

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

07/19/2011

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

State Building & Construction Trades Council of California

* b. Employer/Taxpayer Identification Number (EIN/TIN):

(b) (6)

* c. Organizational DUNS:

(b) (6)

d. Address:

* Street1:

1225 8th Street, #375

Street2:

* City:

Sacramento

County/Parish:

Sacramento

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

95814-4879

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Debra

Middle Name:

* Last Name:

Chaplan

Suffix:

Title:

Director of Special Programs

Organizational Affiliation:

State Building & Construction Trades Council of California

* Telephone Number:

510-832-6450

Fax Number:

510-288-1346

* Email:

(b) (6)

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501c3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Occupational Safety and Health Administration

11. Catalog of Federal Domestic Assistance Number:

17.502

CFDA Title:

Occupational Safety and Health Susan Harwood Training Grants

* 12. Funding Opportunity Number:

SHTG-FY-11-01

* Title:

Susan Harwood Training Grant Program FY 2011

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

California Construction Safety and Health Training and Resource Hub

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant [CA 5]

b. Program/Project [CA1 59]

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: [09/30/2011]

* b. End Date: [09/29/2012]

18. Estimated Funding (\$):

* a. Federal	199,999.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	199,999.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a This application was made available to the State under the Executive Order 12372 Process for review on []
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: [] * First Name: [Robert]

Middle Name: []

* Last Name: [Balgenorth]

Suffix: []

* Title: [President]

* Telephone Number: [916 443 3302] Fax Number: [916 443 8204]

* Email: []

* Signature of Authorized Representative: [Debra Chaplan] * Date Signed: [07/19/2011]

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Susan Harwood Training Program: SBCTC Capacity Building Developmental Grant	17.502	\$ 199,999.00	\$	\$	\$	\$ 199,999.00
2.						
4.						
5. Totals		\$ 199,999.00	\$	\$	\$	\$ 199,999.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Susan Harwood Training Program: SBCTC Capacity Building Developmental Grant				
a. Personnel	\$ [65,253.00]	\$	\$	\$	\$ [65,253.00]
b. Fringe Benefits	[24,796.00]				[24,796.00]
c. Travel	[9,150.00]				[9,150.00]
d. Equipment	2,500.00]				[2,500.00]
e. Supplies	6,300.00]				[6,300.00]
tractual	78,000.00]				[78,000.00]
g. Construction	0.00]				[]
h. Other	[14,000.00]				[14,000.00]
i. Total Direct Charges (sum of 6a-6h)	[199,999.00]				\$ [199,999.00]
j. Indirect Charges					\$ []
k. TOTALS (sum of 6i and 6j)	\$ [199,999.00]	\$	\$	\$	\$ [199,999.00]
7. Program Income	\$ []	\$	\$	\$	\$ []

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Susan Harwood Training Program: SBCTC Capacity Building Developmental Grant	\$ [0.00]	\$ [0.00]	\$ [0.00]	\$ [0.00]
9.	[]	[]	[]	[]
10.	[]	[]	[]	[]
11.	[]	[]	[]	[]
12. TOTAL (sum of lines 8-11)	\$ []	\$ []	\$ []	\$ []

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ [199,999.00]	\$ [29,183.00]	\$ [77,738.00]	\$ [28,064.00]	\$ [65,014.00]
14. Non-Federal \$ []	[]	[]	[]	[]
15. TOTAL (sum of lines 13 and 14) \$ [199,999.00]	\$ [29,183.00]	\$ [77,738.00]	\$ [28,064.00]	\$ [65,014.00]

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Susan Harwood Training Program: SBCTC Capacity Building Developmental Grant	\$ [200,000.00]	\$ [200,000.00]	\$ [200,000.00]	\$ []
17.	[]	[]	[]	[]
18.	[]	[]	[]	[]
19.	[]	[]	[]	[]
20. TOTAL (sum of lines 16 - 19)	\$ [200,000.00]	\$ [200,000.00]	\$ [200,000.00]	\$ []

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: [199,999]	22. Indirect Charges: [0]
23. Remarks: []	

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management plan developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Debra Chaplan</p>	<p>* TITLE</p> <p>President</p>
<p>* APPLICANT ORGANIZATION</p> <p>State Building & Construction Trades Council of California</p>	<p>* DATE SUBMITTED</p> <p>07/19/2011</p>

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Combined Assurance

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Agency determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 –

A. The applicant certifies that it and its principals

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

[Add Attachment](#)

[Delete Attachment](#)

[View Attachment](#)

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the address provided in the application instructions. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f)

