

NYS/NYSCOPBA Joint Labor-Management Committee
Labor-Management Grants
Guidelines for the April 30, 2009 Award Period

BACKGROUND

The Labor-Management Grants Program is administered by the New York State/ New York State Correctional Officers & Police Benevolent Association (NYSCOPBA) Joint Labor-Management Committee (JLMC), which was established through the negotiated collective bargaining agreement.

The grants program is intended to provide a special opportunity for labor-management committees to develop new and creative program ideas and identify specific projects that will improve the work life of NYSCOPBA-represented employees. To receive grant funds, active labor-management cooperation must be demonstrated.

Local labor-management committees are *encouraged* to discuss their proposals with a committee representative prior to formal submission. Discussing the proposal with a representative will ensure that only those ideas most likely to receive the Project Review Committee's approval are submitted. This practice saves valuable time and money.

A committee staff member is available to work with local labor-management committees and agency personnel on proposal development, and to offer assistance in such areas as evaluation methods and budgeting.

GENERAL GUIDELINES

The following apply to all proposals funded through the Joint Labor-Management Committee:

- Grant applications will be accepted for review on a continual basis as long as funds are available.
- Grant funds are awarded to state agencies/facilities that actively involve a labor-management process in the development, administration, and evaluation of the project. The application must be signed by the appropriate NYSCOPBA and management representatives.
- Equipment purchased with grant funds, in full or in part, is the property of the NYS/NYSCOPBA Joint Labor-Management Committee.
- Facility management and local labor-management committees are responsible for the security, maintenance, and/or replacement of the equipment with grant funds.
- Purchases made with grant funds are subject to compliance with the Office of General Services, the Office of State Comptroller, and the NYS Procurement Council's rules, regulations, and pertinent laws, and the internal control system of each agency. Requirements may vary depending on the type and amount of the purchase.
- Application should be discussed with finance officer/facility steward prior to submittal.
- The L-M Grant Proposal Application Form (SSU-007) must be used for all grant proposals. An application form is provided at the end of this document. Additional copies may be photocopied, found on the NYSCOPBA website, or obtained from the JLMC. Proposals must follow the format and respond to all sections listed in the application.
- Projects may be monitored and audited by staff of the NYS/NYSCOPBA Joint Labor-Management Committee through on-site visits to verify data, progress, completion of project, and equipment inventory records.

- Failure to comply with program guidelines will prejudice consideration of subsequent grant proposals.
- It is recommended that, whenever possible, a financial contribution by the local labor-management committee be made to show commitment to the project.

QUALITY OF WORK LIFE/TRAINING ACTIVITY CENTERS (QWL/TAC)

- Due to financial limitations, applications for new QWL/TAC construction are discouraged.
- Generally, maintenance and minor improvements to Training Activity Centers are the responsibility of the facilities or local committees involved. However, major improvements or modifications will be addressed on a case-by-case basis.

PILOT/EXPERIMENTAL PROGRAMS

- The Committee encourages pilot or experimental projects that meet the needs and unique demands of NYSCOPBA members.

SUBMISSIONS AND REVIEW OF PROPOSALS

Prospective applicants are encouraged to contact the JLMC staff to obtain assistance with grant development. Completed applications should be forwarded to the JLMC at the address listed below. Committee staff will acknowledge the receipt of all applications by letter to the project coordinator and to the labor and management representatives who signed the application. Applicants may be contacted by JLMC staff for clarification of project information or to request additional information. If the application is incomplete, paperwork will be returned to the local labor-management committee. Once the proposal is considered complete, it will be placed on the agenda for the next Project Review Committee meeting.

In reviewing proposals, the Project Review Committee considers a number of factors including:

- the cost effectiveness of the proposal and documentation of need
- the number of NYSCOPBA-represented employees who will benefit by the project
- the level of labor and management contribution to the overall project
- the degree of innovation
- the number of projects previously approved
- if applicable, QWL/TAC Committee insurance subscriber status and previous grant compliance

Recommendations of the Project Review Committee are forwarded to the Executive Committee for approval. A decision letter will be sent by the JLMC staff to the project coordinator, the NYSCOPBA Chief Sector Steward, and the management representative who signed the application. A letter concerning grant funding information will be sent to the finance officer/facility steward. Project coordinators will access grant awards through their agency/facility finance office.

