

REHABILITATION SERVICES ADMINISTRATION

Financial Relief and Restoration Payments Appropriation Final Performance Report

REPORTING INSTRUCTIONS

In the Consolidated Appropriations Act, 2021, Division H, Title III, Section 318 (Section 318), Congress directed the Department to use \$20 million for the purpose of making Financial Relief and Restoration Payments (FRRP) grants to State licensing agencies (SLAs) designated to administer the Randolph-Sheppard Act (Act). The purpose of the FRRP Final Performance Report (Performance Report) is to ensure that the FRRP funds authorized by Congress were used by SLAs, in active participation with the Elected Committees of Blind Vendors (ECBVs), for their intended purposes. The SLAs must use these grants:

- to make financial relief and restoration payments to offset losses of blind vendors that occurred during calendar year 2020 and which were not otherwise compensated; and
- for other purposes authorized under 34 C.F.R. § 395.9 (regarding the setting aside of funds by the SLA), but only to the extent any funds remain after the SLA makes financial relief and restoration payments to blind vendors to cover their losses incurred in calendar year 2020.

In Federal fiscal year (FFY) 2021, SLAs submitted FRRP Assurances and Use of Funds forms¹ (OMB No. 1820-0698), which were reviewed and approved by the Rehabilitation Services Administration (RSA). The Performance Report constitutes the documentation for the tracking and accounting of obligated funds.

Please follow these instructions closely so that these items are captured accurately in the Performance Report.

Designated Agency and Nominee Agency:

The Designated Agency is the State agency approved by RSA as the SLA under 34 C.F.R. § 395.5 as the State agency that operates the Randolph-Sheppard vending facility program in the state. If another agency or organization operates the Randolph-Sheppard vending facility program under a nominee agreement pursuant to 34 C.F.R. § 395.15, complete both the Designated Agency and Nominee Agency sections. If the Designated SLA operates the program, there is no need to complete that information again.

Contact Information:

Provide the name of the person to contact should RSA have questions, and include title, phone number, and e-mail address.

¹ For further information, see the Assurances and Use of FRRP Funds form:

<https://rsa.ed.gov/about/programs/randolph-sheppard-vending-facility-program/randolph-sheppard-frrp>

Use of FRRP Funds:

1. Enter the total number of vendors who received FRRP funds.
2. Indicate the total dollar amount allocated to each vendor from the FRRP award. Attach documentation to provide this information, if needed. Do not include personally identifiable information.
3. Indicate the calendar year(s) in which all FRRP funds were disbursed to all vendors.
4. Explain how the SLA determined vendor losses incurred during the 2020 calendar year. Examples can be profit/loss statements, closure of facilities, historical data based on closed facilities, losses due to vendor's spoiled or expired stock, etc.
5. Explain the method the SLA used to distribute FRRP funds to vendors who incurred losses not otherwise compensated during the 2020 calendar year. Here is where SLAs describe the particular method used to distribute the FRRP funds to vendors, such as proportional to losses incurred, consideration for compensation such as Coronavirus Aid, Relief, and Economic Security Act funding that was agreed upon by the SLA and ECBVs, equal distribution to eligible vendors, equal distribution to eligible vendors accounting for administrative costs, etc.
6. Explain the different types or categories of losses that were sustained by the vendors. This can include, for example, loss of stocks as reported in the vendors' profit and loss statements, and/or the closure of a facility or facilities, etc.
7. Indicate how the SLA ensured that vendor losses were not previously compensated. For example, explain whether and/or how the SLA considered particular benefits, grants, and loans and/or used the signing of an attestation, financial reports, inventory reports, or documentation of losses due to spoilage, etc.
8. Describe in detail how the payments benefitted vendors in terms of offsetting losses and providing relief and restoration. This should include specific examples (e.g., vending site remained open).
9. Indicate the percentage and dollar amount of FRRP funds used for administrative costs. Describe the types of cost categories included in the administrative expenditures.
10. If no administrative costs were charged to the FRRP award, identify the source of funds used to pay the administrative costs.
11. Indicate whether there were FRRP funds remaining after distribution to vendors and used for administration costs, if applicable. Mark "yes" or "no."
12. If number eleven is "yes," identify which set-aside purposes received allocated funds, by including the dollar amount used for each of the indicated purposes.

13. Describe the active participation of the ECBV in the collection of the Performance Report information. Documentation, such as meeting minutes when the development of the Performance Report was discussed, must be available upon request.

Please submit completed Performance Reports via email to:

Randolph-SheppardVFPRestorationFunds@ed.gov

Deadline:

The deadline for submission of the completed Performance Report is January 30, 2023. In addition, if any funds were obligated in FFY 2022, the final SF-425 report must be submitted by that deadline as well. Grantees are encouraged to submit their Performance Report and final SF-425 as soon as possible after the expenditure of all grant funds but, no later than January 30, 2023.

Public Burden Statement

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. The Department is requiring States to respond to this collection to obtain or retain benefit pursuant to 34 C.F.R. §§ 395.3, 395.4(a), and 395.14, and consistent with the requirement of 2 C.F.R. § 200.207. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or if you have comments or concerns regarding your individual form, application, or survey, please contact Christine Grassman, U.S. Department of Education, 550 12th Street, SW, Washington, DC 20202-5176, Christine.Grassman@ed.gov, directly. Note: Please do not return the completed form to this address.