

# Everything I Wish I Knew as a New TVR Director, But Didn't Know to Ask



CAMI FALCON, DIRECTOR  
OF COWLITZ EMPLOYMENT  
SUPPORT SERVICES

CHRISTOPHER ZILAR,  
DIRECTOR OF COMMUNITY  
SERVICES



# Definitions and Acronyms

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- CANAR – Consortia of Administrators for Native American Rehabilitation (see [www.canarinc.org](http://www.canarinc.org))
- TVR – Tribal Vocational Rehabilitation
- Section 121 Program – synonymous with TVR, named for the section of the Rehabilitation Act of 1973, as amended
- AIVRS – American Indian Vocational Rehabilitation Services (see <https://rsa.ed.gov/about/programs/american-indian-vocational-rehabilitation-services#:~:text=The%20purpose%20of%20the%20American, rehabilitation%20services%2C%20in%20a%20culturally>)
- Use of TVR vs AIVRS
- APR – Annual Performance Report
- GAN – Grant Award Notification

# Definitions and Acronyms

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- RSA – Rehabilitation Services Administration
  - Project Officer – person assigned to specific AIVRS projects
- OSERS – Office of Special Education and Rehabilitative Services
- DOE – Department of Education
  - US Gov't >DOE>OSERS>RSA>AIVRS
- AIVRTTAC – American Indian Vocational Rehabilitation Training and Technical Assistance Center
- TVR Institute – Organization housed within NW Indian College focused on training all TVR staff (see <https://www.nwic.edu/educational-pathways/tvr-institute/>)
- 121 Group List Serve – [121directors@groups.io](mailto:121directors@groups.io) (an email group of all TVR directors used as a resource for sharing information and mentoring)
- DSU – Designated State Unit (WA State = DVR)

# Definitions and Acronyms

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- **Grants** – money (generally from government) to pay for projects, “free” in the sense that it is not paid back (i.e. not a loan). Requires a set of outcomes.
- **Deliverable** – the outcomes promised by the grant recipient in exchange for the grant
- **Indirect costs** – items not directly related to deliverables
- **Directs costs** – items specifically mentioned in the grant application, i.e. the items and services paid by the grant to complete deliverables
- **In-kind** – contributions (usually in the form of services or tangible items, but not money) to help grant recipient achieve deliverables
- **Match** – the amount grantor requires the grant recipient to contribute toward the overall costs of deliverables; may be money or in-kind contributions

# Definitions and Acronyms

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## **GPRA – Government Performance and Results Act**

- \$35,000 per successful closure
- \$10,000 per IPE each year

Total Budget	# of Expected Successful Closures	# of Expected IPEs Served
\$350,000	10	35
\$500,000	15	50
\$750,000	22	75



# Processes

- Project officer approval of TVR director hire
- G6 access
- 121 directors' list serve
- Annual Performance Reports
- Grant applications



# APR- Annual Performance Report

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- Due Dates
- Coverage dates (10/1/2999-9/30-3000)
- Type of information required
- On time vs perfect data
- Recommendations
- Resources
  - AIVRTTAC, archived webinars

## Submit Performance Reports

 [Inquire](#)

 **The package due date has passed and you may not submit. Performance report packages expire at 04:30pm EST on the indicated due date. Contact your ED Program Contact for further instructions.**

The form below displays all details associated with selected package. You may navigate throughout this form to complete a Performance Report. An \* indicates a required field.

<b>Package Title</b>	AIVRS Annual Report Package			<b>Package Information</b>	
<b>CFDA/Subprogram</b>	84.250M - 1	<b>Fiscal Year</b>	2023	<b>Package Type</b>	Annual Performance
<b>Due Date</b>	01/05/2024 04:30 PM Washington DC Time	<b>Last Updated</b>	12/29/2023 01:54:08 PM Washington DC Time	<b>PR/Award No</b>	H250M190019

Select*	Form Title	Form Status
<input type="radio"/>	Project Narrative - Signed 524 Cover Sheet (Required)	Complete
<input type="radio"/>	Project Narrative - Indirect Cost Agreement (Required)	Complete
<input type="radio"/>	Project Narrative - Attachments	Draft
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C (Required)	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1 (Required)	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2 (Required)	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3 (Required)	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 4 (Required)	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Cover Sheet - Revised 2015 (Required)	Complete

