.2.1 Percentage of Staff with Disabilities

100

Section 3. Individuals Receiving Services

Section 704(m)(4)(D) of the Act; Section 725(b)(2) of the Act; Section 725(c)(8)(B) of the Act

3.1 Number of Consumers Served During the Reporting Year

* - Required field

Number of Consumers Served During the Reporting Year

Consumer Type	# of CSRs
Enter the number of active CSRs carried over from September 30 of the preceding reporting year*	107
Enter the number of new CSRs opened since October 1 of the reporting year*	21
Total number of consumers served	128

3.2 Independent Living Plans and Waivers

* - Required field

Independent Living Plans and Waivers

Consumer Type	Number of Consumers
Number of consumers who signed a waiver*	18
Number of consumers with whom an ILP was developed*	110
Total number of consumers served during the reporting year	128

3.3 Number of Consumer Service Records Closed by September 30 of the Reporting Year * - Required field

Number of Consumer Service Records Closed by September 30 of the Reporting Year

Record Type	# of CSRs
Moved*	1
Withdrawn*	0
Died*	0

Record Type	# of CSRs
Completed all goals set*	28
Other*	0
Total number of CSRs closed	29

3.4 Age

* - Required field

Age

Age Period	# of Consumers
Under 5 years old*	0
Ages 5-19*	21
Ages 20-24*	40
Ages 25-59*	60
Age 60 and Older*	7

Age Period	# of Consumers
Age unavailable*	0
Total numbers of consumers by age	128

3.5 Sex

* - Required field

Sex

Sex	# of Consumers
Number of Females served*	70
Number of Males served*	58
Total number of consumers by gender	128

3.6 Race and Ethnicity

* - Required field

Race and Ethnicity

Race	# of Consumers
American Indian or Alaska Native *	0
Asian *	1
Black or African American *	48
Native Hawaiian or Other Pacific Islander *	0
White *	70
Hispanic/Latino of any race or Hispanic/ Latino only *	9
Two or more races *	0
Race and ethnicity unknown *	0
Total number of consumers served by race/ethnicity	128

3.7 Disability

* - Required field

Disability

Disability Type	# of Consumers
Cognitive*	11
Mental/Emotional*	37
Physical*	11
Hearing*	0
Vision*	1
Multiple Disabilities*	47
Other*	21

3.8 Individuals Served by County During the Reporting Year

* - Required field

List each county within the CIL's service area, as indicated in the CIL's application for Part C funds and the approved SPIL. Add additional rows as necessary. For each county, indicate how many individuals residing in that county were served by the CIL during the reporting year.

3.8.1 Individuals Served by County During the Reporting Year

County Name	Number of County Residents Served
Polk	121
Story	3
Dallas	2
Warren	2
Boone	0

Section 4. Individual Services and Achievements

4.1 Individual Services

* - Required field

Individual Services

Other IL Services	Consumers Requesting Services	Consumers Receiving Services
Advocacy/Legal Services *	27	27
Assistive Technology *	3	3
Children's Services *	0	0
Communication Services *	10	10
Counseling and Related Services *	10	10
Family Services *	0	0
Housing, Home Modifications, and Shelter Services *	70	70

Other IL Services	Consumers Requesting Services	Consumers Receiving Services
IL Skills Training and Life Skills Training *	101	101
Information and Referral Services *	599	599
Mental Restoration Services *	0	0
Mobility Training *	0	0
Peer Counseling Services *	10	10
Personal Assistance Services *	0	0
Physical Restoration Services *	0	0
Preventive Services *	0	0
Prostheses, Orthotics, and Other Appliances *	0	0
Recreational Services *	2	2
Rehabilitation Technology Services *	0	0

Other IL Services	Consumers Requesting Services	Consumers Receiving Services
Therapeutic Treatment *	0	0
Transportation Services *	12	12
Youth/Transition Services *	297	297
Vocational Services *	111	111
Other Services *	17	17
	Specify Education	Specify Education

4.2 I&R Information

* - Required field

To inform ACL 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 engage in follow-up contacts with I&R recipients to document access gained to previously unavailable transportation, health care or assistive technology

Yes

Describe how information and referral services and the other IL core and other IL services are provided to those who request such services in formats accessible to the individual requesting the services. Describe any innovative practices (not mentioned elsewhere in this report) to enhance the availability and effectiveness of IL services. *

CICIL furnishes all materials in a format accessible to an individual, upon request.

