

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20202

INFORMATION MEMORANDUM  
RSA-IM-99-25  
DATE: June 11, 1999

TO : STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)  
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)  
CLIENT ASSISTANCE PROGRAM  
PROTECTION AND ADVOCACY OF INDIVIDUAL RIGHTS  
PROGRAM  
REGIONAL REHABILITATION CONTINUING EDUCATION  
PROGRAMS (RRCEPS)  
AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICE  
PROGRAM  
RSA SENIOR MANAGEMENT TEAM

SUBJECT : FY 1999 Reallotment Schedule for Formula Grants under the  
Rehabilitation Act

CONTENT : The Rehabilitation Act of 1973, as amended, grants the Commissioner the  
authority to reallot to other grant recipients that portion of a recipient's  
annual grant that cannot be used. To maximize the use of appropriated  
funds under the formula grant programs, RSA has established the  
following FY 1999 reallotment schedules for the Basic Support (Title I);  
Supported Employment (SE); Independent Living, Part B (IL); Client  
Assistance (CAP); and Protection and Advocacy of Individual Rights  
(PAIR) programs.

Each grant recipient will submit to its respective RSA Regional Office (RO), by the dates indicated, information as to whether or not it is relinquishing funds, is requesting additional funds, or will not seek to change its award level. The RSA RO will then report the information, provided by the grant recipient in its region, to the RSA Central Office (CO). The RSA CO will then issue award documents reflecting any reallotment change of funds.

## REALLOTMENT SCHEDULE FOR FY 1999

<b>FIRST REALLOTMENT</b>	<b>TITLE I</b>	<b>SE</b>	<b>IL/CAP/PAIR</b>
States Report to RSA RO	7/28	8/09	8/16
RSA RO Reports to RSA CO	8/10	8/13	8/24
RSA CO Issues Awards	8/17	8/23	9/10

### **SECOND REALLOTMENT - TITLE I ONLY**

States Report to RSA RO	8/25		
RSA RO Reports to RSA CO	9/02		
RSA CO Issues Awards	9/15		

In accordance with Section 19 of the Act, as added by the 1992 Amendments, any funds appropriated in FY 1999 to carry out the formula grant programs covered by this information memorandum, including original allotments and reallocated funds that are not obligated or expanded by recipients prior to October 1, 1999, may be carried over for obligation for an additional 12 months, **provided the recipient has fully met any matching requirement on the funds to be carried over by September 30, 1999.**

Funds reallocated to another State are considered to be an increase to that State's allotment for the fiscal year for which funds were appropriated.

### **Unobligated Balances**

To minimize unobligated balances, State agencies are strongly advised that proper recordkeeping is essential in order to identify obligations made. It is also essential that all State agencies work to minimize unobligated balances through better recordkeeping and methods for more timely and accurate estimates of obligations.

### **Cancellation of Reallocation**

If, during the first reallocation ample funds are not relinquished, RSA will exercise its discretion to cancel any scheduled reallocation for each program. RSA will notify grantees if the reallocation has been cancelled.

**Reallotment Reporting Format**

To request or relinquish funds during the reallotment process, please **use the format shown below to request increased or decreased amounts for each program.**

Current Total Grant Amount      \$ \_\_\_\_\_  
Requested Total Grant Amount    \$ \_\_\_\_\_  
Increased or Decreased Amount   \$ \_\_\_\_\_

Please note that this is the **only written notice recipients will receive to request or relinquish grant funds for FY 1999.** However, as a reminder, your regional representative will contact each of you prior to the scheduled dates. **Under the Title I program, each grantee will reaffirm or change its reallotment request and report that information in the subsequent reallotment.**

INQUIRIES : Any questions concerning this Information Memorandum should be addressed to the Director, Financial Management and Information Systems Staff at (202) 205-8358.

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Fredric K. Schroeder, Ph.D.  
Commissioner