Form RSA – 15: REPORT OF VENDING FACILITY PROGRAM

REPORTING INSTRUCTIONS

State licensing agencies (SLAs) under the Randolph-Sheppard Act (Act) are required annually to complete the RSA-15 Report of Vending Facility Program (RSA-15) that reports activities for the prior Federal fiscal year. The RSA-15 should be submitted electronically via the rsa.ed.gov website to the Rehabilitation Services Administration (RSA) within 90 days after the close of the Federal fiscal year. The report covers the period October 1 through September 30 of the most recently completed Federal fiscal year. The intent of the RSA-15 is to collect data on ALL vending facilities managed and operated by the SLA under the Act.

For the purposes of completing the RSA-15, the SLA should treat military troop dining facilities like any other vending facility. It is understood that these operations are unique, but RSA must capture accurate data to reflect true program activity and the overall impact of the Randolph-Sheppard Program. This would include military dining contracts, either through a teaming partner arrangement or operated solely by a blind vendor. The SLA should have the vendor or the teaming partner report the following revenues and expenses: gross sales, merchandise purchases (if part of the contract), payroll expenses, other operating expenses, net profit of teaming partner, and vendor's net profit. This information can then be used to complete this form properly. Please follow the instructions closely so that these items are captured accurately on this report.

I. EARNINGS AND EMPLOYMENT

Part I will provide a summary of the earnings and employment generated by the Vending Facility Program during the Federal fiscal year.

Gross Sales (Line 1)

Enter the gross sales, that is, the total amount of money received from customers for goods and services sold. For military contracts include the total gross amount that is collected from the government for payment.

Merchandise Purchases (Line 2)

Enter the cost of merchandise purchased, that is, the total value of the inventory on hand at the beginning of the year, in terms of the cost paid for the goods; add the dollar amount of goods purchased during the year; and then subtract the total value of goods on hand at the close of the year. If a military contractor or vendor purchases food supplies as part of the contract, include that amount here. If the government is responsible for the purchase of food supplies and this cost is outside the requirements of the contract, do not include that cost.

Gross Profit (Line 3)

Enter the gross profit. This is the difference between what the goods were sold for and what was paid for them (subtract line 2 from line 1).

Payroll Expenses (Line 4)

Enter the total dollar amount of vendor payroll expenses for the year. This figure should reflect the amount of salaries and fringe benefits (all labor costs) paid to employees of vending facilities during the reporting period. Salaries paid to blind vendors who may or may not be incorporated should not be reported here. Payroll or labor costs for employees of the military contracts must be included with labor costs of all other vending facilities.

Other Operating Expenses (Line 5)

Enter other operating expenses, that is, all other costs excluding merchandise purchases incurred in carrying out the business. Other operating expenses, as far as the Vending Facility Program is concerned, are the non-reimbursed expenditures by the vendors for the State agency-approved payments for the following: equipment, maintenance and repairs, supplies, rent, utilities, pest control, delivery services, cleaning services, insurance, licenses, and State and local taxes. Operating expenses must not include levied set-aside charges or expenses defrayed by the SLAs. All other identifiable expenses of the military contract are included here. These expenses include: general and administrative, management fees, insurance, transportation and other costs, and profits received by the teaming partner.

Total Expenses (Line 6)

Add lines 4 and 5.

Operating Profit (Line 7)

Enter the operating profit, that is, the amount gained from the operation of the business (subtract line 6 from line 3).

Vending Machine and Other Income (Line 8)

Enter the vending machine income (not part of direct sales) distributed to the vendors, and any income accruing to the vending facilities from subsidies, commissions, rebates, or other sources. Do not include fair minimum return paid to blind vendors.

Retirement and Other Benefits Paid to/for Vendors During the Operating Year (Line 9)

Enter in this line the total amount of retirement or other benefits (e.g., health insurance, vacation or sick leave payments) paid directly to or indirectly to or on behalf of active blind vendors. Do not include payments to retired vendors. Include any fringe benefit payments made directly to the vendor, contributions to a retirement account, and/or health insurance premiums paid on behalf of a vendor. If additional fringe benefits are paid from non-Federal sources of funding, please include these as well and note them in the Notes/Explanations section of the form.

Net Proceeds (Line 10)

Enter the net proceeds, that is, operating profit plus the income from vending machines and other sources (add lines 7, 8, and 9).

Levied Set-Aside Funds (Line 11)

Enter the amount of levied set-aside funds. Levied set-aside funds are assessed against the net proceeds of each vending facility and accrue to the SLA for the program purposes set forth in the State's regulations. Set-aside funds are an item in the financial Statement unique to the Vending Facility Program. Figures entered here must reflect set-aside funds collected from October 1 through September 30.

Net Profit to Vendors (Line 12)

Enter the amount of net profit to the vendors. Net profit to vendors equals net proceeds minus set-aside funds (subtract line 11 from line 10). Net profit for vendors on military contracts will be automatically included in this total without any additional calculations if the data has been reported properly above.

Fair Minimum Return to Vendors (Line 13)

Enter the fair minimum return payments to vendors. Fair minimum return, which is optional with each State agency, is the amount that may be paid to vendors from set-aside funds in order to provide a uniform minimum income to all vendors under the program.

