

**PROGRAM YEAR 2012 OPTIONAL SPECIAL REQUESTS**

Applicants with special requests in one or more of the following areas must submit their requests and any supporting documentation as an attachment to their PY 2012 grant applications. Requests for approval should provide a substantive rationale, e.g., improved program management, better service to participants, or least disruption possible to participants.

**Additional Funds for Participant Training and Supportive Services – Older Americans Act (OAA), Section 502(c)(6)(C).** Any applicant that wishes to request additional funds must provide the specific information listed in this section. Applicants requesting additional funds for participant training and supportive services should *not* submit a separate budget narrative for these activities. Instead, the detailed budget narrative in the grant application should identify the specific training and supportive service activities that, if approved, the applicant will provide to participants. The applicant should also include costs associated with this request in the SF-424 and SF-424A.

The 2006 Amendments to the OAA permit an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception 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 to directly benefit participants. As required in Section 502(C)(6)(C)(IV) of the OAA, applicants 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 improve employment outcomes for individuals served;
- (c) A sequence and timeline for these activities;
- (d) If applicable, an explanation concerning whether displacement of eligible individuals or elimination of positions will occur, and information on the number of individuals displaced or positions eliminated; and
- (e) Which performance measures the applicant expects will improve from the expenditure of additional funds, and the amounts by which it expects each measure will improve.

**Increase in Administrative Cost Limitations – 20 CFR 641.870.** The Department of Labor (Department) 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 if the applicant demonstrates that:

- (a) It is incurring major administrative cost increases in necessary program components; or
- (b) The number of employment positions or eligible minority individuals participating in the project will decline if administrative costs are not increased; or
- (c) The project size is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of project funding.

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.

**Change 4-Year Durational Limit Waiver Options.** Grantees received approval for one of the following durational limit policies to take affect in PY 2011:

- (1) Option 1: Grantee does not offer extensions to any participants
- (2) Option 2: Grantee offers extensions to each and every participant who meets any one of the seven waiver factors
- (3) Option 3: Grantee offers extensions to each and every participant who meets a specific subset of the seven waiver factors.

Applicants should describe: (a) their currently-approved individual durational limit policy; and (b) which of the three options above the applicant proposes to adopt, and the effective date of implementing this revised policy for new and current enrollees. Please note that any new policy for 2012 requires Departmental approval and must have an effective date of at least 120 days after approval receipt.

**Extension of Maximum Project Duration – OAA Section. 502(b)(1)(C)(ii).** The maximum average project duration based on overall participation is 27 months. Applicants may request permission from the Department to increase their maximum average project duration to 36 months.

**On-the-Job Experience (OJE) Training Option.** If an applicant wishes to utilize OJE as an additional training option, it must meet the requirements stipulated in Older Worker Bulletin 04-04. Applicants must provide an OJE policy and sample contracts to the Department for approval before they can exercise this option.

**Cross-Border Agreements – 20 CFR 641.515(c).** State applicants may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee slots, and must be submitted for approval by the Department.