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

* Address

1225 8th Street, #375

* City

o

County

Sacramento

* State

CA: California

Zip

95814-4879

Check ☐ if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

* NAME OF APPLICANT

State Building & Construction Trades Council of California

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: [] * First Name: Robert

Middle Name:

* Last Name: Balgorth Suffix: []

* Title: President

SIGNATURE

DATE

Debra Chaplan

07/19/2011

DRUG FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the address provided in the application instructions. Notice shall include the identification number(s) of each affected grant

Survey on Ensuring Equal Opportunity For Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Purpose:

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: State Building & Construction Trades Council of California
Applicant's DUNS Name: (b) (6)
Federal Program: Susan Harwood Training Grant Program FY 2011
CFDA Number: (b) (6)

1. Has the applicant ever received a grant or contract from the Federal government?

☒ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☒ No

3. Is the applicant a secular organization?

☒ Yes ☐ No

4. Does the applicant have 501(c)(3) status?

☒ Yes ☐ No

5. Is the applicant a local affiliate of a national organization?

☒ Yes ☐ No

6. How many full-time equivalent employees does the applicant have? (Check only one box.)

☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☒ 6-14 ☐ over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000
☐ \$150,000 - \$299,999
☐ \$300,000 - \$499,999
☐ \$500,000 - \$999,999
☒ \$1,000,000 - \$4,999,999
☐ \$5,000,000 or more

(b) (6)

Survey Instructions on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If **(b) (6)** is a local affiliate of a national **(b) (6)**, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this

information collection is **1890-0014**. The time required

to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

(b) (6)

Program Summary

State Building and Construction Trades Council: Pilot Grant: Susan Harwood Capacity Building Grants

1. Applicant Organization

State Building and Construction Trades Council of California

2. Project Director's name title and address:

Debra Chaplan
Director of Special Programs
State Building and Construction Trades Council
740 Walker Avenue
Oakland, CA 94610
(b) (6)
510-832-6450

Certifying Representative's name title and address:

(b) (6)
Robert Balgenorth
President
State Building and Construction Trades Council of California
1225 8th Street, Suite 375
Sacramento, CA (b) (6)
(b) (6)
443-3302

4. Funding Requested:

Administration:	\$33,093
Program:	\$166,906
TOTAL:	\$199,999

5. Grant Category

Capacity Building Developmental Grant

6. Grant Topic

California Construction Safety and Health Resource Hub with first year focus on Ergonomics in Construction

7. Summary of Program:

The State Building and Construction Trades Council of California (SBCTC) is seeking to develop the California Construction Safety and Health Resource Hub—a comprehensive safety and health training and resource program that reaches out to workers and employers in the unionized construction sector statewide to engage and inspire them to enact effective programs to prevent both sudden traumatic injuries and

(b) (6)

fatalities as well as cumulative trauma disorders and conditions resulting from long-term exposure to hazards in our industry.

Over the years, the SBCTC has developed excellent curricula on a variety of safety and health targeted training topics. Our goal, over the four years of this project, is to build upon this existing base of materials, review and update them for currency and accuracy and launch new training programs that will fit the needs of a wide range of construction employers and unions. Achieving a good fit with California construction means developing resources in, at a minimum, both English and Spanish and developing outreach to make constituents across the industry aware of our resource availability.

Given California's workforce scale and diverse geography we will need to approach our goals systematically, increasing our capacity each year. We will focus on updating one topic per year, conducting three 15-hour train-the-trainer sessions across the state, and perform follow-up with new master trainers to ensure that they are conducting second-tier training. Additionally we will reach further into the industry by offering direct training in the form of six to eight 2- to 4-hour Hazard Awareness Seminars on the current topic and/or on previous year's topics, at least two of which will (b) (6) held in Spanish. Our first year's topic will be Ergonomics in Construction. Based upon the insight we have gained from the study we look forward to revamping the training we developed nearly 10 years ago and making it more interactive, practical, and user-friendly. Where there is interest, we will continue to conduct Hazard Awareness Seminars on Focus Four Hazards in construction, using our training module created in 2010.

In addition to targeted topic safety training, we will establish the SBCTC as a go-to resource for California unions and employers. This includes building a joint labor-management Advisory Board comprised of union and employer representative, promoting the availability of the Hub through our e-mail/fax blast system and website, and attending 3-5 safety events and conferences during the year. We will create a safety and health section on the SBCTC website (www.sbctc.org) that will include all of our curricula and training materials in English and Spanish as well as links to other resources and organizations. We will also compile a resource list of experts in a variety of safety and health topics—available when issues arise and for the media. This way we can focus on delivering our own training while also connecting people to other programs that benefit construction safety needs.

