**,…CALIFORNIA DEPARTMENT OF REHABILITATION**

**Specialized Services Division**

**Older Individuals Who Are Blind (OIB) Program**

**Exhibit D: Special Provisions – OIB Subgrant Assurances**

**Federal Title VII, Chapter 2**   
**Independent Living Services for**

**Older Individuals Who Are Blind**

# EXHIBIT D: Special Provisions- OIB Subgrant Assurances

Title VII, Chapter 2 of the Rehabilitation Act requires the following assurances for receipt of Title VII, Chapter 2 funds:

1. The subgrantee shall promote and practice the philosophy of:

consumer advocacy regarding decision making of the subgrantee;

* consumer involvement regarding the service delivery of the subgrantee;
* consumer involvement regarding management of the subgrantee;
* consumer involvement regarding the establishment of the policy and direction of the subgrantee;
* self-help and self-advocacy;
* development of peer relationships and peer role models; and
* equal access of individuals with visual impairments to society and to all services, programs, activities, resources, and facilities, whether public or private, regardless of the funding source.

1. The subgrantee shall provide services to individuals with visual impairments, including those who are members of populations that are unserved or underserved by programs under the Rehabilitation Act.
2. The subgrantee shall facilitate the development and achievement of independent living goals selected by individuals with visual impairments who seek such assistance by the subgrantee.
3. The subgrantee shall work to increase the availability and improve the quality of community options for independent living in order to facilitate the development and achievement of independent living goals by the individuals with visual impairments.
4. Services must be available to persons in the entire catchment areas to the extent practicable and other needed services which will enhance the consumer’s participation in and integration with the larger community.
5. The subgrantee shall conduct activities to increase the capacity of communities within the service area to meet the needs of individuals with visual impairments.
6. The subgrantee shall conduct resource development activities to obtain funding from sources other than Title VII Chapter 2 of the Rehabilitation Act of 1973, as amended.
7. The subgrantee will comply with Sections 751 and 752 (h)(2)(A) of the Rehabilitation Act of 1973, as amended.
8. The subgrantee will establish clear priorities through annual program and financial planning objectives; these plans and objectives include:

* overall goals or a mission for the subgrantee;
* work plan for achieving the goals or mission;
* specific objectives;
* service priorities;
* types of services to be provided; and
* how activities are consistent with independent living services for the blind provided by the DOR.

1. The subgrantee will use sound organizational and personnel assignment practices.
2. The subgrantee takes affirmative action to employ and advance in employment qualified individuals with visual impairments on the same terms and conditions required with respect to the employment of individuals with disabilities under Section 503 of the Rehabilitation Act of 1973, as amended.
3. The subgrantee will ensure that a significant number of the staff are individuals who are blind or visually impaired including positions that are decision making.
4. The subgrantee will be governed by a board of directors whose composition will include representation by blind and visually impaired individuals.
5. The subgrantee will practice sound fiscal management, including timely submission of reimbursement requests.
6. The subgrantee will prepare and submit quarterly reports, and maintain records adequate to measure performance with respect to:

* the extent to which the subgrantee is in compliance with the Standard Subgrant Provisions and Special Provisions:
* the number and types of individuals with visual impairments receiving services through the subgrantee;
* the sources and amounts of funding for the operation of the subgrantee; and,
* the number of individuals with visual impairments who are employed by, and the number who are in management and decision-making positions with the subgrantee.

1. The subgrantee agency shall have an initial intake process that will gather sufficient relevant information to assist in the determination of the appropriateness of services.
2. The subgrantee will maintain a comprehensive record for each person served. The client record shall include, but is not limited to:

* client identification data;
* emergency contact;
* relevant medical information;
* referral information;
* individualized service plan for client;
* case notes including progress, activity, and, if applicable, follow-up reports; and,
* service outcome summary.

1. Individuals with visual impairments who are seeking or receiving services, or their family members, guardians, advocates or authorized representatives will be notified by the subgrantee of the existence of, the availability of, purposes of, and how to contact the Client Assistance Program, pursuant to 34 C.F.R. section 367.68.
2. Aggressive collaboration with community organizations regarding services provided will be conducted in an effort to reach populations of individuals with visual impairments that are unserved or underserved by programs under this Title, especially minority groups in urban and rural areas.
3. Subgrantee will provide staff training on methods for providing services to such unserved and underserved ethnically diverse populations such as minority groups and urban and rural populations.
4. Reasonable Accommodation shall be provided by the subgrantee to employees who are qualified individuals with a disability to perform the essential functions of a job.