CICIL strives to ensure that social media items are accessible by describing photo comment, posting videos that include captioning and, when possible, audio descriptions.

4.3 Peer Relationships and Peer Role Models

*** - Required field**

Briefly describe how, during the reporting year, the CIL promoted the development of peer relationships and peer role models among individuals with significant disabilities. *

All CICIL staff experience one or more disabilities and is very open about that, both with our clients and when advocating for people with disabilities out in the community at large. Thus, peer support is infused into everything we do here.

4.4 Increased Independence and Community Integration

* - Required field

Increased Independence and Community Integration

Significant Life Area	Goals Set	Goals Achieved	In Progress
Self-Advocacy/Self-Empowerment*	7	2	5
Communication*	5	1	4
Mobility/Transportation*	12	12	0
Community-Based Living*	20	1	19
Educational*	7	0	7
Vocational*	57	20	37
Self-care*	2	0	2
Information Access/Technology*	0	0	0
Personal Resource Management*	10	1	9

Significant Life Area	Goals Set	Goals Achieved	In Progress
Relocation from a Nursing Home or Institution to Community-Based LivingCommunity/Social Participation *	0	0	0
Community/Social Participation *	1	1	0
Other *	17	7	10

4.5 Improved Access To Transportation, Health Care Services, and Assistive Technology * - Required field

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.

Improved Access To Transportation, Health Care Services, and Assistive Technology

Areas	# of Consumers Requiring Access	# of Consumers Achieving Access	# of Consumers Whose Access is in Progress
Transportation *	12	12	0
Health Care Services *	15	9	6
Assistive Technology *	3	2	1

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 report that follow-up contacts with these consumers showed access to previously unavailable transportation, health care and assistive technology.

4.6 Self-Help and Self-Advocacy

* - Required field

Briefly describe how the CIL has promoted self-help and self-advocacy among individuals with significant disabilities during the reporting year. *

We continue to invest significant time in building a supported employment program and supporting our jobseeking clients to take steps vocationally that enhance their financial independence and self-sufficiency, including the implementation of a transition program in an underserved high school in Polk County..

4.7 Additional Information Concerning Individual Services or Achievements * - Required field

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

CICIL continues to provide supported employment services- both on a contractual basis with clients that are referred to us by VR, but to clients who are not eligible for such funding.

Our program is quickly being recognized as one of the best of its kind in Iowa and we have supported individuals to attain employment who have been in development for ten years and told they were unemployable.

We also recently supported an individual to accept a union position as a carpenter's apprentice- he is currently earning fifteen dollars an hour and, upon completion of his apprenticeship, he will earn nearly thirty dollars an hour.

Section 5. Provision of Services

5.1 Compliance Indicator 2: Provision of Services on a Cross-Disability Basis * - Required field

Briefly describe how, during the reporting year, the CIL has ensured that IL services are provided to eligible individuals with a diversity of significant disabilities and individuals who are members of populations that are unserved or underserved, without restrictions based on the particular type or types of significant disability and in a manner that is neither targeted nor limited to a particular type of significant disability. *

CICIL continues to be the primary advocate for intersectionality in the state of Iowa and staff have spoken throughout the US on behalf of ILRU on the subject. As the executive director and several board members are also people of color and/or members of the LTBTQIA+ community- in addition to having disabilities- we feel especially charged to lead the conversation on this topic.

5.2 Alternative Formats * - Required field

Briefly describe how, during the reporting year, the CIL has ensured the availability in alternative formats of all of its written policies and materials and IL services, as appropriate. *

CICIL is diligent in ensuring that, upon request, all written materials are made available in the format appropriate to the individual.

