

Navigating G5 and RSA.ED.GOV

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What is G5?

- G5 (www.g5.gov) is the Department of Education's grant management system. Grant Award information, including the Grant Award Notifications and terms and conditions (i.e. attachments) are accessed through G5.
- Once awarded by RSA, the drawdown of funds, and potentially the return of funds (depending upon the State), is managed through G5.
- RSA.ED.GOV and G5 are NOT electronically linked to permit direct data exchange.

How do I Obtain a User ID and Password to Access G5?

If you haven't registered for a G5 account, please go to www.g5.gov and click on the "New User" link under the G5 login box and following the instructions to complete the online registration.

RSA Financial Management Specialists cannot access G5 user accounts.

Who has Access to Award Information in G5?

G5 allows for two roles that can be associated with any given award, **Recipient State Director (RSD)**, and **State Authorizing Official (SAO)** .

- In almost every case, the RSD is the individual who heads the DSA and signs the Unified or Combines State Plan, while the SAO is the head of DSU (There is an exception for accessibility and turnover).
- Either of these roles can be designated to another person, but only by the person who initially held the role.
- If the DSA has formally delegated authority to the DSU to sign the Unified or Combined State Plan, then the DSU director must be designated as the RSD, and the DSA director must be designated as the SAO in G5.

Who has Access to Award Information in G5? (cont.)

- If the DSA is the DSU, then the DSA Director is listed as both the RSD and SAO in G5.
- The DSU Director is the VR Director, and should be the individual identified as the primary State VR contact in public-facing areas like RSA.ED.GOV.
- Only the RSD's name is listed on the GAN.

How to Request a Change to the RSD or SAO for an Award?

- Your RSA Financial Management Specialist or Program Liaison can assist in changing the RSA or SAO for a grant award(s).
- Please send an email indicating which award numbers need to be changed and the individuals who should hold each role. Be sure to indicate if this is new staff taking the role or if the role is being delegated from the previous holder.
- The email mail could include a scanned letter signed by individuals in the roles, or could include text in an email. Each person in the designated role should then reply to the email confirming their approval of the roles stated in the email.

Using the Information

- Regardless of who is the RSD and/or SAO, RSA strongly encourages States to implement a policy and practice for downloading attachments and sharing that information with any staff responsible for assuring compliance with requirements included in the award.

Note: Each award includes not only award amounts, but often numerous pages of “Attachments”. These attachments represent the legal terms and conditions for implementing the award and should be reviewed, in total and made available to appropriate staff.

Special Considerations

To meet accommodation needs, G5 designations may vary somewhat from the above guidance. For example, if a VR Director who is blind has been delegated authority to sign the Unified or Combined State Plan, the VR Director may designate an individual other than the DSA Director to be listed as the SAO. In such cases, RSA staff should identify the specific arrangement in the notes column of the spreadsheet and update the grant file in G5 with documentation of the DSU's agreement with the arrangement.

Please note that recent changes to G5 have ensured that the Grant Award Notifications are accessible.



Who Should I Contact for Assistance?

- If the question is related to accessing or using G5, please contact the G5 Hotline at 1-888-336-8930 (TTY Telephone: 1-866-697-2696). Grantees can also send questions and concerns via Email to: edcaps.user@ed.gov.
- If the question relates to assignment of the RSD or SAO, please contact your RSA Financial Management Specialist or Program Liaison.

RSA.ED.GOV

RSA.ED.GOV collects information from RSA grantees regarding performance and expenditures under RSA grants to support a wide array of programs supported by:

- collecting and disseminating performance and financial reports for over a dozen RSA programs; and
- allowing Basic Vocational Rehabilitation (VR) grantees to upload data on the RSA-911 Case Service Report.

What's Available?

- Policy Information
- Fiscal Resources
- Grant Award Information

Policy Information

- Legislation
- Regulations
- Sub-Regulatory Guidance
 - Policy Directives (PDs)
 - Information Memoranda (IMs)
 - Technical Assistance Circulars (TACs)

How to Find Policy Information

- Available on the menu



- Available on the footer



- Click *About RSA*
- Click *Legislation and Policy*

Legislation and Policy screen

The Legislation and Policy screen allows you to view legislation and policy by program, or by type.

- **By Program** – on this tab, click on the program name to view policies related to that program
- **Legislation** – on this tab you'll find links to the *Rehab Act* and other RSA-related legislation
- **Regulations** – on this tab you'll find links to regulations published in the *Federal Register*
- **Subregulatory Policy** – on this tab you'll lists (by date and name) of
 - All Sub-Regulatory Guidance
 - Policy Directives
 - Information Memoranda
 - Technical Assistance Circulars, and
 - Other Documentation Supporting RSA Programs

Legislation and Policy

Click on the information you wish to see (or tab to it and press enter)

