



Program Year 2025-2026 Adult Education Grant Administration Cost Negotiation

The applicant agency, _____, requests to negotiate to expend _____% 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 cost negotiation is approved. We further understand that a cost negotiation 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.

(Place an "X" beside one or both statements, as applicable, and provide rationale for the cost negotiation 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 cost negotiation request.

Program Director Signature

Financial Officer Signature

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A cost negotiation for program year 2025-2026 _____ is granted _____ is not granted

OAE Director Signature

Date