Vendor Earnings (Line 14)

Enter the amount of vendors' earnings. One of the most important data elements in the financial statement, Vendor Earnings equal net profit to vendors plus fair minimum return (add lines 12 and 13).

Vendor Person Years of Employment (Line 15)

Enter the number of vendor person years. To compute the number of vendor person years, add the number of months each vendor worked (disregard fractions of a month of two weeks or less) and divide by 12. Example: vendor A worked 12 months, vendor B worked 6 months, and vendor C worked 9 months, total months worked, 27; 27 divided by 12 equals 2.25; number of vendor person years equals 2.25. If a vendor is assigned to more than one facility at the same time, the additional facility assignment(s) will not affect the vendor person years calculation. For example, if vendor A operates his permanent facility for 12 months and assumes responsibility for a second facility for 9 months, this would still constitute only 1 vendor person year.

Average Vendor Earnings (Line 16)

To determine the average income per blind vendor in the State, divide line 14 by line 15. The accuracy of this figure is very important since it is one of the key indicators of the success of a State's program.

The Median of Vendor Earnings in the State (Line 17)

Enter the median of vendor earnings in the State. Vendor earnings are net profit (operating profit, vending machine and other income, retirement and other benefits, minus set-aside) plus fair minimum return, if applicable. To calculate the median of vender earnings, first complete a ranking of each vendor's earnings. The median would be the vendor earnings figure that falls in the middle. There would be an equal number of earnings figures above and below the median. If there is no middle number then the median is the arithmetic mean between the two middle numbers. For example, if a program has 51 licensed vendors then the median would be the one for which there are 25 individual vendor earnings figures above and below; if a State has 30 vendors in its program the median would be the mean of the vendor earnings for the two vendors whose earnings fall in the middle. The vendors in the middle in this example would be 15 and 16 if counted from the highest to the lowest, or the lowest to the highest.

Number of Other Persons with Disabilities Employed (Line 18)

Enter on Line 18 the actual number of other persons with disabilities, excluding the blind vendors assigned to a vending facility, who were provided employment in the program during the reporting period. Please note this is not "person years" but the actual integer number of other persons with disabilities provided employment as of September 30 (the end of the Federal fiscal year). For purposes of this report, the definition of “disability” found in the Americans with Disabilities Act (ADA) should be used as guidance. The term "disability" means, with respect to an individual (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. States are encouraged to make every effort to accurately report the number of persons with disabilities employed so the contribution of the program to the employment of individuals with disabilities can be assessed and measured.

Total Number Employed in the Program (Line 19)

Report on Line 19 the total number of persons, excluding blind vendors assigned to a vending facility, who are employed in the program. The data reported on Line 18 (“Number of Other Persons with Disabilities Employed”) is a subset of the total reported on Line 19. The data reported on Line 19 are another important indicator of the economic impact the program has at the State level.

II. VENDING FACILITIES AND VENDORS

The numbers of vending facilities and vendors are indicators of program growth and are reported by Federal, public, and private locations. Part II contains eight sections (A through H). For the purposes of this Section, a “vending facility” is the total operation assigned to a vendor whether it is on a single property or on multiple properties. It is understood that sometimes vending in multiple buildings will be combined in order to generate enough revenue to make the operation viable for a blind vendor. These are often referred to as “vending routes.” Although a vending route may consist of multiple locations, for the purposes of this report, the SLA should report such a route as a single vending facility. Some routes may include vending in buildings governed by different property management organizations. For example, a route may include vending in Federal buildings, other public properties, and private properties. In order to determine which category to report such a route, the SLA should consider from what type of property most of the sales are generated. If a route is “anchored” by a Federal location and most sales are generated from Federal properties, it should be considered a Federal vending facility. Conversely, if most of the sales are generated on State property, then the facility should be reported under “Public Property.” This same principle would apply to any vending facility that encompasses more than one physical location even if it is not considered a vending route.

Definitions

Federal Property – A facility operated by a blind vendor under the Vending Facility Program on “any building, land, or other real property owned, leased or occupied by any department, agency or instrumentality of the U.S....” (34 C.F.R. § 395.1).

Public Property – A facility operated by a blind vendor under the Vending Facility Program on State, municipal, or county property.

Private Property – A facility operated by a blind vendor under the Vending Facility Program on private property.

A. FACILITIES ON FEDERAL PROPERTY

Number at Beginning of the Year (Line 1)

This figure will be pre-populated based upon the previous year’s RSA-15 report data.

Number Established During the Year (Line 2)

Enter the number of vending facilities established during the Federal fiscal year. The number of facilities established should include both new facilities and the acquisition of existing facilities previously not in the program. A small satellite location that is attached to an existing facility should not be reported here.

Number Closed During the Year (Line 3)

Enter the number of vending facilities closed during the Federal fiscal year.

Number at End of the Year (Line 4)

Enter the number of vending facilities remaining at the end of the Federal fiscal year. This number equals the sum of lines 1 and 2, minus line 3. The number shown on line 4 must be the same as the number shown in Part II. B., line 10.

