

ASSURANCES

This form should be signed by the Center's authorized representative who should be the President of the Board of Directors or the Center's Executive Director, if designated by the Board of Directors. Documentation should be maintained by the Center to support the following assurances. Please indicate by placing a check mark in the left-hand column that the Center affirmatively assures that:

Yes	Assurance
	1. The Center is a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency.
	2. The Center will be designed and operated within local communities (geographical regions) by individuals with disabilities, 51% of the staff will be persons with disabilities and majority of individuals in decision-making positions of the Center are individuals with disabilities.
	3. The Center will have a Board of Directors that is the principal governing body of the Center and a majority of directors (at least 51%) which shall be composed of individuals with significant disabilities.
	4. The Center will comply with the standards set forth in Section 725(b).
	5. The Center will establish clear priorities through one, two and three year program and financial plans which have:
	a. overall goals or mission for the Center
	b. work plan for achieving the goals or mission
	c. specific objectives
	d. service priorities
	e. description of types of services to be provided
	f. description of how activities are consistent with the State Plan for Independent Living (SPIL)
	6. The Center will use sound organizational and personnel assignment practices.
	7. The Center takes 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 under Section 503.
Yes	Assurance
	8. The Center will practice sound fiscal management.
	9. The Center will make arrangements for an annual independent fiscal audit and submit a copy to the DSU.
	10. The Center will prepare an annual Section 704 performance report and maintain records adequate to measure performance with respect to the standards. Report will be submitted timely to DSU.

	11. Individuals with significant disabilities who are seeking or receiving services or their parents, family members, guardians, advocates or authorized representatives will be notified by the Center of the existence of, the availability of, purposes of, and how to contact, the client assistance program.
	12. Aggressive outreach regarding services provided through the Center will be conducted in an effort to reach populations of individuals with significant disabilities that are unserved or underserved by programs under this title, especially minority groups and urban and rural populations.
	13. Staff employed by the Center will receive training on how to serve such unserved and underserved populations, including minority groups and urban and rural populations.
	14. An independent living plan, described in Section 704(e) of the Act, will be developed unless the individual who would receive services under the plan signs a waiver stating that such a plan is unnecessary. (Authority: Section 20 and 725(c) of the Act)
	15. It is the responsibility of the Board of Directors to seek appropriate insurance expertise in determining the correct mix of insurance coverage for the Board of Directors and the Center. Note below the Insurance policies carried by the Center:
	a. Directors & Officers Errors & Omissions Insurance
	b. General Liability
	c. Professional Errors & Omissions Insurance
	d. Worker Compensation
	e. Disability
	f. Automotive
	g. Property
	h. Malpractice
Yes	Assurance
	i. Insurance for Activities of Persons Who Volunteer in Center
	j. Fidelity Bonds
	k. 3D Policies: Dishonesty, Disappearance and Destruction
	l. Fiduciary Liability
	m. Other _____
	n. Other _____
	16. The Center will maintain on file the following information: (the following list is not all inclusive)

	a. Approval/Renewal of 502(c)3 status
	b. Personnel job descriptions
	c. Personnel resumes
	d. Articles of Incorporation
	e. By-Laws
	f. Board of Directors' policies
	g. Center's Policy and Procedure Manual
	17. The Center will comply with the statutory requirements referenced in the following Certificates/Certifications (located in Appendix D):
	a. Civil Rights Certificate
	b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
	c. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions
As a duly authorized representative of the Center, I hereby certify that the Center will comply with the above assurances.	
Name of Center:	
(Printed name and title of authorized representative)	
(Signature)	(Date)