5.3 Equal Access

*** - Required field**

Briefly describe how, during the reporting year, the CIL has ensured equal access of individuals with significant disabilities, including communication and physical access, to the center's services, programs, activities, resources, and facilities, whether publicly or privately funded. Equal access, for the purposes of this indicator, means that the same access is provided to any individual with a significant disability regardless of the individual's type of significant disability. *

CICIL continues to expand our services out into all of our counties served by bringing the CIL to our clients- especially those who have barriers to physically accessing our center. We meet our clients where they are at and most prefer that to coming to the center itself.

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. *

CICIL does a lot with social media- an avenue that reaches people in our service area both with and without disabilities. We are also members of several chambers of commerce and market our services via that avenue.

We also sit on several local task forces that are both disability and non-disability specific and strive to ensure that disability and inclusion is always top of mind with regard to the provision of services to marginalized people in central Iowa.

5.4 Consumer Information

* - Required field

Briefly describe how, during the reporting year, the CIL has ensured that consumers have the opportunity to develop and achieve their goals (either with or without an ILP) and that the consumer has the opportunity to express satisfaction with the center and such consumer satisfaction results are evaluated by the center. *

Client feedback is captured regularly via a satisfaction survey as a component of SPIL obligations in our state. CICIL staff check in with clients about their goals on a quarterly basis.

5.5 Consumer Service Record Requirements

* - Required field

Briefly describe how, during the reporting year, the CIL ensured that each consumer's CSR contains all of the required information *

CICIL uses a documentation database that ensures that we capture all required information.

Our DSE- Iowa Vocational Rehabilitation Services- conducted their scheduled audit of our files and found no issues.

5.6 Community Activities

*** - Required field**

Issue Area	Activity Type	Hours Spent	Objective(s)	Outcome(s)
General	Collaborating and Network	50	To brainstorm opportunities to increase visibility of PWDs with business leaders at chamber functions	CICIL staff were nominated and now chair the area's largest chamber's nonprofit forum.
General	Collaborating and Network	100	To mobilize PWDs to vote	Development of a training program to mobilize nonvoters, coordination of rides to polls.
General	Collaborating and Network	100	To bring awareness to the need for an intersectional disability rights movement	CICIL is regarded as the state leader in disability and intersectionality

Issue Area	Activity Type	Hours Spent	Objective(s)	Outcome(s)
General	Collaborating and Network	10	To create an inclusive monthly karaoke event	CICIL teams up with a sister provider to coordinate a very popular monthly karaoke event.

5.7 Description of Community Activities

* - Required field

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

No further comment needed.

Section 6. Annual Program and Financial Objectives * - Required field

6.1 Work Plan for the Reporting Year

*** - Required field**

6.1.1 Achievements

Discuss the work plan's proposed goals and objectives and the progress made in achieving them during the reporting year. *

Goals:

Board

- Support ED to address any remaining threats to CICIL's sustainability
- Devise evaluation process for ED; evaluate ED
- Engage with policy makers at every level

Staff

- Partnership with ILRU re: intersectionality
- Advocacy at legislative level regarding exemption of Medicaid waiver members from privatized Medicaid, "bathroom bills" and their impact on PWD's, "school choice" initiatives and their impact on disabled students.
- Transition program at North Polk High School

-Expand service provision to Story and Warren County

Objectives:

- To continue to solidify CICIL's infrastructure.
- To ensure accountability CICIL's paid leadership staff.
- To develop CICIL's relationship with lawmakers/influencers.
- To actively participate in conversations regarding diversity on a national level.
- To work towards providing services throughout CICIL's territory.

Progress Made:

CICIL has committed to creating an infrastructure that will afford the organization the ability to provide the Five Core Services in a consistent manner. In that vein, the organizations goals and objectives have centered around further enhancing the foundation that began to be set in 2016. Because the organization was nearing closure in 2015, significant time and attention has been needed to invest in this endeavor at the board and staff level. Please see below:

Board

-Support ED to address any remaining threats to CICIL's sustainability

CICIL, post-2015, had been contending with challenges stemming from disgruntled former employees and board members. A transition of several board members that had been with the organization for several years, but had also been instrumental in spreading misinformation about the organization, occurred in October, 2017.