8. Applicant Background

The State Building and Construction Trades Council (SBCTC) represents more than 300,000 unionized construction workers in California. With more than 175 affiliated local unions from 13 crafts and 22 county and multi-county Building Trades Councils across the state, the SBCTC works to improve the health, job safety and economic conditions of the members of its affiliates, and of all working men, women and minors in the construction industry. The SBCTC works closely with the California Apprenticeship Coordinators Association, the network of joint labor-management training programs across the state, as well as with a wide range of employer organizations and major contractors across the state. As the state affiliate of the Building and Construction

Trades Dept. of the AFL-CIO, the SBCTC is a not-for-profit organization. The organization currently has 8 full-time employees and 4 employees working at 80% time.

The SBCTC has received three two-year and one one-year Susan Harwood Training Grants since 2000. Our first enabled us to carry out effective tailgate training on a wide range of construction hazards including a special focus on construction ergonomics. Our second was on noise and hearing conservation. Our 2007-08 grant enabled us to create a Focus Four curriculum and materials and provide invaluable training for construction employers and workers across California that we are utilizing in our current 2009-2011 targeted training program.

In each of our grants, we not only met but we exceeded our goals for participants in the Train the Trainer (TOT) Programs and for second-tier training. Working in partnership with U.C. Berkeley's Labor Occupational Health Program and UCLA Labor Occupational Safety and Health Program, we've developed extensive curriculum resources and pocket leaflets in both English and Spanish. Through focus groups and TOTs with Spanish speakers and Day Laborers, we have gained important understanding about the most effective methods for working with California's growing Latino construction workforce. And we will again work closely with Cal/OSHA, who will review and participate in our training program.

Susan Harwood Training Grant
State Building and Construction Trades Council of California
Capacity Building Developmental Grant
July 2011

1a) Grant Category

The State Building and Construction Trades Council of California (SBCTC) is seeking funding to create the California Construction Safety and Health Resource Hub—a comprehensive safety and health training and resource program that reaches out to workers and employers in the unionized construction sector throughout the state. We are therefore applying for a Capacity Building Developmental grant.

For the past seven of eleven years, we have received Susan Harwood Targeted Training grants on a variety of (b) (6) cs that we offer to safety reps for contractors and employer associations as well as to union and apprenticeship trainers and day labor/immigrant worker programs. We have created an interactive style of training and quality resources that have proven to be an invaluable contribution to our affiliated unions, training programs and employers. (See evaluation samples in appendix.)

Each month, we get numerous calls for help and advice on safety and health concerns. Because our funding has always been topic-specific, we often don't have the expertise to offer the resources people are looking for. We're interested in expanding our knowledge base so that we can be the go-to place for the construction sector in California.

1b) Target Population

Our training will be designed to reach current construction workers—both English and Spanish-speakers, safety staff and foremen, apprenticeship coordinators and instructors, union staff and signatory employers, contractors and employer associations, immigrant workers and day laborers.

The State Building Trades Council has 175 affiliated unions and 130 affiliated Joint Apprenticeship Training Committees (JATCs) that are responsible for training apprentices and for providing journeyman upgrade training. According to the 2007 CPWR Construction Chart Book (*Center for Construction Research and Training*),

(b) (6)

approximately 80% of the employers that our members work for have one to nine employees, so it is likely that 90% or more have 250 or fewer employees. Construction workers, even from the unionized sector, are primarily working for small employers who may not have safety and health experts on staff.

California's construction workforce is divided into two demographics: the entry of a large number of young Hispanic workers and the existing workforce that is growing older. Approximately 22% of construction workers, as of 2005, were immigrants from Mexico and Central America, although we know that the membership of some unions, such as roofers, cement masons, and laborers, ranges from 70-90% Latino workers. (2007 CPWR Construction Chart Book)

The California construction workforce is larger than that of any other state, however the recent economic downturn has significantly impacted the construction sector. According to the BLS, approximately 566,000 people (b) (6) worked in the construction industry in May, 2011. This number is down approximately 25% since 2008, when the housing/construction crisis first hit. While the numbers for fatal work injuries in construction have declined as work has slowed, with 816 fatalities in 2009, construction remains the number one fatal occupation, with about 18.8% of all workplace fatalities nationwide (BLS). Of the 537 occupational fatalities in 2006 in California, construction workers accounted for 117 of those deaths, next only to goods producing workers, (US DOL, BLS, in cooperation with state and federal agencies from California DIR website).

While rates for fatal and non-fatal injuries have been dropping in the unionized construction sector, anecdotally we know that with the economic downturn, contractors are underbidding for jobs, relying on their workers to work faster; and workers are hesitant to complain about potentially hazardous work conditions because of fear of losing their now-precious jobs.