[View Form](#)

<b>Budget Period</b>	5
<b>Contact Name</b>	Joy Harris joy.harris@ed.gov <a href="#">click to send email</a>
<b>Application Package Document</b>	<a href="#">Click here to view the PDF Package</a>

**Documents & Instructions**  
[APR Letter and Instructions](#)



# Resources

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- Ask for mentorship (see <https://aivrttac.org/aivrs-projects/>)
- AIVRTTAC
- TVR Institute
- TVR Handbook (see <https://media.nwic.edu/TVR/B56927237A8D451B8B3D31863AD12FE4/TVR-handbook-online-version.pdf>)
- Local or regional TVR directors

# Week One Activities

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- Read your program's most recent grant application
- Read your program's policy manual
- Organize times to routinely meet with your staff individually and as a group
- Know your program's goals, where you are in the fiscal year, and where you are in the grant cycle
- Establish relationship with your program's bookkeeper/accountant/compliance officer

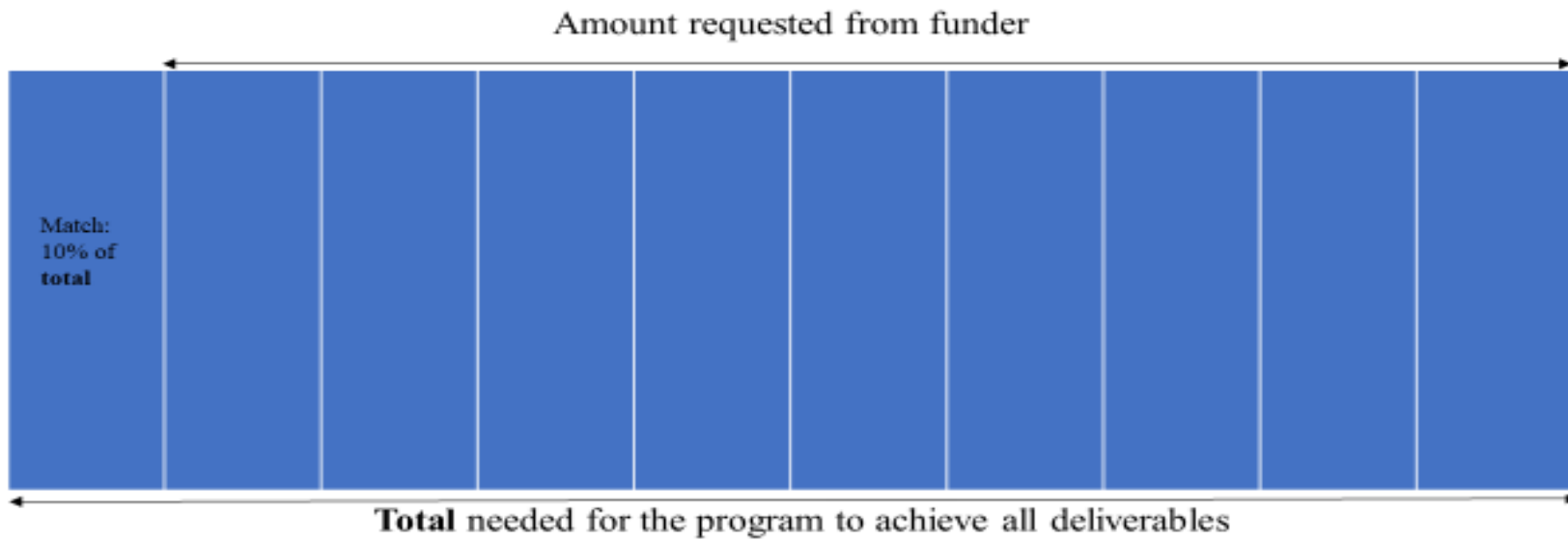


# Other Considerations Common to TVR

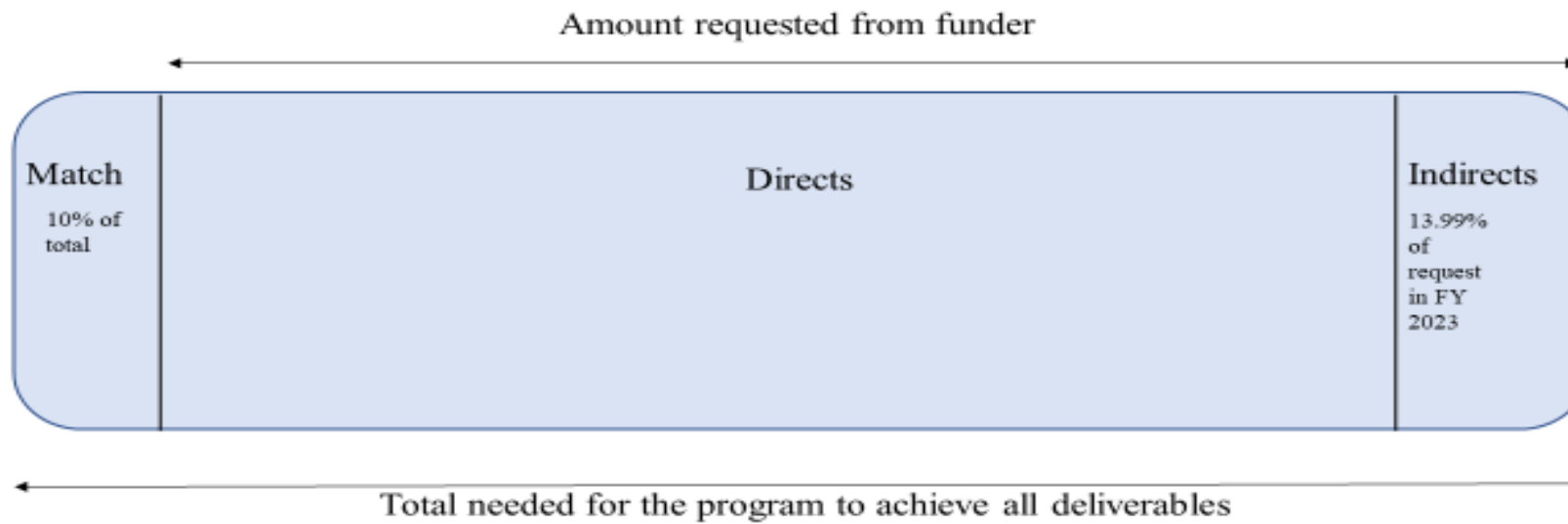
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- Draw-down vs Reimbursement
- High balances
- Comparable services
- Match\*
- Audits
- Competitive grants

# Grant overview of funds



# Grant overview of funds





# Other Considerations Common to TVR

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- Draw-down vs Reimbursement
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- Competitive grants

# Audit Triggers

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- \$1M grant or \$500K/yr (maybe \$750K/yr)
- CAP complaint
- Another US DoE funded program within the Tribe with a grant audit finding
- Audit finding within the Tribe
- Anomalous data in reporting



# Other Considerations Common to TVR

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- Draw-down vs Reimbursement
- High balances
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- Audits
- Competitive grants\*

# AIVRS Competitive Grant

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- Due Dates
- Coverage Dates (5-years)
- Type of information required
- Scored sections vs non-scored sections
- Examples of individual tribe's processes
- Federal process - basic timeline\*
- Recommendations
- Resources
  - 121 Directors townhall meetings

# Grant Notification Process

1. RSA publishes grant application directions through Federal Register

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  - a. Provides link to multiple agencies, encouraging them to forward to interested parties
  - b. Department of Education's Grants.gov uploads application for public view
2. RSA publishes "Call for grant reviewers" through Federal Register
  - a. Provides link to multiple agencies, encouraging them to forward to interested parties
3. RSA provides support to grant inquiries
  - a. Throughout grant application process via email
  - b. May provide one-time virtual training
4. Grant application is due