CICIL has also been challenged with a SILC Council and ED that have also been spreading misinformation about CICIL- and engaged CICIL and Iowa's other five CILs in a several-month long campaign to attempt to make three of the CILs to sign on to allow the SPIL to be amended to allow for a redistribution of Part B funding. It was made plain to the SILC ED that this measure would not attain a 51% majority vote and she chose to engage the SILC council in an unauthorized vote to defund Iowa's CILs of Part B funding in September, 2018.

CICIL's immediately followed up with Regina Blye, then-program manager for Iowa, who indicated via email that she did not direct the SILC to take such a vote.

This situation has not been resolved, as of the end of this reporting period.

-devise evaluation process for ED; evaluate ED

ED evaluated in 2018.

-Engage with policy makers at every level

CICIL has worked to build relationships with policy makers at local and state level and was awarded Organization of the Year distinction from the City of Des Moines' Civil and Human Rights Commission in March, 2018.

Staff

-Partnership with ILRU re: intersectionality

CICIL's ED has traveled throughout the US on behalf of ILRU to discuss intersectionality and disability. She has also developed and facilitated a webinar on the subject.

-Center-based IL Skills Training

CICIL continued monthly Lunch and Learns, which allow for a presenter to meet with CICIL clients and discuss pertinent topics, such as benefits planning and financial management.

-Advocacy at legislative level regarding exemption of Medicaid waiver members from privatized Medicaid, "bathroom bills" and their impact on PWD's, "school choice" initiatives and their impact on disabled students.

Much of these issues will be re-addressed in 2019.

-Transition program at North Polk High School

CICIL created a pre-voc/discovery/customized-based employment program for an underserved high school in Polk County.

-Expand service provision to Story and Warren County

CICIL continues to work to expand its services throughout these counties and recently was referred a transition age student in Story County for employment supports.

6.1.2 Challenges

Describe any substantial challenges or problems encountered by the CIL, and the resolutions/attempted resolutions. *

See comment regarding Iowa SILC in 6.1.1

6.1.3 Comparison with Prior Reporting Year

As appropriate, compare the CIL's activities in the reporting year with its activities in prior years, e.g., recent trends. *

CICIL continues to provide supported employment services, something clients have requested, but which has never been provided by this CIL. These services are provided via contracts with the state VR and Department of the Blind.

6.2 Work Plan for the Year Following the Reporting Year

*** - Required field**

6.2.1 Annual Work Plan

List the CIL's annual work plan goals, objectives and action steps planned for the year following the reporting year. *

Board

-Identify a fundraising goal and attempt to meet it

The board has identified a goal of generating \$10,000 in revenue from the provision of contracted SE services. All CICIL staff are Certified Employment Support Professionals (CESP) and receive regular training in job development, customized employment, and job retention services. All CICIL staff maintain a caseload of jobseekers.

CICIL raised over 26,000 dollars.

-Support ED to develop an annual event

Discussion around creation of a signature event for CICIL to commence, with the goal of implementing one in 2019.

The board did not invest time in discussing an annual event because it was mutually determined that CICIL's 2018 focus should be on mobilizing voters with disabilities.

-Evaluate ED

ED eval was drafted and approved in 2017, with the goal of the ED being evaluated in early 2018 to ensure that the ED is performing in a manner that aligns with IL philosophy and the MVV's of CICIL.

CICIL ED evaluated in May, 2018.

Staff

-Determine a new revenue stream for CICIL's "Try Transition" program

Due to budget cuts at the state level, CICIL will need to explore alternative revenue streams for the organization's "Try Transition" program. Staff are in conversations with Central Iowa Works and Iowa Workforce Development regarding this.

"Try Transition" continues to be in limbo due to funding constraints; CICIL is, instead, focusing on in-school supports of transition students.

-Identify key advocacy goals at the legislative level

CICIL continues to advocate for oversight of the state's privatized Medicaid program. Additionally, CICIL advocated on behalf of PWD's and how they would be negatively impacted by so-called "bathroom bills", should such legislation present itself. Finally, CICIL will be focused on providing information regarding how "school choice" initiatives harm students with disabilities, if and when that legislation presents itself at the Capitol.

-Creation of a fourth staff position; secure a revenue stream or streams to sustain it

Position created and funded through revenue generated from fee for service programs.