Additional hazards confronted by construction workers are heat stress, strains and sprains, cuts and bruises, chemical and silica exposures, and hearing loss, among others. And new hazards are being discovered every day as the construction industry becomes more "green"—these have to do with new sources of power, new chemicals and new materials that workers are working with, sometimes in the mistaken belief that they are safe and therefore don't warrant protective gear.

(b) (6)

The construction slump has had another critical impact: reduced income from work hours (per capita contributions) have forced several training programs to furlough or lay-off instructors. Those who are doing training are often not in a position to develop new curricula, except where mandated. And today, few unions have staff people—on a state, regional or local level—who have specific expertise in safety and health. They have looked to the State Building Trades Council, but we haven't had a comprehensive safety and health program either; our expertise is limited to the topics for which we've been funded by OSHA, in the years when we've been funded. A developmental grant that enables the SBCTC to develop curricula on safety and health on a variety of topics based on a needs assessment conducted with unions, apprenticeship programs and employers, would be well-utilized by those programs struggling to maintain their staffing.

1c) Primary Training Topic: First Year — Ergonomics in Construction

(b) (6)

We will focus on developing one major new topic each year with the focus of the first year's training being ergonomics in construction. With our existing Focus Four curriculum in place, we can continue to address leading causes of construction fatalities. But there is also need for effective training programs on cumulative trauma and long-term injuries. We have chosen ergonomics as the first topic to address for a variety of reasons. Most importantly, we have just completed the interviews for a Small Study Grant, funded by CPWR/NIOSH on California worker, union and employer attitudes toward ergonomics and musculoskeletal (MSD) injuries. While the analysis won't be complete until late October, the survey has shown much increased interest in the topic since we last addressed it in 2002.

Our study has consisted of key informant interviews with several dozen union and employer representatives and focus groups with workers. Anecdotally, we can say that most respondents report that repetitive strain injuries and MSDs are more prevalent than other injuries, but most believe "it comes with the territory." These cumulative trauma injuries are an issue for aging workers who are staying in their trade longer and are resigned to accept them as normal, as well as to employers who need to retain more highly skilled, experienced workers. The companies that are addressing ergonomic hazards are generally doing stretch and flex programs; few are bringing in new tools and innovations and fewer still are providing comprehensive training. From unions and employers to the workers

themselves, the key concern on today's jobsite is production. We will have to prove that reducing ergonomic injuries is a win-win for productivity, financial competitiveness and protecting workers.

Building construction poses, by its very nature, significant ergonomic hazards. Workers from every trade can identify tasks performed daily that pose risk for repetitive strain injuries and MSDs but often disengage from seeing this as a serious safety issue. Installing floors and ceilings requires work above shoulder level and below knee height. The use of heavy building materials presents manual materials-handling problems. The primary risk factors in construction are repetitive motion, awkward posture, excessive force and weight, required use of hand tools, static position, vibration and overexertion.

Nationwide, about 37% of all lost workday injuries in construction are sprain and strain injuries, costing billions of dollars a year. Construction has the highest rate of sprain and strain injuries of all industries other than transportation.

In 2005, the State Compensation Insurance Fund had 8,149 ergonomic-related workers compensation claims reports for construction workers. Of these, 43.8% were back-related, and 1.9% were for carpal tunnel syndrome. As the Fund's ergonomist told us, "Most construction workers would not associate an injury like Carpal Tunnel Syndrome with construction work, imagining instead that this only occurs to sissies who work in an office. Given such an attitude, it is surprising that any such injuries are reported at all, let alone nearly 2% of all of them."

The construction industry has experienced decreases in numbers and rates of days-away-from-work cases; from 2007 to 2008, the number of cases declined by 11% to 120,240, and the rate fell 8% to 174 cases of days away from work per 10,000 full-time workers (BLS). Even with the declines, this incidence rate was still the highest of any industry.

Repetitive strain injuries (RSI) and MSD risks vary depending on the trade and the type of work done by that trade. The roofing, siding and sheet metal industries have the highest risk of sprains and strain lost workday injuries (234.2 per 10,000 in 1995), followed by masonry contractors (202.4) and plumbing and heating. While the painting and electrical trades had the lowest injury rates in construction for sprains and strain (128 and 125.2, respectively), these rates are still higher than the overall private industry rate. Because these types of

injuries are often caused over time, workers don't necessarily recognize that they are work-related and often don't report them.

Cal/OSHA adopted an ergonomics standard in April 1997. This standard is the first and only state ergonomics standard in the nation and covers all workplaces, including construction. However, few of our survey respondents had heard about the California standard or saw any evidence of it being enforced.