B. VENDING FACILITIES LOCATED ON FEDERAL PROPERTY, END OF YEAR

Enter the number of vending facilities remaining at the end of the Federal fiscal year on Federal property for each Federal agency listed that grants the permit or contract by which the SLA is authorized to establish a vending facility, namely:

General Services Administration (GSA) (Line 1)

Report on this line the total number of vending facilities on General Services Administration properties.

U.S. Postal Service (USPS) (Line 2)

Report on this line the total number of vending facilities on U.S. Postal Service properties.

Department of Defense (Line 3)

This line should be used to indicate the total number of vending facilities operated on Department of Defense properties (add lines 3.a. and 3.b.).

Military Dining Facility Contracts (Line 3.a.)

This line should reflect the number of contracts held by the SLA for operation of cafeterias/military dining facilities.

Other Department of Defense Vending Facilities (Line 3.b.)

Enter on this line the number of vending facilities on Department of Defense properties excluding troop-dining facilities. This would include snack bars, vending machine routes, gift shops, etc.

Department of Homeland Security (Line 4)

Report on this line the total number of vending facilities on Department of Homeland Security properties.

Health and Human Services (Line 5)

Report on this line the total number of vending facilities on Health and Human Services properties.

Veterans Administration (Line 6)

Report on this line the total number of vending facilities on Veterans Administration properties.

Department of the Interior (Line 7)

Report on this line the total number of vending facilities on Department of Interior properties.

Vending Routes on Multiple Federal Locations (Line 8)

This line should be used to report the total number of vending routes that include several different Federal properties (i.e., a GSA site, a USPS site, etc. that are combined to make a single vending facility).

Other Federal Agencies (Line 9)

Please specify all other Federal agencies by name. Please note that facilities operated at safety rest areas on the interstate highways are not considered to be on Federal properties and should not be reported here but should be included in Part III.

Total (Line 10)

Enter the total of lines 1 through 9. This total should be the same as the total in Part II. A. line 4.

C. CONTRACTS FOR OPERATION OF CAFETERIAS AND MILITARY DINING FACILITIES

Information in this section applies to all contracts for operation of cafeterias and to all military dining facilities funded with Federal appropriated funds. Proceeds from these operations are generally derived from payments made by the contracting entity rather than over the counter or retail sales. For each contract:

- Enter the agency or branch of the military that issued the contract.
- Enter the name of the military installation (fort, base, or camp) where the dining hall services are provided. (If applicable)
- Enter the beginning date of the contract.
- Enter the date that the contract is anticipated to end. This projection should include possible option years.
- Enter the gross sales (value) for the contract for the most recently completed contract year. If the contract was awarded during this reporting period, please enter the contract award amount for the first year of operation.

D. VENDORS ON FEDERAL PROPERTY

Number at Beginning of the Year (Line 1)

This figure will be pre-populated based upon the previous year's RSA-15 report data.

Number Entering During the Year (Line 2)

Enter the number of vendors entering the program during the Federal fiscal year. This should be the net number of vendors assigned during the year and should not reflect each individual promotion or transfer.

<u>Number Leaving During the Year</u> (Line 3)

Enter the number of vendors leaving during the Federal fiscal year. This should be the net number of vendors leaving during the year and should not reflect each individual promotion or transfer. Do not report as “Vendors leaving” when a vendor transfers from facilities on Federal property to facilities on non-Federal property during the Federal fiscal year. Transfers will be reflected in the end of year balance.

<u>Number at End of the Year</u> (Line 4)

Enter the number of vendors remaining at the end of the Federal fiscal year. This number equals the sum of lines 1 and 2, minus line 3.

E. FACILITIES ON PUBLIC PROPERTY (STATE, COUNTY, MUNICIPAL)

Lines 1, 2, 3, and 4 use the same instructions as for lines I, 2, 3, and 4 of Part II. A. Under line 4, please categorize facilities as State, county, or municipal. Remember to include interstate highway facilities as State public property.

F. VENDORS ON PUBLIC PROPERTY (STATE, COUNTY, MUNICIPAL)

Lines 1, 2, 3, and 4 use the same instructions as for lines 1, 2, 3, and 4 of Part II. D. Remember to include vendors operating interstate highway facilities as vendors on public property.

G. FACILITIES ON PRIVATE PROPERTY

Lines 1, 2, 3, and 4 use the same instructions as for lines 1, 2, 3, and 4 of Part II. A.

H. VENDORS ON PRIVATE PROPERTY

Lines 1, 2, 3, and 4 use the same instructions as for lines 1, 2, 3, and 4 of Part II. D.

III. <u>VENDING LOCATIONS UNDER THE INTERSTATE HIGHWAY PROGRAM</u>

(Surface Transportation Assistance Act amended by the Intermodal Surface Transportation Efficiency Act of 1991 amended by the Transportation Equity Act for the 21st Century of June 9, 1998). The amendments do not alter the content of Section 111 of the earlier legislation.

This part of the form is designed to collect specific data on vending machine locations placed in safety rest areas of the national system of interstate highways. SLAs designated under the Randolph-Sheppard Act shall be given priority by the State to operate such vending machine locations.

The data in this part will provide a summary of activities directly resulting from the above-cited legislation. The information is important to determine the impact of that legislation on the Randolph-Sheppard program in terms of employment and revenue.

