

## SPECIAL REQUESTS

Any applicant that has special requests in one or more of the following areas must submit such requests and any supporting documentation as a separate attachment(s) to their American Recovery and Reinvestment Act (Recovery Act) application. Even though any such special requests may have been granted for the PY 08 program year grant, they will need to be resubmitted as part of this Recovery Act application.

(1) **Older Americans Act Section 502(c)(6)(C), Additional Funds for Participant Training and Supportive Services.** Any applicant that wishes to request such additional funds must provide the specific information listed in this section. In addition, any applicant that requests these additional funds for participant training and supportive services should not submit a separate budget narrative for these activities. Instead, their application's detailed budget narrative should identify the specific training and supportive service activities that they intend to provide to participants if their request is accepted. Costs associated with this request should also be included in their SF 424 and 424A.

The 2006 Amendments permit an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits that allows grantees to request to use not less than 65 percent of program funds for wages, benefits, and other costs, so that up to an additional 10 percent of funds are available for training and supportive services for the direct benefit of participants. As required in Section 502(C)(6)(C)(IV), applicants interested in seeking this waiver must provide a work plan that includes the following:

- (a) A detailed description of the additional training and supportive services;
- (b) An explanation of how activities will directly benefit participants, improve project effectiveness and employment outcomes for individuals served;
- (c) A sequence and timeline for these activities;
- (d) If applicable, an explanation concerning whether any displacement of eligible individuals or elimination of positions for such individuals will occur, information on the number of such individuals to be displaced and of such positions to be eliminated; and

(e) The performance measures that are expected to be improved by expenditure of additional funds and the amounts by which each measure is expected to improve.

(2) **20 CFR 641.870, Increase in Administrative Cost Limitations.** The Department of Labor may authorize an increase in the amount available for administrative costs to not more than 15 percent if it determines that it is necessary to carry out the project, and the applicant demonstrates that:

(a) It is incurring major administrative cost increases in necessary program components; or

(b) The number of employment positions in the project or the number of eligible minority individuals participating in the project will decline if the amount available for paying the cost of administration is not increased; or

(c) The size of the project is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of the amount for such project.

General statements that costs have increased do not constitute adequate justification. The applicant must identify which costs have increased, why they have increased, and how these costs relate to program operations.

(3) **On-the-Job Experience (OJE).** If an applicant wants to utilize OJE as an additional training option, it must meet the requirements delineated in Older Worker Bulletin 04-04. DOL must approve the OJE policy and sample contracts before the grantee may exercise this option.

(4) **20 CFR 641.500(b), Cross-Border Agreements.** State applicants may enter into agreements to permit cross-border enrollment of eligible participants. Such agreements must cover both state and national grantee slots and must be submitted for approval by the Department.