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

INFORMATION MEMORANDUM
RSA-IM-03-11
DATE: May 27, 2003

TO   :   STATE VOCATIONAL REHABILITATION AGENCIES
                     (GENERAL)
                   STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
                   CLIENT ASSISTANCE PROGRAM
                   PROTECTION AND ADVOCACY OF INDIVIDUALS RIGHTS
                     PROGRAM
                   INDEPENDENT LIVING, PART B PROGRAM
                   INDEPENDENT LIVING OLDER BLIND PROGRAM

SUBJECT   :   FY 2003 Reallotment Schedule for Formula Grants under the
                   Rehabilitation Act

CONTENT   :   The Rehabilitation Act of 1973, as amended, authorizes the Commissioner
                   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 2003
                   reallotment schedules for the Basic Support (Title I); Supported
                   Employment (SE); Independent Living, Part B (IL); Client Assistance
                   (CAP); Protection and Advocacy of Individual Rights (PAIR); and
                   Independent Living Older Blind (IL-OB) programs.

                    Each grant recipient is requested to submit to its respective RSA Regional
                   Office (RO), by the date indicated below, information as to whether or not
                   it is relinquishing funds, is requesting additional funds, or will not seek to
                   change its current award level. RSA Central Office (CO) will then issue
                   award documents, by the date indicated, reflecting changes in cumulative
                   funding for FY 2003.

REALLOTMENT SCHEDULE FOR FY 2003

All Formula Grant Programs

Grantees Report to RSA RO   **8/08/2003**
RSA CO Issues Awards   **9/15/2003**

In accordance with Section 19 of the Act, as added by the 1992 Amendments, any funds appropriated in FY 2003 to carry out the formula grant programs covered by this information memorandum, including original allotments and reallotted funds that are not obligated or expanded by recipients prior to October 1, 2003, may be carried over for obligation for an additional 12 months, **provided the recipient has fully met, by September 30, 2003, any matching requirement on the funds to be carried over.**

Funds reallotted 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, grant recipients are strongly advised that proper recordkeeping is essential in order to identify obligations made.

Cancellation of Reallotment

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

Reallotment Reporting Format

Please use the reporting format below to request increased, decreased, or unchanged amounts for each program. Submit the requested information, in writing (U. S. Mail or e-mail), for all formula grant programs. This will assure accurate and complete processing of all reallotment requests by RSA. All responses, regardless of delivery method, must be received by the due date specified above.

         Program Name   _____
         Requested Total Grant Amount $_____
         Increased or Decreased Amount $_____

This is RSA's **only** written notice of the reallotment schedule for FY 2003. However, RSA regional representatives will contact each grantee, as a reminder, prior to each scheduled submission date. The dates noted above are firm: RSA expects all grantees to submit the requested information according to the specified dates and will issue awards by the date indicated (unless a reallotment is cancelled).

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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Joanne Wilson
Commissioner

cc:
Regional Rehabilitation Continuing Education
  Programs (RRCEPs)
American Indian Vocational Rehabilitation
  Programs
RSA Senior Management Team
Council of State Administrators of Vocational
  Rehabilitation (CSAVR)
National Organization of Rehabilitation
  Partners (NORP)