



## FY25 Administrative Cost Limit Negotiation Form

Section 233b of the Workforce Innovation & Opportunity Act (WIOA) specifies that programs must use no more than 5% of their grant funds for administrative costs, including planning, administration (including carrying out the reporting and accountability requirements of section 116), professional development, and fulfilling one-stop partner responsibilities.

Section 233 also specifies that, in cases where the five percent administrative cost limit is too restrictive, the eligible provider can negotiate an adequate level of funds to be used for administrative purposes.

**Programs wishing to negotiate an administrative cost limit that exceeds 5% must complete this waiver and submit it to the Adult Education budget mailbox at [oeamend@tcsg.edu](mailto:oeamend@tcsg.edu).**

The Office of Adult Education will review the request and determine whether or not it can allow a different administrative cost limit.

Program Information	
<b>Program Name:</b>	
<b>Program Administrator:</b>	
<b>Email Address:</b>	

FY25 Funding Amount			
231 (Basic Adult Education, Family Literacy)	225 (Corrections)	State	243 (IELCE)

**Waiver Summary & Request**

**Which budget section are you requested a waiver for?**

- 231/225/State
- 243 Integrated English Language & Civics Education

**What is your estimated administrative cost percentage?**

In the box below, please describe the rationale for why your program is negotiating a higher administrative cost percentage. In your answer, please address:

- How the five percentage administrative cost limit is too restrictive for your program, and
- How a higher administrative cost limit will help your program meet its objectives.

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**Program Signatures**

*By signing below, the program assures that the information provided above is accurate. In addition, it understands that if it needs to further exceed the administrative cost limit specified in this form, it will need to submit another negotiation request.*

**Program Administrator Signature**

**VPA, Business Office Director or Designee Signature**

**Date**

**Office of Adult Education Signatures**

*By signing below, the Office of Adult Education indicates that it has approved the administrative cost limit specified in this form.*

**Assistant Commissioner of Adult Education Signature**

**Date**