**NEGOTIATIONS REQUEST**

 **ADMINISTRATIVE COST – SPECIAL RULE JUSTIFICATION FORM**

Click in shaded areas below to type:

**Program Name:** Click or tap here to enter text.

**Director Name:** Click or tap here to enter text.

**Total Administrative Percentage Requested:** Click or tap here to enter text.

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 PROCES**

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 amount. Include specific references to explain each of the following:

* Why an amount greater than 5% is requested; and,
* What ways your program will be hindered if only 5% administrative costs are allowed.

Click in shaded area below to type:

Click or tap here to enter text.

**AEFL Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AEFL Financial Officer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**AEFL Administrative Cost Percentage (%) Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State Director of Adult Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AEFL Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AEFL Financial Analyst: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**