Finding solutions to ergonomic problems in construction is challenging as the workstation is not fixed and cannot always be modified on a permanent basis. But over the last decade, effective solutions have been identified, including modifying tools and equipment to reduce flexion and vibration and minimizing reaching, using devices such as scissor lifts, hoists, and carts, better planning of tasks and selection of materials and training of workers and supervisors. Our training will address the problems and solutions—both the latest innovations that may or may not yet be ready for adaptation, and those most likely to be utilized at worksites on an immediate basis.

1c2) Secondary topic (first year) — Focus Four Hazards

We generally find that several unions request training on previous topics that we've taught even when we have been funded to do something new. As we will have just completed our third year of funding to provide training on Focus Four Hazards, we will continue to make available our hazard awareness seminars on these leading causes of fatalities to those programs that request it. The resources we have created are still timely and we would not have to do anything new in the way of preparation. As we develop new training topics, we will continue to make our prior training topics available to unions and employers across the state.

1d) Institutional Capacity Needs

The SBCTC is looking for long-term funding that will enable us to serve as the **California Construction Safety and Health Resource Hub** — an on-going health and safety resource for the California construction industry. Our goal is to work with the unions, training programs, contractors and employer associations to develop a comprehensive safety and health training and resource program that meets their disparate training needs, helps develop expertise within the unions (such as committees or specialists), and that builds buy-in and capacity for us to continue the program at the time when OSHA funding is no longer available.

The State Building Trades Council, working in conjunction with LOHP and LOSH, has gained experience and a solid reputation for providing excellent health and safety training on specific targeted topics. However, this funding has come in the form of one or two-year grants on specific topics, interrupted by a year or two without funding. Staff reassignments during these times means that we cannot always provide the information or support that unions or employers need. Lack of an ongoing program makes it difficult to maintain relationships with safety professionals in the industry and stay abreast of current health and safety issues.

As part of this grant, we will establish an Advisory Board of union and employer representatives to create buy-in for the safety program and give feedback to ensure that our plans are meeting their needs.

Because our union affiliates no longer have their own health and safety staffs or in-house expertise, we believe there is a strong need to develop a construction safety hub in California that can develop safety training programs as needed—not only about the targeted training topics, but about other safety and health issues that arise. We also want to build a cadre of health and safety experts among our affiliates and develop expert resources for unions to call on when emergency situations arise.

We are seeking \$200,000 per year for the full 4-year period in order to create long-term capacity at the SBCTC to offer training and materials on a series of topics in English and Spanish (with Ergonomics in Construction being our year-one topic), develop an Advisory Board of union and employer representatives, create a California resource list of experts and websites, hold Train-the-trainer sessions each year across the state, and update our materials to ensure that they are in English and Spanish, with resources available specifically for low-literacy workers. Our goal is to be the safety and health go-to place so that unions can ensure that their members understand and can exercise their rights, and employers provide safe and healthy workplaces to their employees.

The SBCTC is well-positioned to provide a construction safety hub in California and run a strong safety and health program that goes beyond the specific issue focus that OSHA solicits for on an annual basis, and that developing such a program would provide significant continuity for the SBCTC's safety and health work.

1e) Training and Educational Materials

In the first year of the grant, we will review and update the Ergonomics TOT curriculum that we had created and conducted in 2002, as well as creating a Hazard Awareness Seminar curriculum (2 and 4-hour modules). Much new information has been learned in the past nine years about the topic and we are learning, from interviewing several dozen union and employer representatives in our current Small Study Grant, about how to package information about ergonomics in a way that it will be best received. In addition, we've improved our training model to be more interactive and hands-on and our materials are more visual and user-friendly. We will create a new TOT power-point, develop new handouts, tailgate training guides and translate the whole package into Spanish.

We will also develop a Resource List of experts on different safety and health topics in California who can be called upon if we get enquiries from unions, workers, employers or the press. And we will create a safety and health section for our website that includes all of the OSHA-approved materials we've developed, links to other sites, and will be fully translated into Spanish.

1f) Training Projections

Audience	Type of training	Length of Training (contact hours)	Projected Number Trained	Total Contact Hours/training
Union leaders, apprenticeship instructors, employers, foremen, supervisors, safety staff	Train the Trainer	15 hours	45-75	675-1125
Construction workers at job sites and apprenticeship programs	Second-tier training	.75 hour/average	900-1500	675-1125
Construction Workers (apprentices and journeymen), immigrant workers & day laborers, employers, foremen, supervisors, safety staff	Hazard Awareness Seminars	2-4 hours	150-200	300-400
TOTAL			1095-1775	1650-2650

2 Administrative and Program Capability of the Organization

2a) Organizational Experience

The State Building and Construction Trades Council (SBCTC) represents more than 300,000 unionized construction workers in California. It has 175 affiliated local unions from 13 crafts and 22 county and multi-county Building Trades Councils. The SBCTC is the chartered statewide building trades council of the Building Trades Department of the AFL-CIO and as such, is a non-profit organization. The SBCTC works closely with the California Apprenticeship Coordinators Association, the network of joint union-employer training programs across the state, as well as with a wide range of employer organizations and major contractors across the state.