By Program >> Legislation >> Regulations >> Sub-Regulatory Guidance

- ✕ Vocational Rehabilitation State Grants
- ✕ Supported Employment (SE) Services for Individuals with the Most Significant Disabilities
- ✕ American Indian Vocational Rehabilitation Services (AIVRS)
- ✕ Rehabilitation Training - Long-Term
- ✕ Demonstration and Training Programs
- ✕ Client Assistance Program (CAP)
- ✕ Protection and Advocacy of Individual Rights (PAIR)
- ✕ Independent Living Services for Older Individuals Who Are Blind
- ✕ Randolph Sheppard Vending Facility Program

Fiscal Resources

RSA has developed a *Fiscal Resources* page with info about

- General information
- Technical Assistance on Pre-Employment Transition Services Expenditures
- Frequently Asked Fiscal Questions—Pre-Employment Transition Services
- Federal Financial Reports (SF-425)
- Match
- SMPID Formula Grant Programs—Minimum Award Calculations
- State Vocational Rehabilitation Services Reallotment Data

How to Find *Fiscal Resources*

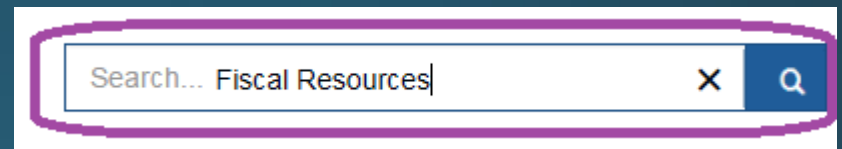
- Available on the Footer



then select the tab
*Resources available
on ED.GOV*

- Available on *Search*

In the *Search* box type *Fiscal Resources* and click the button



The *Fiscal Resources* Page

Fiscal Resources contains seven sections

- General information
- Frequently Asked Fiscal Questions
- Federal Financial Reports (SF-425)
- Match
- SMPID Formula Grant Programs—Minimum Award Calculations
- State Vocational Rehabilitation Services Reallotment Data

Fiscal Resources – General Information

The first section of the *Fiscal Resources* page contains information about

- Due dates on SF-425s
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Technical Assistance for ED Grantees
- Accessing and Initiating Changes to Formula Grant Award Notifications
- ED Memoranda & Guidance for Grantees, and
- Email Updates.

Fiscal Resources - FAQs

The second section of *Fiscal Resources* contains links to Frequently Asked Questions (FAQs) about

- *Pre-Employment Transition Services* and
- *Period of Performance*

Fiscal Resources - Federal Financial Reports (SF-425)

The next section contains links to policies specifically related to Federal Financial Reports (SF-425)

- PD-15-05—"Revisions to PD-12-06, instructions for completing the Federal Financial Report (SF-425) for the State Vocational Rehabilitation Services program"
- PD-11-03—"Instructions for completing the Federal Financial Report (SF-425) for other formula grant award programs"

Fiscal Resources - Match

This section contains a link to the *Match Calculator* on *rsa.ed.gov*

(This is also available on the *Tools* menu in the footer.)

Match Calculator

The Match Calculator can assist agencies in finding the amount of non-federal share (match) needed to fulfill the non-federal share of a grant award. It may also be used to generate the maximum federal amount to be received with a specific amount of a recipients' share of expenditures, e.g. finding out how much to ask for in reallocation.

⤴ Calculate the minimum non-federal share (match) required

The federal amount

Select the program this applies to:

 ▼

Then press the "Calculate minimum match" button.

Calculate minimum match

⤵ SUPPORTED EMPLOYMENT: Calculate the minimum non-federal share (match) required

⤵ Calculate the maximum amount of federal funds matched by the non-federal share

Fiscal Resources – Minimum Award Calculations

The next section contains a table of how minimum award amounts are calculated

| Title | Program | State Min. | Territory- FAS Min. | Legal Citation |
|-------|---|---|--|---|
| I | Basic VR - State Grants | \$3,000,000 or 1/3 of 1% of appropriated amount, whichever is greater | None | Rehabilitation Act – Subsection 110(a)(3) |
| I | Client Assistance Program | \$50,000 After appropriations exceed \$7.5 million, States receive \$100,000 | \$30,000 After appropriations exceed \$7.5 million, outlying areas receive \$45,000 | Rehabilitation Act Section 112(e) |
| VII | Independent Living for Older Individuals Who Are Blind – State Grants | \$225,000 or 1/3 of 1% of amount appropriated, whichever is greater | \$40,000 | Rehabilitation Act Section 752(j) |
| VI-B | Supported Employment – State Grants | \$300,000 or 1/3 of 1% of appropriated amount, whichever is greater | 1/8 of 1% (0.00125) of appropriated amount | Rehabilitation Act – Subsection 622(a) |
| V | Protection and Advocacy for Individual Rights | \$100,000 or 1/3 of 1% of appropriated amount, whichever is greater | \$50,000 | Rehabilitation Act-- section 509((c)(3) |

Fiscal Resources – Reallotment Data

The final section contains a table of State VR Services Reallotment Data for the most recent Fiscal Year.