<u>Total Number of Vending Locations</u> (Line 1)

Enter the number of all vending locations operated under the Interstate Highway Program in Column (1). This figure represents the actual number of locations. For example, if there is a rest area on both the eastbound and westbound side of an interstate highway, this should be reported as two locations (even if both locations are operated by one vendor as part of a vending facility).

Number of Locations Operated by Vendors (Line 2)

Of the total number of locations reported in line 1, enter the number of locations that are operated by blind vendors (Column (1)) and the total receipts (net profit) of those locations (Column (2)). A vendor may operate more than one location.

Number of Locations Operated by Third-Party Contractors (Line 3)

Enter the number of locations operated by third-party contractors (Column (1)) and the total receipts from those locations (Column (2)). The amount in Column (2) represents the amount of commissions or other remuneration paid by the third-party contractor to the SLA.

Number of Vendors Operating Locations in the Highway Program (Line 4)

Enter the number of blind vendors that are operating locations in the Interstate Highway Program. Total earnings are not needed for this line.

IV. PROGRAM EXPENDITURES BY SOURCE OF FUNDS

This part is designed to collect, for accountability purposes and to ensure compliance with Federal requirements, comprehensive information on all program expenditure categories by source of funds during the Federal fiscal year. The Vending Facility Program generally has four different funding sources. They are: the Federal and/or non-Federal vending machine income that is not assigned to the vendors, set-aside funds from the net proceeds of the vending facilities (levied set-aside), State appropriated funds, and Federal funds awarded to the State for vocational rehabilitation services under Section 110 of the Rehabilitation Act of 1973 (Rehabilitation Act). In rare instances, SLAs may have "other" sources of non-Federal funding unique to their program. Please use Column (6) to reflect these other sources of funds on the appropriate lines. Please note that the source of funds may have statutory or other restrictions related to their use. Federal law and regulations set forth the purposes for which funds from the different sources may be used. In addition, depending on the cost incurred, non-Federal sources of funds may or may not be used for match and MOE purposes under the VR program.[1] SLAs should be aware of any statutory or other restrictions related to the use of state appropriated funds. In Columns (1) through (6), enter the dollar amount by allowable funding source(s) for each of the expenditure categories listed below in rows 1 through 11 and enter the total dollar amount for each expenditure category in Column (7). Also, remember that "pass through" funds are not characterized as program expenditures and should not be reflected in this section. Finally, expenditures reported on any line below should not be included in the total reported for another line, thereby eliminating the duplication of reported expenditure amounts.

Purchase (*i.e.*, Acquisition) of New and Replacement Equipment (Line 1)

Enter, by source of funds, the cost of new and replacement equipment purchased (*i.e.*, acquired) for the program during the Federal fiscal year. This includes equipment purchased for new facilities and new equipment for existing facilities. This also includes equipment purchased to replace a similar type of equipment previously in use at the vending facility (*e.g.*, when the refrigerator is beyond repair and needs to be replaced). For purposes of reporting expenditures on the RSA-15, "equipment" is defined at 2 C.F.R. § 200.1, as revised by RSA consistent with the limited exception granted by the Office of Management and Budget (OMB) to lower the per unit acquisition cost for purposes of equipment acquired

[1] Please insert the name and link for the RSA Sources of Match TAC that RSA issued earlier this spring. since it addressed RSVFP expenditures specifically to help the States.

for the benefit of the RSVFP. This means, for purposes of the RSVFP, “equipment” means tangible personal property having a useful life of more than one year and a per unit acquisition cost of $1,000or the amount established by the State, whichever is less[2]. When calculating the total amount of expenditures to report on Line 1, be sure to include the cost of installing the equipment, including the cost of modifying the facility to install the equipment and readying the equipment for its intended use (e.g., electrical and plumbing work necessary to operate the equipment or structural changes to make room for the new equipment, such as a walk-in cooler). Also include on Line 1 those expenditures incurred to purchase and install equipment when converting a facility from one purpose to another (e.g., from a cafeteria to a micro market). Do not include in this total those expenditures incurred for general electric or plumbing work that is not specifically needed for the purchase or acquisition of equipment or painting or flooring not directly related to the purchase of equipment. Only allowable sources of funding may be used to finance the cost of acquiring new and replacement equipment, including Federal VR funds, State appropriated funds, set-aside funds. All non-Federal funds used for the purchase or replacement of equipment may count towards the State’s match and MOE requirements under the VR program.

<u>Maintenance and Repair of Equipment</u> (Line 2)

Enter, by source of funds, the cost (except when paid directly by the vendor) of maintaining the equipment in good repair. Pursuant to 2 C.F.R. § 200.452, expenditures for “maintenance” are allowable when they “neither add to the permanent value of the property nor appreciably prolong its intended life but keep it in an efficient operating condition.” When calculating the amount to report on Line 2 for maintenance of equipment, include expenditures incurred for normal maintenance (*i.e.*, the cost for repairs directed primarily at keeping the equipment (as defined at 2 C.F.R. § 200.1) used in the facilities operational in their various components). Examples of expenditures that could be reported on Line 2 include those incurred for repairing a compressor for an existing refrigerator at a vending facility, replacing or repairing of glass in a showcase, repairing the grout around tiled surfaces of the equipment to protect against moisture damage, and oiling butcher block countertops or applying other sealant necessary to maintain countertops in operational use for food safety purposes. Do not include on Line 2 the amount of expenditures incurred for maintaining the vending facility itself. These expenditures should be included on either Line 3a (Refurbishment of the Vending Facility) or Line 11 (All Other Expenditures), as applicable. Only allowable sources of funding may be used to finance the cost of maintenance of equipment, including Federal VR funds, State appropriated funds and set-aside funds. All non-Federal funds used for the maintenance of equipment may count towards the State’s match and MOE requirements under the VR program.