# Grant Award Process

1. Initial automatic disqualification done by RSA
2. Notification to disqualified grant applicants (about one week)
3. Scoring of grant applications (usually three per grant, 4-6 weeks)
4. Notification to low-score disqualified applicants (about one week)
5. RSA review of all grant deliverables and budget items for unallowable costs (4-10 weeks)
6. RSA ranking of all grant applications by score
7. Review of available funds vs total funds requested; if total funds requested > funds available, then re-review of all grants for items worthy of eliminating (4 weeks)
8. Notification to non-funded grant applicants (about a week)
9. Notification to funded grant applicants' legislators (3 days prior to notifying funded grant applicants)
10. Notification to funded grant applicants (due by September 30)

# AIVRS Competitive Grant

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Insurance Assistance - The NAT

Resources - AIVRTTAC+TVR Ins


My Meetings - Zoom

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**Reminder:** Federal financial assistance award recipients are a crucial part of safeguarding Federal funds and maintaining a secure cyber environment. Check out our [latest blog post](#) to learn more.

**Your Team. Your Workspace.**


Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.

[Apply for a Grant Using Workspace](#)




 **Informative status**

**Reminder:** Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding



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3/14/2024

Insurance Assistance – The NAT


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# LOGIN


**Applicants:** Use the Login.gov option below.


If you do not have a Grants.gov username and password, please [register](#) for an applicant account. You will be prompted to link your Grants.gov account to a Login.gov account.

**Grantors:** Login with the method required by your agency.

For more information about login options, refer to [Grants.gov Online Help: Login and My Account](#).

 LOGIN.GOV








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 AMS  
For HHS Grantors

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Frequently Asked Questions


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# AIVRS Competitive Grant

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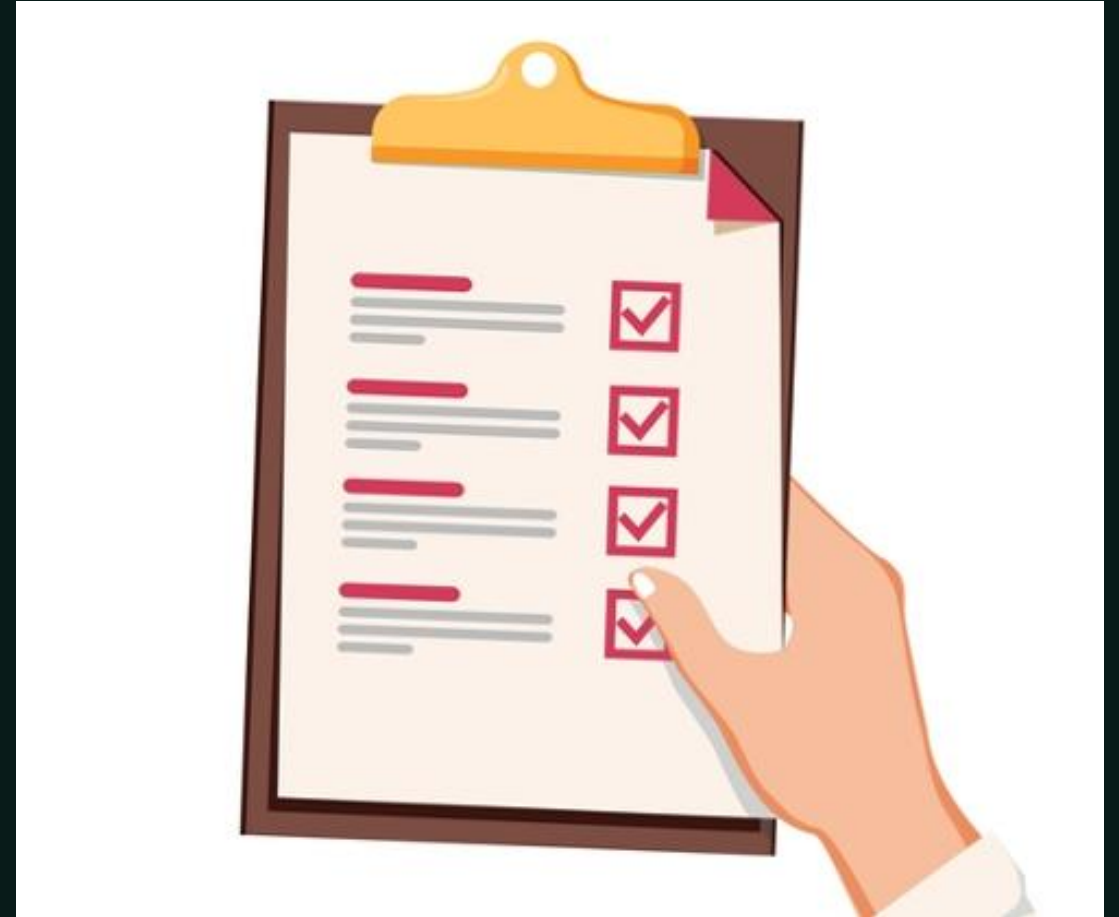
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# Special Application Requirements for American Indian Vocational Rehabilitation Service Program