Since 2000, the SBCTC has been funded for seven years through the Susan Harwood Training Program, with three two-year training grants and one one-year grant. The SBCTC has also run a construction career outreach program funded by the Workforce Investment Act, a tobacco education program funded by the State Department of Public Health, and is in the midst of a research study on ergonomics in construction, funded by CPWR/NIOSH. (See descriptions of these programs in the appendix.) We are clearly experienced with running successful grant programs. In several cases, we have developed Advisory Boards to involve the population we serve in developing and framing the programs. Our materials have been nationally-recognized and adapted by other unions and organizations.

2b) Occupational Safety and Health Experience

Our first Susan Harwood grant (2000-2002) was for our Construction Hazards Education Program. For it, we updated our Tailgate Training Manual originally produced in 1993, and provided TOT training to employers and unions across the state on effective, practical application of tailgate training. We also created a training module on Ergonomics in Construction. We also developed one TOT session with a specific focus on Ergonomics. Our second grant (2004-2006), Hardhats United to Save Hearing (HUSH), included customizing a curriculum for California workers and doing TOT training and a series of hazard awareness seminars on Noise and Hearing Loss Prevention.

Our 2007-2008 grant was a targeted training grant on Focus Four Hazards in Construction. We got two-year funding in 2009-2011 to update the curriculum, and carry out three TOT trainings and numerous hazard awareness seminars each year. Our TOT training program includes an extensive power-point presentation and numerous interactive elements as well as a factsheets on each hazard, so that instructors can pick from a smorgasbord of resources to conduct their own second-tier trainings. In each case, we have exceeded our goal number for primary and second-tier trainees.

CPWR/NIOSH Small Study Grant: In 2010, we received \$30,000 from the CPWR program to research worker, union and employer perspectives on ergonomics to assess what's currently being done on jobsites to protect workers from sprains, strains and MSDs, what kind of training is being offered, and what the attitudes are towards this issue. To date, we've completed all of the interviews and two of the four focus groups, and should have the analysis complete by late October.

WOSHTEP Case Study Guide: We partnered with LOHP and LOSH in 2010 to develop a case study-based curriculum on construction hazards for the Worker Occupational Safety and Health Training and Education Program. WOSHTEP had never previously addressed construction issues in its worker training program. Our role was to organize and co-facilitate focus groups to get feedback from the construction population, and to help plan the guide, write sections of the guide and review it at different stages to ensure that it met the needs of construction industry trainers.

2c) Grant Experience

As described above, the SBCTC has received Susan Harwood Training Grants for seven of the past 11 years. We are fully experienced and successful not only with carrying out the training program and developing the curricula, but we also have full experience with completing all of the quarterly and close-out reports, as well as all of the financial reporting required. (See detailed list in the appendix.)

2d) Distribution Network

The SBCTC has a blast fax/e-mail list that we utilize to send information to every California union and JATC. We also post our material on our website (www.sbctc.org). In addition, we have e-mail addresses for all previous

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trainees, with whom we are in regular contact when during the grant cycle, and in occasional contact in off years. We have always met and exceeded our targeted training numbers.

2e) Needs Assessment Experience

The SBCTC has conducted numerous needs assessments for our tobacco education program and now we have experience conducting an in-depth research study. We will utilize the same fax/email tool described above to send a survey to our union affiliates, training centers and employers and will follow up with phone calls until we get a significant response rate.

2f) Program Experience of the Organization

The SBCTC is well-prepared to transition from running highly successful targeted training grants to building a comprehensive safety and health program through a Capacity Building Developmental Grant. We have always met and exceeded our first and second-tier training numbers and gotten excellent evaluations for our programs. We have created high quality curricula and compiled a broad range of resources for our master trainers.

We have reached out to a wide variety of construction-related audiences, from union and apprenticeship program staff, to contractor safety staff, employer organizations, prison vocational training program staff, day labor centers and immigrant worker organizations. We always partner with the LOHP and LOSH (see below) because these organizations have developed tremendous expertise in developing effective adult training programs.

