

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

INFORMATION MEMORANDUM
RSA-IM-04-12
DATE: June 22, 2004

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 2004 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 2004 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 and using the format 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. Additionally, if you are relinquishing funds, please provide a written explanation as to (1) why the funds are being relinquished, (2) what conditions resulted in the need to do so, and (3) what conditions, these or others, cause you to think that funds might also be relinquished in FY 2005. RSA Central Office (CO) will then issue award documents, by the date indicated, reflecting changes in cumulative funding for FY 2004.

REALLOTMENT SCHEDULE FOR FY 2004

All Formula Grant Programs

Grantees Report to RSA RO 8/03/2004
RSA CO Issues Awards 9/20/2004

In accordance with Section 19 of the Act, as added by the 1992 Amendments, any funds appropriated in FY 2004 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, 2004, may be carried over for obligation for an additional 12 months, **provided the recipient has fully met, by September 30, 2004, any matching requirement on the funds to be carried over.**

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

Cancellation of Reallotment

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 a reallocation 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). This will assure accurate and complete processing of all reallocation 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 reallocation schedule for FY 2004. However, RSA regional representatives will contact each grantee, as a reminder, prior to the scheduled submission date. The date noted above are firm: RSA expects all grantees to submit the requested information according to the specified date and will issue awards by the date indicated (unless a reallocation is cancelled).

INQUIRIES : Any questions concerning this Information Memorandum should be addressed to the Director, Financial Management and Information Systems Staff at (202) 245-7254..

Joanne Wilson
Commissioner

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