### NEGOTIATION ADMINISTRATIVE COST FORM

### FY2023 Negotiations Request for Fund Code 494

Click in shaded areas below to type.

**Agency Name:**

**County:**

**Grant Title:** Workplace Education

**Director Name:**

**Grant Contact:**

**Grant Amount Requested:**

**Total Administrative Cost Amount Requested:**

**Total Administrative Percentage Requested**:

As defined by AEFLA and [EDGAR](https://www.sec.gov/edgar.shtml) 34 Part 463, Subpart C (§463.25, §463.26), ***not less*** than 95% of funds must be spent on adult education direct services and literacy activities and ***not more*** than 5% of funds may be spent on administrative costs. Please note:

1. Per AEFLA, administrative costs are allowable costs related to the planning and administration of the grant, including: carrying out performance accountability requirements, professional development, providing adult education and literacy services in alignment with local workforce plans, and carrying out WIOA partner responsibilities. Allowable administrative costs also include state approved indirect costs charged to the grant (*budget line ten*).
2. 100% of *budget lines one and three* will be considered administrative, along with the associated fringe benefits on *budget line five*. ACLS can only approve administrative salaries that directly support the grant. Administrators who provide direct student services need to account for those hours on line two. All hours must be accounted for through time and effort reporting. The administrative costs for sub-grantees (*budget line six*) must also be included as part of the total administrative cost. 100% of *budget line nine* costs are also considered administrative.
3. AEFLA Sec. 233 states that professional development (PD) expenses (*budget line eight*) are administrative expenses and part of the 5% cap. DESE has further defined administrative PD expenses to include non-SABES/MCAE Network registration fees and travel expenses, including out of state travel. Please note that DESE defines SABES/MCAE training of direct service staff as instructional expenses.
4. Programs may negotiate on an individual basis to determine an adequate level of funds for non-instructional purposes (i.e., administrative costs) by submitting this Negotiation Administrative Cost Form along with their continuation applications. Please keep in mind that the approved indirect cost rate is part of the allowed administrative cost. DESE will not grant administrative cost requests that exceed 15%. Programs requesting to spend more than 5% of their grants on administrative costs must apply anew each year.

**Instructions to Initiate the Negotiations Process:**

1. Complete and submit this Negotiation Administrative Cost Form (Negotiations Request) with your online portal continuation application materials.
2. Submit a copy of your budget narrative or other document in which you identify all proposed budget line items and amounts that are administrative costs and all that are non-administrative costs. For all personnel, include salaries and position descriptions with all functions and job responsibilities and the percent of time dedicated to each job function and/or responsibility.

**Note: It is at the discretion of the Massachusetts Department of Elementary and Secondary Education to determine the appropriate administrative cost percentage on a case-by-case basis.**

**Justification:**

In the space below, provide a written narrative to justify this request for administrative costs greater than 5% of the grant award amount. Include specific references to explain each of the following:

* why an amount greater than 5% is requested;
* ways your agency will be hindered in accomplishing the project goals and objectives if only 5% of the administrative costs are allowed in the grant.

**Type your justification in the space immediately below:**

Authorized Signatory:       Title: \_\_\_     \_\_\_\_\_\_\_\_\_\_\_

Typed Name: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_     \_\_\_\_\_\_\_\_\_\_\_

**For ACLS use only: Approved**  **Denied**

**Administrative Cost Percentage (%) Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Program Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Review: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grants Management Office: (if applicable)**

DESE Grants Fiscal Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_