Training Numbers: In the seven years that we have received Susan Harwood grants, we have met and exceeded our estimated training numbers each year. The Construction Hazards Education Program included seven TOT training sessions in Northern and Southern California, two of which were held in Spanish, and one had a special focus on Construction Ergonomics. In total, more than 110 people—contractors, Labor-Management, Apprenticeship Coordinators and union leaders attended these two-day training sessions. They went on to train more than 1,500 construction workers at second tier training on-the-job, at apprentice programs and at local union meetings. Similarly, the HUSH program sponsored eight TOTs across the state, three of which were in Spanish.

(b) (6)

With our first Focus Four grant, we trained 34 English trainers and 41 Spanish trainers in four trainings (150% of our goal), and again exceeded all of our proposed second-tier training numbers with 1297 trainees (170% of our goal). In our current grant, as of the 7th of 8 quarters, we have trained 106 master trainers (15 hour training) who have done second-tier training (30 minute to 2 hours) to 1847 construction workers, in both English and Spanish. We have also trained 339 workers and employers in 2-4 hour hazard awareness seminars. We have already exceeded our year-end total training goals by 34%.

Materials and Curriculum: In collaboration with the Labor Occupational Health Program (LOHP), we developed our Tailgate Training Guide for California Construction Workers that gives trainers all the information they need to provide effective tailgate meetings on 14 topics. We translated this 400-page binder into Spanish. Additionally, we produced a course binder with material covering injury and fatality statistics, Cal/OSHA (b) (6) regulations, Ergonomics in Construction, and teaching techniques and we produced a separate binder for our Ergonomics Training.

For our HUSH hearing conservation training grant, we revised a curriculum created under OSHA by a group in Washington state. We have received OSHA approval for all of our curricula.

Our manual on Focus Four hazards is entitled “Focus on Prevention: The Top Four Construction Hazards.” In addition to the power-point, which is case-study oriented, the manual includes numerous tailgate training factsheets on each of the hazards that enable trainers to customize their training as they deem appropriate. Our training also includes significant time on adult learning and training methods so that the trainers can feel confident in providing this training. We developed a set of four factsheets, one on each hazard, all in Spanish and English. These factsheets are very visually-oriented, and are particularly useful in conjunction with tailgate trainings.

Solid Reputation: The SBCTC trainings are known, by union reps and by employers across the state, as substantial and valuable; our evaluations have been consistently strong (see attachment). We believe that our past success has positioned us well for meeting our goals and providing high quality training resources for both first and second-tier training and building a broader program.

2g) Evaluation of Training Activities Experience

We have long experience conducting both process and content evaluations, keeping lists of those who have been trained on file, and working with LOHP to develop pre- and post-tests and evaluation forms about the quality of the trainings that we deliver.

2h) Management and Internal Control Systems

The SBCTC has, for 110 years, served as a statewide association of unions and local councils. Its executive board is composed of the 22 county and multi-county Building Trades Council representatives and a northern and southern California representative from each of the 13 crafts. The SBCTC is headquartered in Sacramento.

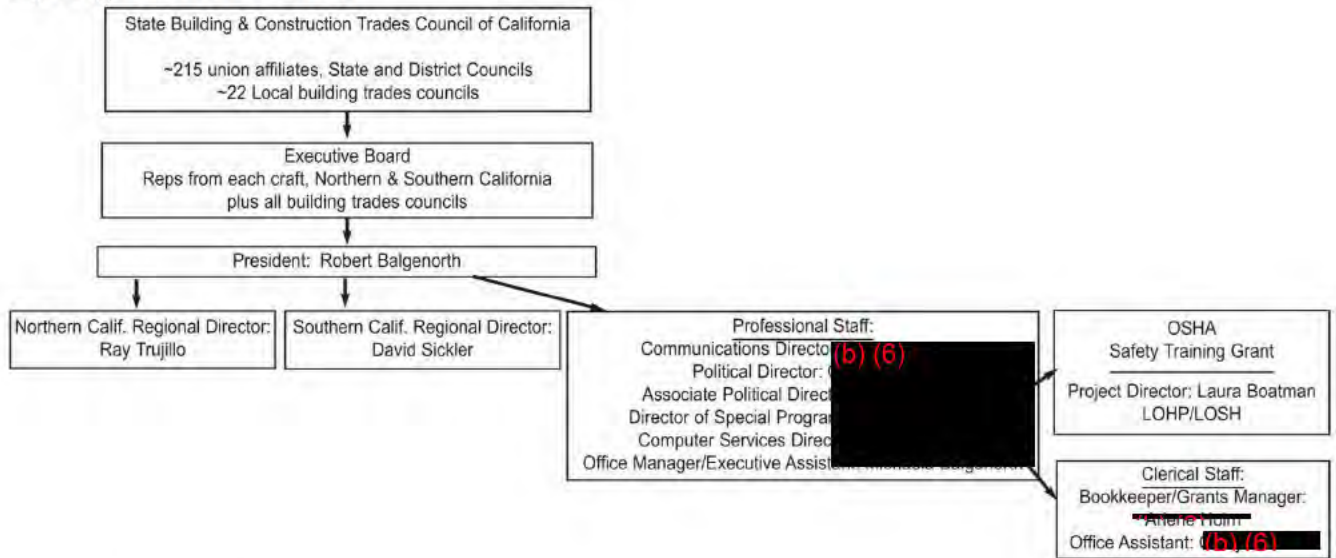
Through quarterly meetings of the executive board, decisions are made about programs and directions of the CTCTC. Communication is further enhanced with weekly fax alerts, a web site (www.sbctc.org) and mailings, as needed.

