

**2013-2014 Adult Education Grant Application  
Form 2B – Administration Cap Waiver Request**



The applicant agency, \_\_\_\_\_, requests a waiver to expend \_\_\_\_\_% of its federal and state budget for administrative costs for fiscal year FY 2014 for the adult education program under the Adult Education and Family Literacy Act.

We, the undersigned, acknowledge that 95% of the federal grant is expected to be used for program (instructional) purposes unless a waiver is approved. We further understand that a waiver for administrative (non-instructional) costs in excess of 5% of the federal and state budget amount will be granted only in exceptional circumstances. One or both of the following categories must apply.

*(Check one or both statements, as applicable, and provide rationale for the waiver request)*

- The administrative activities relate to the achievement of state goals to improve program quality and level of service, as explained here:
  
  
- A 5% limit on administrative expenditures would not provide for sufficient planning, management, evaluation, or coordination, as explained here:

We provide these assurances/justifications with respect to this waiver request.

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Financial Officer

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A waiver for fiscal year 2014     is granted                       is not granted

\_\_\_\_\_  
State Director

\_\_\_\_\_  
Date