

**PROGRAM YEAR 2013 OPTIONAL SPECIAL REQUESTS**

Grantees with special requests in one or more of the following areas must submit each request in a separate document. Please appropriately title each request. Requests for approval must provide a substantive rationale, *e.g.*, 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 requesting a change.)* To make changes to the current IDL policy, grantees must request and receive approval for one of the following IDL policies to take effect in PY 2013. Please note that any change in policy for PY 2013 requires Departmental approval and must have an effective date of at least 120 days after written approval by ETA.
  - (1) Option 1: No extensions to any participants, *i.e.* all participants exit the program at 48 months.
  - (2) Option 2: Extensions to every participant who meets at least one of the seven waiver factors.
  - (3) Option 3: Grantee offers extensions to every participant who meets a specific subset of the seven waiver factors and/or an extension is limited to one time only.

If any grantee proposes to change its existing IDL policy, it must describe:

- (a) Its currently-approved IDL policy.
- (b) Which of the three options above the grantee proposes to adopt and the effective date of implementing this revised policy for new and current enrollees.
- (c) A reasonable transition plan that addresses when and how grantees will notify participants of the change, and the planned activities to prepare participants for their exits 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 the grantee submits a new request.)* Any grantee that wishes to request the use of additional existing grant funds for training and supportive services for PY 2013 must provide the specific information listed in this section. Grantees requesting additional funds for participant training and supportive services must **not** submit a separate budget narrative for these activities. Instead, the detailed budget narrative in the grant application must identify the specific training and supportive service activities that, if approved, the grantee will provide to participants. The grantee must 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 directly to benefit participants. As required in sec. 502(c)(6)(C)(IV) of the OAA, and 20 CFR641.874, grantees 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) Those performance measures the grantee expects will improve from the expenditure of additional funds, and the amounts by which it expects each measure will improve.

**3. Increase in Administrative Cost Limitations – 20 CFR 641.870.** (*Approvals expire at the end of each program year unless the grantee submits a new request.*) Any grantee that wishes to request additional funds for PY 2013 must provide the specific information listed in this section. ETA 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 grantee 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 will not constitute adequate justification. The grantee must identify which costs have increased, why they have increased, 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 the grantee submits a new request.*) The maximum average project duration based on overall participation is 27 months. Applicants may request permission from ETA to increase their maximum average project duration to 36 months. A request must include:

1. A statement of the grantee's current average duration and an estimate of its average duration for the coming program year.
2. A description of its efforts to achieve 27-month average duration.
3. The factors constituting exceptional circumstances that warrant an extension to 36 months as set forth in the regulations:
  - i. High rates of unemployment or of poverty or of 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 a grantee, relative to other areas of the state involved or the nation;
- ii. Significant downturns in the economy of an area served by the grantee 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 a grantee 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 the grantee.

**5. On-the-Job Experience (OJE) Training Option.** *(Approvals expire at the end of each program year unless the grantee submits a new request.)* If a grantee wishes to utilize OJE as an additional training option, it must meet the requirements stipulated in Older Worker Bulletin 04-04. Each year, grantees 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 641.515(c).** *(Approvals expire at the end of each program year unless the grantee submits 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 the grantee submits a new request.)* Grantees may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. Grantees must make an individualized determination that a rotation is in the best interest of the participant and will further the acquisition of skills listed in the IEP. ETA added the Rotation policy item this year as a way to further streamline the process for grantees to request an optional Rotation policy.