Grant Award Information

Information about Grant Awards can be found in three places on the RSA.ED.GOV site

- The Program information page
- The Grant Award page
- Ad Hoc Query

Grant Award Information on the Program page

- Each RSA program has its own page (see *About RSA* then *Programs*)
- Select the program, then click on the *Awards* dropdown
- The system shows a table of awards by state

Vocational Rehabilitation State Grants

▼ Purpose

▼ Eligibility

▲ Awards

Awards to Grantees

Note on this table: the numbers shown represent the awards made during the fiscal year to RSA grantees. There may be additional set-asides for the program which are not shown.

| State | Grantee | PR Award ID | Current Awards FY 2018 | Total Awarded FY 2017 | Total Awarded FY 2016 |
|----------|---|-----------------------------|------------------------|-----------------------|-----------------------|
| Alabama | Alabama Department of Rehabilitation Services | H126A180082 | \$54,618,191 | \$65,201,286 | \$62,990,567 |
| Alaska | Alaska Dept of Labor and Workforce Development - Division of Vocational Rehab | H126A180001 | \$9,023,738 | \$10,710,782 | \$10,393,765 |
| Arizona | Arizona Rehabilitation Services Administration | H126A180002 | \$61,712,712 | \$72,821,723 | \$85,601,468 |
| Arkansas | Arkansas Division of Services for the Blind | H126A180004 | \$3,934,198 | \$5,385,514 | \$6,577,854 |
| Arkansas | Arkansas Rehabilitation Services | H126A180003 | \$28,850,787 | \$35,174,751 | \$40,420,525 |

Grant Award Information on the Grant Award page

- Each grant award has its own page which shows award details

Grant Award Information for H126A180005

- General Information
- Grantee Name and Address
- Executive Director
- RSA Contact(s)
- Awards

Actual award(s) for H126A180005

| Award info | Award through | Amount |
|---------------------|---------------|-------------|
| CR-01 | 12/09/2017 | 56,000,684 |
| CR-02 / CR-03 Award | 01/19/2018 | 34,104,127 |
| CR-04 Award | 02/08/2018 | 16,237,229 |
| CR-05 Award | 03/23/2018 | 34,904,140 |
| Budget | 06/30/2018 | 110,606,512 |
| Total | | 251,852,692 |

How to get to the Grant Award page

There are several ways to get to the page for your award

- Click on your award number on the *Program* page

Awards to Grantees

Note on this table: the numbers shown represent the awards made during the fiscal year to RSA grantees.

| State | Grantee | PR Award ID |
|---------|---|-----------------------------|
| Alabama | Alabama Department of Rehabilitation Services | H126A180082 |
| Alaska | Alaska Dept of Labor and Workforce Development - Division of Vocational Rehab | H126A180001 |

- Type your award number in the *Search* box

- TIP: for Basic VR awards, type your four character agency code in *Search*: i.e. CA-C or AR-G or CT-B



Grant Award Information in Ad Hoc Query

- The *Ad Hoc Query* option is available under *Tools* in the menu or footer
- The first AHQ option is *Query Grant Awards*

Grant Award Ad Hoc Query

Query - Grant Awards

Instructions: How to run an Ad Hoc Query

Step 1: Set the criteria

To limit the data returned, set the criteria below. Only rows which match *all* of the criteria will be shown. You don't need to enter a choice on every line: leave a line blank if you do not want to filter on that line.

| | |
|--------------------|-----------|
| FY | -- All -- |
| RSA Program | -- All -- |
| State Code | -- All -- |
| Agency Type | -- All -- |
| Grant Award Number | |

Step 2: Choose type(s) of data to include

This form has the following groups of data elements. Check the group or groups of data you would like to view in your query. **You must select at least one group.**

- Grant Awards
- Grant Award Details
- Grant Award Contact Info
- DSU / DSA Contact Info

Run Query

One more tip: Fiscal Info on Data Entry

- Within Data Entry, there's a spot on the SF-425 (and also on other forms) for *Other related documents*

SF-425: Federal Financial Report

Format for printing | Edit | Mark as Complete and Submit. | Remove | Return to Data Entry

Report through March 31, 2016

System Information

Other related documents

The following documents have been identified as being related to the information you are viewing.

- **Fiscal Resources** — Grantees may find the following documents useful in providing guidance on fiscal matters related to the Basic VR program.
[Link](#) (RSA-MIS)
- **OMB Uniform Guidance** — The Department of Education (Department) recently issued a notice to grantees regarding the Office of Management and Budget's (OMB) new guidance for Federal award programs, OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which was published in the Federal Register on December 26, 2013. Additional information, including the full text of the Department's notice to grantees, is posted at the following link. The second link takes you directly to the OMB page.
[Link](#) (ED) | [Link](#) (OMB)
- **Subregulatory Policy: PD-15-05** — Revisions to PD-12-06, instructions for completing the Federal Financial Report (SF-425) for the State Vocational Rehabilitation Services program
[PDF](#) (131KB)

OMB Notice

Questions?

If you have additional questions, please email them to RSAfiscal@ed.gov.