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Applicants for the American Indian Vocational Rehabilitation Service Program grant must provide evidence that they will meet the special application requirements stated at 34 C.F.R. § 371.21(a)- (k). Each application will be reviewed by the Department of Education to determine whether the applicant has provided the required assurances.



## 34 C.F.R. § 371.21(a)- (e)

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- 371.21(a): Effort will be made to provide a broad scope of vocational rehabilitation services in a manner and at a level of quality at least comparable to those services provided by the designated State unit.
- 371.21(b): All decisions affecting eligibility for vocational rehabilitation services, the nature and scope of available vocational rehabilitation services and the provision of such services, will be made by a representative of the Tribal vocational rehabilitation program funded through this grant and such decisions will not be delegated to another agency or individual.
- 371.21(c): Priority in the delivery of vocational rehabilitation services will be given to those American Indians with disabilities who are the most significantly disabled.
- 371.21 (d): An order of selection of individuals with disabilities to be served under the program will be specified if services cannot be provided to all eligible American Indians with disabilities who apply.
- 371.21(e): All vocational rehabilitation services will be provided according to an individualized plan of employment which has been developed jointly by the representative of the Tribal vocational rehabilitation program and each American Indian with disabilities being served.

## 34 C.F.R. § 371.21(f)- (i)

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- 371.21(f): American Indians with disabilities living on or near Federal or State reservations where Tribal vocational rehabilitation service programs are being carried out under this part will have an opportunity to participate in matters of general policy development and implementation affecting vocational rehabilitation service delivery by the Tribal vocational rehabilitation program.
- 371.21(g): Cooperative working arrangements will be developed with the DSU, or DSUs, as appropriate, which are providing vocational rehabilitation services to other individuals with disabilities who reside in the State or States being served.
- 371.21(h): Any comparable services and benefits available to American Indians with disabilities under any other program, which might meet in whole or in part the cost of any vocational rehabilitation service, will be fully considered in the provision of vocational rehabilitation services.
- 371.21(i): Any American Indian with disabilities who is an applicant or recipient of services, and who is dissatisfied with a determination made by a representative of the Tribal vocational rehabilitation program and files a request for a review, will be afforded a review under procedures developed by the grantee comparable to those under the provisions of section 102(c)(1)-(5) and (7) of the Act.

## 34 C.F.R. § 371.21(j)- (k)

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- 371.21(j): The Tribal vocational rehabilitation program funded under this part must assure that any facility used in connection with the delivery of vocational rehabilitation services meets facility and program accessibility requirements consistent with the requirements, as applicable, of the Architectural Barriers Act of 1968, the American with Disabilities Act of 1990, section 504 of the Act, and the regulations implementing these laws.
- 371.21(k): The Tribal vocational rehabilitation program funded under this part must ensure that providers of vocational rehabilitation services are able to communicate in the native language of, or by using an appropriate mode of communication with, applicants and eligible individuals who have limited English proficiency, unless it is clearly not feasible to do so.

# Common Problems for TVR Programs

- Excessive balances
- RSA response time
- Staff turnover
- MOUs
- RSA's vs DSUs' vs Tribe's requirements





# Personal Experiences

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- Cami
- Christopher



# Questions?

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Contact: Cami Falcon

(360) 846-3340

[CFalcon@Cowlitz.org](mailto:CFalcon@Cowlitz.org)

Contact: Christopher Zilar

(509) 606-2018

[Christopher.Zilar@SpokaneTribe.com](mailto:Christopher.Zilar@SpokaneTribe.com)