SUBMIT GRANT APPLICATION PROPOSALS TO:

NYS/SSU Joint Labor-Management Committees
 Attn: Jeanne Grebert
 Corporate Plaza East, Suite 502
 240 Washington Ave Extension
 Albany, NY 12203

Phone: (518) 457-9420
 Fax: (518) 457-9445
 Email: jgrebert@lmc.state.ny.us or
pmerola@lmc.state.ny.us

The items most frequently requested through the L-M Grants and Equipment Replacement Grants Programs are listed below. The JLMC has established *Recommended Funding* Limits on these items. Please keep the guidelines and recommended funding limits in mind when making your equipment requests.

Item	Recommended Funding
Coffee Maker - 12 cup	Up to \$25
Commercial Coffee Maker	Up to \$200
Microwave Oven	Up to \$75
Large Microwave Oven	Up to \$135
Mini Refrigerator	Up to \$77
Medium Refrigerator	Up to \$135
Full-Size Refrigerator	Up to \$425
Treadmill	Up to \$2,000
Elliptical	Up to \$1,500
Universal Gym	Up to \$2,000
Air Conditioners (QWL/TAC)	Up to \$300
Gas Grills (outdoor)	Up to \$300
Stationary Bikes	Up to \$525
Toaster Oven	Up to \$45
Weight Bench	Up to \$165

The JLMC requires a minimum of three vendor quotes for each item requested.

Purchases made with grant funds are subject to compliance with the Office of General Services, the Office of State Comptroller, and the NYS Procurement Council's rules, regulations, and pertinent laws, and the internal control system of each agency. Requirements may vary depending on the type and amount of the purchase.

If any item requested will be purchased from a state contractor include the P-Contract number. If the item can be purchased for a better price on the open market using appropriate bidding procedures, the item does not need to be purchased from the state contract.

The application must be discussed with your finance officer/facility steward prior to submittal. This person will be responsible for overseeing the purchase and processing payment with funding codes provided by the LMC.

Following approval, any change to the project as described in the original grant proposal application requires approval of the NYS/NYSCOPBA Joint Labor-Management Committee.

**NYS/NYSCOPBA Joint Labor-Management Committee
Labor-Management Grants
Application for the April 30, 2009 Award Period**

NOTE: This form is to be completed for new Labor-Management initiatives only. If you are requesting funds to purchase equipment that was previously funded by the Labor-Management Committee, please complete the Equipment Replacement Grant Application.

1. Agency/Facility Name: _____

Address: _____

2. Indicate Grant Category:

Health/Fitness Pilot/Experimental Miscellaneous Projects

Break/Kitchen Equipment QWL/TAC (Equipment)

3. Project Coordinator Name:

Name (Please Print) Phone Email Address

4. NYSCOPBA Chief Sector Steward:

Name & Title (Please Print)

Phone

Email Address

5. Management Representative:

Name & Title (Please Print)

Phone

Email Address

6. Finance Officer/Facility Steward:

Name (Please Print) Phone Email Address

7. Total Funds Requested: \$ _____

8. Total number of NYSCOPBA members who will benefit from program: _____

9. Required Authorization Signatures:

NYSCOPBA Chief Sector Steward:

Management Representative:

Signature Date

Signature Date

Introduction/Program Need

1. Provide a brief description of the project (attach additional sheet if necessary).

2. Describe the needs to be addressed by the proposed program and expected impact to be made or problem(s) resolved by the project.

Program Development, Management, and Evaluation

3. Describe your joint labor and management goals and how the proposed program relates to those goals. Briefly mention other joint programs completed or planned to accomplish these goals.

4. Describe how the proposed program was jointly developed and will be jointly administered and evaluated.

Program Cost

5. Present a budget narrative which details the total costs of individual program components. Indicate the total amount of money being requested from the Grants Program and, if possible, the amount the local labor-management committee will contribute both in cash and in kind services.

6. Has your finance officer/facility steward been made aware of the project? [] YES [] NO

Equipment Purchase Request Detail for New Initiatives

Equipment/Item Being Requested and Size:	Equipment To Be Placed In:	Vendor Name or State Contract Vendor	Final Cost Per Item	QTY.	Total Cost
<i>Example:</i> Kenmore Refrigerators, 4.6 cf	A, B, C & D Break rooms	Vendor 1 – 177.00	129.00	4	516.00
		Vendor 2 - 129.00			
		Vendor 3 – 146.00			
Total Funds Requested					