

## ATTACHMENT D

### PY 2010 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 2010 grant application. Requests for approval should provide a substantive rationale, e.g., improved program management, better service to participants, or least disruption possible to participants.

**(1) Additional Funds for Participant Training and Supportive Services - Older Americans Act (OAA), Sec. 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 will be provided to participants should the request be approved. Costs associated with this request should also be included in the SF 424 and 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), 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 to be displaced or positions to be eliminated; and
- (e) The performance measures that are expected to improve from the expenditure of additional funds, and the amounts by which each measure is expected to improve.

**(2) Increase in Administrative Cost Limitations - 20 CFR 641.870.** The 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 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.

**(3) Reduction of Maximum Participant Duration - OAA Sec. 518 (a)(3)(B)(i).** The maximum length of time an individual participant can be enrolled in SCSEP during their lifetime is 48 months (regardless of whether enrollment is consecutive or not). Applicants who wish to impose a maximum duration of *less than* 48 months for participants must request permission from the Department to do so. Any durational limit must be uniformly applied to participants in all of the applicant's local projects.

**(4) Extension of Maximum Project Duration - OAA Sec. 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.

**(5) On-the-Job Experience (OJE).** 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.

**(6) Cross-Border Agreements - 20 CFR 641.500(b).** 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.