<u>Refurbishment and Acquisition of Facilities</u> (Line 3)

<u>Refurbishment of Facilities</u> (Line 3a)

Enter, by source of funds, the cost of renovating the existing facilities that were expended only during the reported Federal fiscal year. Painting, remodeling, changing the layout design, upgrading the equipment as part of a process whereby the facilities are being redecorated or renovated for the purpose of improving their appearance or efficiency would be typical examples of expenditures in this category. Expenditures to refurbish, but not replace or maintain, vending machine equipment would also be reported on Line 3a. On the other hand, expenditures incurred for purchasing new or replacement equipment or maintaining or repairing equipment, including installing such equipment, for existing facilities, should be reported on Lines 1 or 2 of this section, as appropriate. Only allowable sources of funding may be used to finance the cost of refurbishing a vending facility. Federal VR funds set-aside funds may not be used for

[2] See the Federal Register Notice (Oct. 6, 2022), *Lowering the Per-Unit Acquisition Cost for Equipment Acquired by State Licensing Agencies for the Benefit of the Randolph-Sheppard Vending Facility Program*, in which the per unit acquisition cost of equipment was lowered from $5,000 to $1,000 in accordance with 2 CFR 200.102(a) and (c): https://www.govinfo.gov/content/pkg/FR-2022-10-06/pdf/2022-21751.pdf

refurbishment purposes in existing facilities, as these are not allowable uses of such funds. State-appropriated funds could be used for this purpose. Non-Federal funds from any source may not be used for match and MOE purposes under the VR program.

Acquisition of Facilities (Line 3b)

Enter, by source of funds, the cost of acquiring new facilities, or additional space to expand existing facilities, to be used by blind vendors, that were expended only during the Federal fiscal year. Report on Line 3b those expenditures incurred for renovating a space, including the expansion of that space, to make it suitable for use as a vending facility. Examples of such expenditures could include painting, remodeling, changing the layout design, and installation of equipment that was already owned by the vendor or SLA (i.e., equipment that was not purchased for the facility and, thus, reportable on Line 1). Report on Line 3b all expenditures that were incurred to make the site suitable to function as a new, or expanded, vending facility (*e.g.*, lights, painting, flooring, and signage). Do not include on Line 3b the amount of expenditures incurred for the purchase and installation of equipment for the new or expanded vending facility. These expenditures should be reported on Line 1. Also, do not include on Line 3b expenditures incurred for initial stock and supplies or initial operating expenses incurred in setting up the initial operation of the vending facility; these should be reported on Line 9 (initial stock and supplies) or Line 10 (Initial Operating Costs), as appropriate. Only allowable sources of funding, including Federal VR funds and non-Federal funds used for match and MOE purposes under the VR program (e.g., State appropriated funds), may be used to finance the cost of acquiring facilities. However, set-aside funds may be used for acquiring new facilities, as these are not allowable uses of such funds.

Management Services (Line 4)

Enter, by source of funds, the amount of expenditures made during the reported Federal fiscal year for management services. Management services include supervision, inspection, regulating, quality control, consultation, accounting, in-service training, and related services necessary to support and improve the operation of the Vending Facility Program. Include on Line 4 all costs incurred for salary and expenses of all management services staff, such as supervisors, BEP counselors, accountants, secretaries, etc. This category also includes the development of new locations, and activities related to the selection and operation of the Elected State Committee of Blind Vendors. Any management services costs that are associated with the initial establishment period, which may not exceed six months, paid for with set-aside funds and Federal vending machine income previously reported on Line 4 should now be reported on Line 10 (Initial Operating Costs). Do not include on Line 4 expenditures from any source incurred for initial operating costs which are not to exceed six months, and expenditures for the ongoing operation of individual vending facilities. These expenditures should be reported on Line 10 (Initial Operating Costs) and Line 11 (All Other Expenditures), respectively. Only allowable sources of funding, including Federal VR funds, State appropriated funds, and set-aside funds may be used for management services. All non-Federal funds used to pay the costs of management services may be used towards satisfying the match and MOE requirements under the VR program.

Fair Minimum Return (Line 5)

Enter, by source of funds, the amount of expenditures made during the reported Federal fiscal year for the payment of a fair minimum return to vendors that provides a uniform minimum income to all vendors under the program. Only allowable sources of funding, including set-aside and Federal vending machine income, may be used for fair minimum return. However, neither Federal VR funds nor non-Federal funds used for match and MOE purposes under the VR program may be used to pay for fair minimum return, as these are not allowable uses of such funds. The amount shown on line 6, column (7) must equal the amount shown in Part I, Line 13.

