# Administrative Cost – Special Rule Justification Form

**NEGOTIATIONS REQUEST**

**Click in shaded areas below to type:**

**Program Name:**

**Director Name:**

**Total Administrative Percentage Requested**:

In accordance with the Workforce Innovation and Opportunities Act (WIOA) of 2014, Section 233: LOCAL ADMINISTRATIVE COST LIMITS (a-b):

(a) *In General*.-- Subject to subsection (b), of the amount that is made available under this subtitle to an eligible provider –

(1) not less than 95 percent shall be expended for carrying out adult education and literacy activities; and

(2) the remaining amount, not to exceed five percent, shall be used for planning, administration, personnel development, and interagency coordination.

(b) *Special Rule*. -- In cases where the cost limits described in subsection (a) are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the eligible provider shall negotiate with the eligible sub-recipient in order to determine an adequate level of funds to be used for noninstructional purposes.

**INSTRUCTIONS TO INITIATE THE NEGOTIATIONS PROCESS**

Complete and return the Special Rule Justification Form with your grant application.

**NOTE*:*** *It is at the discretion of the Oklahoma Department of Career and Technology Education to determine the appropriate administrative cost percentage on a case-by-case basis.*

**JUSTIFICATION**

In the shaded space below, provide a written narrative to justify this request for administrative costs greater than 5% of the grant award amount. Include specific references to explain each of the following:

* why an amount greater than 5% is requested; and,
* in what ways will your agency will be hindered in accomplishing the project goals and objectives if only 5% administrative costs are allowed in the grant.

**Click in shaded area below to type:**

ALC Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALC Financial Officer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For ODCTE use only: Approved**  **Denied**

**Administrative Cost Percentage (%) Approved:**

**Adult Basic Education Division**

Executive Director Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABE Specialist Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Rev. December 2015]