



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES

Policy/Procedure Title:	GM1.0 Federal Grants Management Overview
Overview:	
<p>In the United States, federal grants are economic aid issued by the United States government out of the general federal revenue. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. A grant is not used to acquire property or services for the federal government's direct benefit or use.</p> <p>Federal grants are defined and governed by the Federal Grant and Cooperative Agreement Act of 1977, as incorporated in Title 31 Section 6304 of the U.S. Code. A Federal grant is a:</p> <p>"...legal instrument reflecting the relationship between the United States Government and a State, a local government, or other entity when 1) the principal purpose of the relationship is to transfer a thing of value to the State or local government or other recipient to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government; and 2) substantial involvement is not expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement."</p> <p style="text-align: center;"><u>Rehabilitation Services Administration</u></p> <p>The Rehabilitation Services Administration (RSA) was established by Congress as the principal federal agency authorized to carry out Titles I, III, VI and VII, as well as specified portions of Title V of the Rehabilitation Act of 1973, as amended. RSA provides national leadership for, and administration of:</p> <ul style="list-style-type: none">• Basic state and formula grant programs• Independent living centers• Service projects• Rehabilitation training discretionary grant programs• Randolph-Sheppard vending facilities• Helen Keller National Center programs <p>These programs develop and implement comprehensive and coordinated programs of vocational rehabilitation, supported employment and independent living for individuals with disabilities, through services, training and economic opportunities, in order to maximize their employability, independence and integration into the workplace and the community.</p> <p>RSA is responsible for the formulation, development and implementation of regulations, policies, and guidelines. RSA serves as a resource and clearinghouse of information for service providers at national, state and local levels in the development of national programs to reduce or eliminate social and environmental barriers experienced by persons with disabilities.</p>	



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RSA oversees formula and discretionary grant programs that help individuals with physical or mental disabilities to obtain employment and live more independently through the provision of such supports as counseling, medical and psychological services, job training and other individualized services. RSA's major Title I formula grant program provides funds to state vocational rehabilitation (VR) agencies to provide employment-related services for individuals with disabilities, giving priority to individuals who are significantly disabled. The Rehabilitation Services Administration (RSA), through its many programs and projects, provides an array of discretionary grants and other funding opportunities to serve individuals with disabilities and their families.

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Link to electronic code of federal regulations:

<http://www.ecfr.gov/cgi-bin/text-idx?type=simple;c=ecfr;cc=ecfr;sid=9528696d0f9d682da8813464548159cc;idno=34;region=DIV1;q1=361;rgn=div5;view=text;node=34%3A2.1.1.1.7#34:2.1.1.1.7.1.135.3>

Vocational Rehabilitation State Grants

The State Vocational Rehabilitation Program is administered by the US Department of Education; Rehabilitation Services Administration (RSA).

Program Description

Under the State Vocational Rehabilitation Services Program (Program), the Secretary provides grants to assist States in operating statewide comprehensive, coordinated, effective, efficient, and accountable programs, each of which is:

- (a) An integral part of a statewide workforce investment system; and
- (b) Designed to assess, plan, develop, and provide vocational rehabilitation services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that they may prepare for and engage in gainful employment.

This program provides grants to states to support a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Eligible individuals are those who have a physical or mental impairment that results in a substantial impediment to employment, who can benefit from vocational rehabilitation (VR) services for employment, and who require VR services. Priority must be given to serving individuals with the most



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significant disabilities if a state is unable to serve all eligible individuals.

Types of Projects

Funds are distributed to states and territories based on a formula that takes into account population and per capita income to cover the cost of direct services and program administration. Grant funds are administered under an approved state plan by VR agencies designated by each state. The state-matching requirement is 21.3 percent; however, the state share is 50 percent for the cost of construction of a facility for community rehabilitation program purposes.

Any State that submits to the Secretary a State plan that meets the requirements of section 101(a) of the Act and this part is eligible for a grant under this Program.

Authorized activities

- (a) The costs of providing vocational rehabilitation services under the State plan; and
- (b) Administrative costs under the State plan.

The following regulations apply to this Program:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) 34 CFR part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations), with respect to subgrants to entities that are not State or local governments or Indian tribal organizations
 - (2) 34 CFR part 76 (State-Administered Programs)
 - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations)
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities)
 - (5) 34 CFR part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments), except for §80.24(a)(2)
 - (6) 34 CFR part 81 (General Education Provisions Act—Enforcement)
 - (7) 34 CFR part 82 (New Restrictions on Lobbying)
 - (8) 34 CFR part 85 (Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants))
 - (9) 34 CFR part 86 (Drug and Alcohol Abuse Prevention)
- (b) The regulations in this part 361
- (c) 20 CFR part 662 (Description of One-Stop Service Delivery System under Title I of the Workforce Investment Act of 1998)
- (d) 29 CFR part 37, to the extent programs and activities are being conducted as part of the One-Stop service delivery system under section 121(b) of the Workforce Investment Act of 1998.

The Grant Management Policy and Procedures consist of the following sections:



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- 1.1 Development of Grant Application
- 1.2 Creating The New Grant and Program GL Codes in MUNIS
- 1.3 Reviewing and Approving Requisitions
- 1.4 Grants Monitoring and Reporting
- 1.5 Carryover and Grant Closeout Procedure
- 1.6 Processing Indirect Cost Reimbursements
- 1.7 Processing Per Diem Reimbursements
- 1.8 Processing Payroll Reimbursements
- 1.9 Certifying Time and Effort
- 1.10 Reconciling Tyler MUNIS to G5