Retirement/Pension Programs (Line 6)

Enter, by source of funds, the amount of expenditures made during the reported Federal fiscal year for a retirement or pension program. Only allowable sources of funding, including set-aside funds, may be used for retirement/pension programs. However, neither Federal VR funds nor non-Federal funds used for match and MOE purposes under the VR program may be used to pay for retirement/pension programs, as these are not allowable uses of such funds.

Health Insurance Programs (Line 7)

Enter, by source of funds, the amount of expenditures made during the reported Federal fiscal year for a health insurance program for vendors. Only allowable sources of funding, including set-aside and Federal vending machine income, may be used for health insurance programs. However, neither Federal VR funds nor non-Federal funds used for match and MOE purposes under the VR program may be used to pay for health insurance programs, as these are not allowable uses of such funds.

Paid Sick Leave/Vacation Time (Line 8)

Enter, by source of funds, the amount of expenditures made during the reported Federal fiscal year for paid sick leave and vacation time for vendors. Only allowable sources of funding, including set-aside funds, may be used for paid sick leave/vacation time. However, neither Federal VR funds nor non-Federal funds used for match and MOE purposes under the VR program may be used to pay for paid sick leave/vacation time, as these are not allowable uses of such funds.

Initial Stock and Supplies (Line 9)

Enter, by source of funds, the amount of expenditures made during the Federal fiscal year for initial stock and supplies for new facilities during the first six months of operation for those facilities. Expenditures reported on Line 9 are different from "Initial Operating Costs," which will be reported on Line 10 below. Also, when a change in vendors occurs in a facility, use Line 9 to report funds expended to bring inventory to an acceptable operating level. Do not include on Line 9 expenditures incurred for the ongoing purchase of stock and supplies. These would constitute ongoing operational costs. These costs should be reported on Line 11 (All Other Expenditures) when not paid by the vendor directly. Pursuant to 2 C.F.R. § 200.1, "supplies" are all tangible property that do not meet the definition of "equipment." In other words for purposes of the RSVFP , a "supply" is any tangible personal property that has a per unit acquisition cost of less than $1,000 or the cost threshold established by the State for "equipment," whichever is less. Only allowable sources of funds, including Federal VR funds and non-Federal funds used for match and MOE purposes under the VR program (i.e., State appropriated funds), may be used to pay for the costs incurred for initial stock and supplies. However, set-aside funds may not be used for the purchase of initial stock and supplies, as these are not allowable uses of such funds.

Initial Operating Costs (Line 10)

Enter, by source of funds, the amount of expenditures made during the Federal fiscal year for operating costs during the initial establishment period for new facilities during the first six months of operation for those facilities. Examples of initial operational costs that could be reported on Line 10 include cleaning services, payroll services, and inspection fees, so long as they do not exceed the first six months of operations of the vending facility. Only allowable sources of funds may be used to pay for the costs incurred for initial operating costs, including Federal VR funds, State appropriated funds, and set-aside funds. Management services' costs that are associated with the initial establishment period, which may not exceed six months, should, for the purposes of this report, be included on Line 10. All non-Federal funds used to pay the costs of allowable initial operating expenditures, not to exceed the first six months, may be used towards satisfying the match and MOE requirements under the VR program. Do not include on Line 10 expenditures incurred for ongoing operational expenses after the initial establishment period. These costs should be included on Line 11 when paid by the SLA under an “other” allowable funding source, as opposed to by the vendor directly.

<u>All Other Expenditures</u> (Line 11)

Enter all other expenditures made during the Federal fiscal year from State funds and non-Federal vending machine income, or if applicable from “other” funds. Only allowable sources of funds may be used for the costs incurred for each particular expenditure. For example, report on Line 11 any non-Federal expenditures incurred, which will not be used for match and MOE purposes under the VR program, to pay for ongoing operating expenses of a vending facility after the initial six-month establishment period, including the purchase of supplies, to the extent permitted in the State. None of the non-Federal expenditures reported on Line 11 may be used towards satisfying the match and MOE requirements under the VR program.

<u>Total</u> (Line 12)

Enter, by source of funds, the sum of lines 1 through 11. Make sure of the following:

- Line 12, Column (1) must equal the figure shown in Part V, Line 5, Column (1).
- Line 12, Column (2) must equal the figure shown in Part V, Line 5, Column (2).
- Line 12, Column (3) must equal the figure shown in Part V, Line 5, Column (3)

The totals of line 12, columns (1), (2), and (3) must equal the figure shown in Part V, line 5, column (4).

V. <u>DISTRIBUTION AND EXPENDITURE OF PROGRAM FUNDS FROM VENDING MACHINE INCOME AND LEVIED SET-ASIDE</u>

This part is designed to collect, for accountability purposes, information on the distribution and expenditure of program funds from vending machine income and levied set-aside fees. Vending machine income is separated into two columns showing Federal and non-Federal funds.

