Dear (Inserted via mail merge):

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). Under WIOA, the National Institute on Disability and Rehabilitation Research (NIDRR), as well as the Independent Living unit (IL) and the Assistive Technology unit (AT) in the Rehabilitation Services Administration are transferred from the Office of Special Education and Rehabilitative Services (OSERS) in the U.S. Department of Education (ED) to the Administration for Community Living (ACL) in the U.S. Department of Health and Human Services (HHS). Employees of the NIDRR, IL, and AT programs are expected to complete the transfer from ED to HHS in early February 2015.

As a result of WIOA, your grant(s) from NIDRR or IL or AT will also be transferred from ED to HHS. Specifically, the following grant(s) will be transferred:

**Award Number:** (Inserted via mail merge)

**Grantee DUNS Number:** (Inserted via mail merge)

**Grantee Name:** (Inserted via mail merge)

This letter provides the framework of activities for this process, including dates and steps you must take to prepare for the transfer. ED and HHS are committed to ensuring that you experience minimal impact on your grant operations during this transition period.

One critically important aspect of the transfer is the period of time when your ability to draw down funds for the grant(s) listed above will be placed on hold. The purpose of this period is to freeze the funds, so ED can accurately determine the balances that will be transferred to HHS. At the end of the freeze period, you will again be able to access your grant funds, through HHS Payment Management System (PMS).

The freeze period will begin on February 24, 2015. Based on current projections from HHS, it will end on or before May 8, 2015. You will receive correspondence from HHS regarding the exact date on which your grant funds will be available again.

To minimize disruptions to your grant operations, you will be permitted to draw down funds prior to the freeze period, in accordance with the terms of your grant(s), to pay for grant-related expenses that you expect to incur during the freeze period. The last date to draw down funds prior to the freeze period is February 23, 2015.

Communication regarding this transfer will be sent to the authorized representative and the project director named on the most recent grant award notification for each grant identified above. ED strongly encourages grantee program and administrative staff to coordinate their efforts well in advance of the February 24, 2015 freeze period start date to ensure that all pertinent financial information is current and accurate.

**Key Dates**

* Monday, February 23, 2015

This is the last day to draw down grant funds from ED's G5 payment system.

Note: Funds drawn from a grant account in G5 generally must be deposited in interest bearing accounts unless certain conditions exist. Governmental grantees may retain $100 interest earned on advances each year and non-governmental grantees may retain $250 interest earned on advances each year.

* Tuesday, February 24, 2015

Your access to the funds for the grant(s) listed in this letter will be frozen in G5.

* Tuesday, March 3, 2015

ED will electronically send you a memo indicating the remaining balance(s) on your grant(s). The authorized representative for the grant(s) will confirm or contest the balance(s) with ED. Procedures for confirming or contesting the balance(s) will be included in the memo.

* Monday, March 9, 2015

This is the deadline to confirm or contest the balance(s) on your grant(s). If you do not respond by this date, ED will treat your lack of a response as an agreement with the balance(s) specified in the memo sent on March 3, 2015. If you contest the balance(s), ED will work with you to reconcile the difference.

* On or before March 30, 2015

This is the projected completion date for the transfer of your grant(s) from ED to HHS.

* On or before May 8, 2015

You will be able to draw down funds from HHS, via PMS. HHS will send you the exact date on which your access will be restored.

**What Should You Do To Prepare for the Transfer?**

ED recommends that you:

* Calculate your expected funding needs during the freeze period and draw down the funds to meet these needs on or before February 23, 2015.
* Complete and submit the following forms by March 15, 2015:
  + [HHS Direct Deposit Sign-Up Form](http://www.dpm.psc.gov/grant_recipient/new_grantee_information/hhs_1199a.aspx)
  + [PMS Access Form](http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx)
* Review informational and training materials offered by HHS on GrantSolutions and PMS:
  + [GrantSolutions](http://www.acl.gov/Funding_Opportunities/Grantee_Info/Grantee_Resources.aspx)
  + [PMS](http://www.dpm.psc.gov/training/grant_recipient_training.aspx?explore!%0d%0a%20r.event=true)

**Additional Information**

This transfer affects your current new or continuation grant(s) that you received in 2014, including any funds that were carried over from a prior budget period(s). Please note that ED monitors excessive drawdown of funds by grantees. If one or more of your grants has been identified as having excessive funds drawn, ED will contact you to resolve the issue. If we determine that you have made excessive draws on a grant, we will require you to refund that grant account by the amount we determine was excessively drawn. You will have 14 days upon notice of the excessive draw to refund your grant account.

Historical information on your grant(s) will still be accessible in G5 after the transfer.

ED and HHS will contact you with additional information throughout the transfer process. If you have specific questions regarding the transfer, please contact the ED WIOA Transition Team at wioatransition@ed.gov. You may also contact your NIDRR, IL, or AT program officer with questions.

ED and HHS look forward to collaborating with you to ensure that your grant projects continue unimpeded as we work to implement WIOA. Our goal is to conduct an orderly transition that causes minimal disruption, and which yields significant long-term benefits for you, your work, and the people you serve.