6.2.2 SPIL Consistency

Explain how these work plan goals, objectives and action steps are consistent with the approved SPIL. *

CICIL participates and provides input regarding services and needs to the SILC as well as being actively involved in the development of the SPIL. CICIL goals are consistent with the State Plan for Independent Living. The SPIL and the CICIL activities both maintain the same IL philosophy. Specifically, the SPIL states they will: "support the philosophy that IL services are provided in a consumer controlled and directed environment for all disability groups. The term IL service is intended to include, but not be limited to, peer counseling, advocacy, IL skills training, information and referral, youth and nursing facility transition and other services as necessary to promote increased independence among Iowa's disability community." This statement shows consistency between the five(5) core services of CICIL and how we provide services to clients.

CICIL signed the most recent SPIL.

Section 7. Other Accomplishments, Activities and Challenges

* - Required field

Describe any additional significant accomplishments, activities and/or challenges not included elsewhere in the report, e.g. brief summaries of innovative practices, improved service delivery to consumers, etc. *

CICIL was the recipient of the 2018 Organization of the Year Award from the City of Des Moines Civil and Human Rights Commission, March, 2018.

CICIL's ED was the recipient of a state-level Advocate of the Year Award, February, 2018.

Section 8. Training and Technical Assistance

8.1 Training and Technical Assistance Needs

* - Required field

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
Advocacy/Leadership Development	
General Overview	
Community/Grassroots Organizing	
Individual Empowerment	
Systems Advocacy	
Legislative Process	
Applicable Laws	
General overview and promulgation of various disability laws	
Americans with Disabilities Act	
Air-Carrier's Access Act	

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
Fair Housing Act	4
Individuals with Disabilities Education Improvement Act	3
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	2
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	

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
Case Service Record Documentation	
Disability Awareness and Information	
Specific Issues	
Evaluation	
General Overview	
CIL Standards and Indicators	
Community Needs Assessment	
Consumer Satisfaction Surveys	6
Focus Groups	7
Outcome Measures	8
Financial: Grant Management	
General Overview	
Federal Regulations	
Budgeting	
Fund Accounting	
Financial: Resource Development	

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
General Overview	
Diversification of Funding Base	
Fee-for-Service Approaches	
For Profit Subsidiaries	
Fund-Raising Events of Statewide Campaigns	
Grant Writing	
Independent Living Philosophy	
General Overview	
Innovative Programs	
Best Practices	5
Specific Examples	
Management Information Systems	
Computer Skills	
Software	
Networking Strategies	
General Overview	
Electronic	

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
Among CILs & SILCs	
Community Partners	
Program Planning	
General Overview of Program Management and Staff Development	
CIL Executive Directorship Skills Building	
Conflict Management and Alternative Dispute Resolution	
First-Line CIL Supervisor Skills Building	
IL Skills Modules	
Peer Mentoring	
Program Design	
Time Management	
Team Building	
Outreach to Unserved/Underserved Populations	
General Overview	
Disability	
Minority	

Training And Technical Assistance Needs	Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important
Institutionalized Potential Consumers	
Rural	
Urban	
SILC Roles/Relationship to CILs	
General Overview	
Development of State Plan for Independent Living	
Implementation (monitor & review) of SPIL	
Public Meetings	
Role and Responsibilities of Executive Board	9
Role and Responsibilities of General Members	1
Collaborations with In-State Stakeholders	10
CIL Board of Directors	
General Overview	
Roles and Responsibilities	
Policy Development	
Recruiting/Increasing Involvement	

<p align="center">Training And Technical Assistance Needs</p>	<p align="center">Choose up to 10 Priority Needs - Rate items 1-10 with 1 being most important</p>
<p>Volunteer Programs</p>	
<p align="center">General Overview</p>	
<p>Optional Areas and/or Comments (write-in)</p>	

8.2 Additional Information

*** - Required field**

Provide additional information, comments, explanations or suggestions not included elsewhere in the report *

None.

Section 9. Signatures

* - Required input

NAME OF EXECUTIVE DIRECTOR* Reyma McCoy McDeid

I certify that the information provided in this report is true, complete and accurate to the best of my knowledge. : true

As the Executive Director, I certify that the Board has reviewed and given approval for submission of this report. : true