Vending machine income is revenue accruing to the SLA from vending machines located on Federal property (Federal regulations) and non-Federal property (State regulations). The non-Federal category would include vending machine income from interstate highway rest stops authorized by the Surface Transportation Assistance Act amended by the Intermodal Surface Transportation Efficiency Act of 1991 amended by the Transportation Equity Act for the 21st Century of June 9, 1998. Levied set-aside fees are funds that accrue to the SLA from an assessment against the net proceeds of each Federal and non-Federal location under the program.

<u>Amount at Beginning of the Year</u> (Line 1)

This figure will be pre-populated based upon the previous year’s RSA-15 report data. This amount must equal the amount remaining at the end of the year that was reported in the previous reporting period.

<u>Funds Added During the Year</u> (Line 2)

Enter, by source of program funds, the amount added during the reported Federal fiscal year.

Total Funds Available (Line 3)

Enter, by source of program funds, the sum of lines 1 and 2.

Funds Distributed to Vendors (Line 4)

Enter the amount of machine income that was distributed directly to vendors (for Federal property, this is the amount assigned pursuant to the machine income distribution provision under the Act).

Other Funds Expended (Line 5)

Enter, by source of funds, the total of all other funds expended during the Federal fiscal year. The figures in line 5, columns (1), (2) and (3), should equal the figures in Section IV, line 12, columns (1), (2), and (3) respectively.

Total Funds Distributed and Expended (Line 6)

Enter, by source of funds, the sum of lines 4 and 5.

Amount at the End of the Year (Line 7)

This is the amount of funds available at the end of the Federal fiscal year. Subtract line 6 from line 3.

VI. NUMBER OF SITES SURVEYED

The Act (Section 107a (a) (2), (4)) requires the Secretary of Education to "...make annual surveys of concession vending opportunities for blind vendors on Federal and other property..." and to "... make available to the public ... information obtained as a result of such surveys." Part VI of the form RSA-15 reports the number and the outcome of the sites surveyed on Federal and non-Federal property during the reported Federal fiscal year. At a minimum, a site survey requires an on-site visit and a consultation between the SLA and the management of the property being surveyed.

Number of Sites Surveyed During the Reporting Year (Line 1)

Enter, by type of property, the total number of sites surveyed during the reported Federal fiscal year.

Number of Sites Accepted by the SLA (Line 2)

Enter the total number of surveyed sites that were accepted by the SLA during the reported Federal fiscal year (add 2. a., b., c., and d.).

Number of Accepted Sites Added to Existing Vending Facilities (Line 2.a.)

Enter, by type of property, the number of accepted sites added to existing vending facilities.

Number of Accepted Sites Used to Create New Vending Facilities (Line 2.b.)

Enter, by type of property, the number of accepted sites used to create new vending facilities

Number of Accepted Sites Pending Assignment to a Blind Vendor (Line 2.c.)

Enter, by type of property, the number of accepted sites pending assignment to a blind vendor

Number of Accepted Sites Contracted to a Third-Party (Line 2.d.)

Enter, by type of property, the number of accepted sites contracted to a third party

Number of Sites Not Accepted by the SLA (Line 3)

Enter the total number of surveyed sites that were not accepted by the SLA during the reported Federal fiscal year (add 3. a., b., and c.).

Due to Infeasibility of Site (Line 3.a.)

Enter, by type of property, the number of sites surveyed that were not accepted by the SLA due to lack of potential of the site itself.

Due to Lack of Available SLA Funds (Line 3.b.)

Enter, by type of property, the number of sites surveyed that were not accepted by the SLA as vending facility sites, due to the State agency's lack of funds.

Due to Lack of Qualified Vendors (Line 3.c.)

Enter, by type of property, the number of sites surveyed that were not accepted for vending facility sites by the SLA due to the lack of qualified vendors.

Number of Sites Denied to the SLA by Property Management Officials (Line 4)

Enter, by type of property, the number of surveyed sites reported during the Federal fiscal year that the SLA found feasible for vending facility sites but that were not approved by the property management.

Number of Surveyed Sites with a Decision Pending (Line 5)

Enter, by type of property, the number of surveyed sites during the reported Federal fiscal year for which the decision as to their acceptability is pending.

VII. VENDOR TRAINING

This information is needed to determine the effectiveness of the State agencies' training programs (including vocational, on-the-job, upward mobility, and post-employment), that may help the vendors to achieve their maximum employment potential, as set forth in 34 CFR 395.11

Number of Individuals Completing Training in the Reporting Year to Become Vendors (Line 1)

Use this line to report the total number of blind persons who completed initial training for the Vending Facility Program during the reported Federal fiscal year. This figure is the total of lines a, b, c, and d below.

Number Licensed and Placed as Vendors (Line 1.a.)

Enter the number of trainees from line 1 above that were licensed to operate a vending facility and were placed as vendors.

Number Certified Awaiting Placement as Vendors (Line 1.b.)

Enter the number of trainees from line 1 above that were certified as qualified or licensed to operate a vending facility and were waiting to be placed as vendors. Please note that this figure relates only to those vendors who received initial training during the year covered by this report. Vendors trained in previous years who are awaiting placement are not reported as part of this figure.

Number Placed as Employees in the Vending Facility Program (Line 1.c.)

Enter the number of trainees from line 1 above that were not assigned to manage a vending facility but who were placed as employees in the Vending Facility Program.

Number Employed in Allied Food Service Occupations (Line 1.d.)

