

## PY 2014 OPTIONAL SPECIAL REQUESTS

Grantees with special requests in one or more of the following areas must submit each request in a separate, clearly-titled document. Requests for approval must provide a substantive rationale, such as improved program management, better service to participants, or least disruption possible to participants.

1. **Change 48-Month Individual Durational Limit (IDL) Waiver Options.** *(Submit only if you are requesting a change.)* To change your current IDL policy, you must request and receive Departmental approval for one of the following IDL policies. If you are changing your policy to make it more restrictive, it must have an effective date of at least 120 days after written approval.

If you propose to change your existing IDL policy, you must describe:

- a) Your currently-approved IDL policy.
- b) Which of the options below you propose to adopt:
  - *Option 1:* No extensions to any participants; all participants exit at 48 months.
  - *Option 2:* Extensions to every participant who meets at least one of the seven waiver factors.
  - *Option 3:* Extensions to every participant who meets a specific subset of the seven waiver factors, and/or extensions are limited to one-time only.
- c) A reasonable transition plan that addresses when and how you will notify participants of the change, and the planned activities to prepare participants for exit from the program.

2. **Additional Funds for Participant Training and Supportive Services – Older Americans Act (OAA), Section 502(c)(6)(C).** *(Approvals expire at the end of each program year unless you submit a new request.)* The 2006 Amendments to the OAA permit an exception to the 75% minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use not less than 65% of program funds for participant wages and fringe benefits, so that up to an additional 10% of funds are available for training and supportive services that directly benefit participants.

If you wish to request the use of additional funds for training and supportive services for PY 2014, you must provide:

- a) A detailed description of the additional training and supportive services.
- b) An explanation of how these 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 of whether displacement of eligible individuals or elimination of positions will occur, and information on how many individuals will be displaced or positions will be eliminated.
- e) An explanation of which performance measures you expect will improve from the expenditure of additional funds, and the amounts by which you expect each measure to improve.

If you request additional funds for participant training and supportive services, do **not** submit a separate budget narrative for these activities. Instead, the detailed budget narrative must identify the specific training and supportive service activities that you will provide if your request is approved. You must also include costs associated with this request in the SF-424 and SF-424A.

3. **Increase in Administrative Cost Limitations – 20 CFR 641.870.** (*Approvals expire at the end of each program year unless you submit a new request.*) The Department may authorize an increase in the amount available for administrative costs to not more than 15% if it determines that it is necessary to carry out the project, and if you demonstrate *one* of the following:

- a) You are incurring major administrative cost increases in necessary program components.
- b) The number of employment positions or eligible minority individuals participating in the project will decline if administrative costs are not increased.
- 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 are not adequate justification. You must identify which costs have increased and why, and how these costs relate to program operations.

4. **Extension of Average Project Duration – OAA Section 502(b)(1)(C)(ii).** (*Approvals expire at the end of each program year unless you submit a new request.*) The maximum average project duration based on overall participation is 27 months, but you may request permission from the Department to increase your maximum average project duration to 36 months. Your request must include:

- a) A statement of your current average duration and an estimate of your average duration for the coming program year.
- b) A description of your efforts to achieve an average duration of 27 months.
- c) The exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations:
  - i. High rates of unemployment, poverty, or participation in the program of block grants to states for temporary assistance for needy families established under part A of title IV of the Social Security Act, in the areas served by you, relative to other areas of the state or nation;
  - ii. Significant downturns in the economy of an area served by you or in the national economy;

- iii. Significant numbers or proportions of participants with one or more barriers to employment (including “most-in-need” individuals as described in 20 CFR 641.710(a)(6)) served by you, relative to such numbers or proportions for grantees serving other areas of the state or nation;
  - iv. Changes in Federal, state, or local minimum wage requirements; or
  - v. Limited economies of scale for the provision of community service employment and other authorized activities in the areas served by you.
5. **On-the-Job Experience (OJE) Training Option.** *(Approvals expire at the end of each program year unless you submit a new request.)* If you wish to utilize OJE, you must meet the requirements stipulated in Older Worker Bulletin 04-04. You must provide an OJE policy and sample contracts to the Department for approval before you can exercise this option.
6. **Cross-Border Agreements 20 CFR 641.515(c).** *(Approvals expire at the end of each program year unless you submit a new request.)* State grantees 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 Departmental approval.
7. **Rotation Policy 20 CFR 641.575.** *(Approvals expire at the end of each program year unless you submit a new request.)* You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. You must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that it will further the acquisition of skills listed in the individual employment plan (IEP).