

# Administrative Cost – Special Rule Justification Form

## NEGOTIATIONS REQUEST

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Director Name: \_\_\_\_\_

Grant Contact: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Total Administrative Cost Amount Requested: \_\_\_\_\_

Total Administrative Percentage Requested: \_\_\_\_\_

In accordance with the Adult Education and Family Literacy Act (AEFLA) of 1998, 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:**

1. Complete and return with your grant application the Special Rule Justification Form.
2. Attach two (2) separate **DOE 101S** Budget Narrative forms:
  - **Administrative Cost Budget:** including all of the proposed budget line items identified as administrative cost,
    - Salaries --- include position descriptions with all functions and job responsibilities performed and the percent of time dedicated to each job function and/or responsibility.
  - **Direct Services Budget:** including all ‘other’ non-administrative proposed cost budget line items, and
  - Make sure the two Budget Narrative forms total the grant amount requested, and the combined percentage of administrative cost does not exceed ten percent (10%).

**Note: It is at the discretion of the Florida Department of Education to determine the appropriate administrative cost percentage on a case-by-case basis.**

# Special Rule Justification Form

## **Justification:**

In the 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;
- in what ways will your agency be hindered in accomplishing the project goals and objectives - if only 5% administrative costs are allowed in the grant.

Provide Justification: \_\_\_\_\_  
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Agency Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Financial Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

For DOE use only:                      **Approved**                       **Denied**

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

## **Division of Career and Adult Education:**

Program Manager Review: \_\_\_\_\_ Date \_\_\_\_\_

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

Bureau Chief Review: \_\_\_\_\_ Date \_\_\_\_\_

## **Grants Management Office:**

DOE Grants Fiscal Review: \_\_\_\_\_ Date \_\_\_\_\_