Enter the number of trainees from line 1 above that were not assigned to manage a vending facility but who were placed as employees in allied food service occupations.

Total Number of Certified/Qualified Individuals Awaiting Placement As Vendors (Line 2)

On this line report the cumulative number of individuals who are certified or who have been determined qualified to operate vending facilities and are awaiting placement as a vendor regardless of the year in which they received initial training.

Number of Vendors Provided In-Service Training (Line 3)

Enter the number of vendors that were provided one or more in-service trainings (including on-line training) during the reported Federal fiscal year. In-service training is designed to maintain vendor skill levels and improve current operations. This training would generally be of short duration, such as the annual vendors' meeting during which some generic training is provided to all in attendance.

Number of Vendors Provided Upward Mobility Training (Line 4)

Enter the number of vendors that were provided one or more upward mobility trainings during the Federal fiscal year (including on-line training). Upward mobility refers to training which would enable a vendor to achieve increased skill levels necessary for transfer and promotion to more complex facilities. This does not include training on rules and regulations or generic training provided to all vendors.

Number of Vendors Participating in National Consumer-Driven Conferences (Line 5)

On this line report the number of licensed vendors that participated in one or more national conferences organized and conducted by consumer organizations of blind vendors. For example, this would include national conferences conducted by the National Association of Blind Merchants and the Randolph-Sheppard Vendors of America.

Number of Vendors Who Received Certification or Re-Certification in Food Safety Through a Nationally Recognized or State Recognized Program (Line 6)

On this line please report the number of licensed vendors that received initial training and certification or re-certification in food safety by virtue of successfully completing a nationally recognized or State recognized training course. This would include the National Restaurant Association's ServSafe program and/or training and certification offered by State and local health departments. It does not include training offered by the SLA that does not result in a certification issued by an outside certifying body.

VIII. STATE AND NOMINEE AGENCY PERSONNEL

Definitions

A State licensing agency is a State agency designated by the Commissioner of the RSA to issue licenses to blind persons for the operation of vending facilities on Federal and non-Federal property.

A Nominee agency is an agency or organization designated by the State licensing agency to act as its agent in providing services to blind licensees under the State's Vending Facility Program.

A. AGENCY PERSONNEL

In the appropriate column (State agency personnel (1), or nominee agency personnel (2), if applicable) enter the following information and then the corresponding total (3) for each of lines 1 and 2.

Vending Facility Program Staff (FTE) (Line 1)

Enter the actual FTE for the Federal fiscal year for the State agency, and, if applicable, for the nominee agency. FTE is defined as the number of total hours worked divided by the compensable hours in a work year as defined by law. To determine the actual FTE, divide the total number of hours worked by all employees throughout the year, irrespective of the total numbers employed at any point in time, and divide by the State's defined work year. For example, if the total hours worked by all employees during the year is 13,520 and the defined work year is 2,080 hours for one FTE, then the total actual FTE for the program year would be 6.5.

Number of Business Consultant/Counselor Staff (FTE)

Enter the actual FTE of Business Consultant/Counselor staff for the reported Federal fiscal year for the State agency, and, if applicable, for the nominee agency. FTE is defined as above. Business consultants/ counselors may also be known by other titles such as business enterprise program (BEP) managers, business management analysts and are the staff members that perform the day-to-day oversight and management assistance to individual licensed vendors through routine contact and visits to assigned vending facilities.

B. TRAINING

In the appropriate column (State agency personnel (1), or nominee agency personnel (2), if applicable) enter the following information and then the corresponding total (3) for each of lines 1 through 4.

Number Who Received Training Related to Blindness, Business Management, or Aspects of the Randolph-Sheppard Vending Facility Program (Line 1)

On this line report the number of State and, if applicable, nominee agency staff that received one or more agency sponsored or external trainings in skills that directly impact services provided to licensed vendors.

Number Who Participated in National Consumer-Driven Conferences (Line 2)

On this line report the number of State and, if applicable, nominee program personnel that participated in one or more national consumer-driven conferences. Training conferences conducted by the Randolph-

Sheppard Vendors of America and the National Association of Blind Merchants are examples of national consumer-driven conferences.

<u>The Number Who Received Certification or Re-Certification in Food Safety through a Nationally Recognized or State Recognized Program</u> (Line 3)

On this line report the number of State agency and, if applicable, nominee personnel that received one or more initial trainings and certifications or re-certifications in food safety by virtue of successfully completing a nationally recognized or State recognized training course. This would include the National Restaurant Association's ServSafe program and/or training and certification offered by State and local health departments. It does not include training offered by the SLA that does not result in a certification issued by an outside certifying body.

At the end of your report, please add any notes or explanations that will assist in clarifying your data. Also, please be sure to add an agency contact, telephone number and email address for follow-up questions that RSA may need to resolve.

Public 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 1820-0009. Public reporting burden for this collection of information is estimated to average 13.5 hours 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 obligation to respond to this collection is required to obtain or retain benefit under EDGAR 75.118 and 75.590. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Jesse Hartle, Rehabilitation Services Administration, 550 12th St SW, Washington, DC 20202-2800/ Jesse.Hartle@ed.gov, directly.