The SBCTC has extensive experience in grant management, with three two-year and one one-year Susan Harwood Training Grants from OSHA, five-year and three-year tobacco education grants from the California Department of Health Services, a series of USDOL Workforce Investment Act grants funded through California's Employment Development Department and through the California Department of Education, and a few other small funded projects.

The SBCTC contracts with James Fuchs, CPA (Los Angeles) to perform its own internal audits on an annual basis. There were no major findings from the last audit. In addition, the SBCTC is audited once every three years by each of several Trust Funds and annually by The Workers Comp Board to ensure compliance with payroll.

OSHA has conducted several financial audits of our Susan Harwood program and all have been satisfactory.

2i) Organizational Chart



3 Staff Experience

3a) Occupational Safety and Health Experience

(b) (6) will serve as Project Director for the California Construction Safety and Health Resource Hub. She has held the position of Director of Special Programs for the SBCTC since 1998, and has overseen the successful conduct of the previous Susan Harwood Grants. She has a Masters Degree in Non-Profit Management and worked for the New York Committee for Occupational Safety and Health for four years before moving to California. She currently serves as a board member of Worksafe, a California non-profit that promotes health and safety. (See biosketch in appendix)

(b) (6) will serve as Project Coordinator for the Hub. Laura came to the SBCTC to coordinate our first Susan Harwood grant in 2000 and, in the seven years that we've had OSHA funding, she has expanded the position beyond outreach and logistics to also include carrying out hazard awareness seminars, TOT training and materials development. In each year, her outreach efforts and follow-up with trainees have ensured that the SBCTC has met and exceeded our training goals. Prior to working at the SBCTC, Laura conducted the outreach, logistics and reporting for the California Labor Federation's Susan Harwood Grant on ergonomics. (See biosketch in appendix)

(b) (6)

Arlene Holm works as the Bookkeeper for the SBCTC and will continue to oversee funds administration and fiscal reporting.

Cindy Hamilton has been a Project Assistant on several of the SBCTC's grant programs, and will serve in that role on this program.

3b) Training Experience

For the past three grant cycles, Laura Boatman, Project Coordinator, has taken on additional duties as a trainer and has found that this is work she enjoys and excels at. She co-teaches our English-language TOTs and has been the primary trainer for our English-language Hazard Awareness seminars. She has developed a solid reputation in the construction safety community and has created Focus Four fact sheets, contributed to safety articles and the WOSHTEP Case Study Guide. She will continue to help develop

(b) (6)

training materials with LOHP and will

provide training under our proposed grant.

In order to enhance the success of this proposal, the SBCTC will continue its long-term partnerships with the Labor Occupational Health Project (LOHP), UC Berkeley and the Labor Occupational Safety and Health Program (LOSH), UCLA. The SBCTC has worked with LOHP since 1993, and started working with LOSH in 2007. These organizations, both over 30 years old and both current Susan Harwood grantees, have solid reputations nationwide for their work on designing training and materials that are appropriate for adult learners, and for populations with limited literacy and/or English language skills. Both organizations have produced several Spanish language health and safety publications and both have a bilingual training team.

The SBCTC will collaborate with LOHP to review, update and revise the curriculum created in 2002 to make it more interactive, more visual, more hands-on, and reflective of current knowledge. We will also develop the format for two and four-hour hazard awareness trainings. We will contract with LOHP to co-teach the TOTs and some of the Hazard Awareness seminars, especially any in Spanish, in Northern and Central California. We will work with LOSH to carry out Southern California TOTs and Spanish hazard awareness seminars.

(b) (6)

4 Work Plan

4a) Work Plan Overview

The State Building and Construction Trades Council of California (SBCTC) will create the California Construction Safety and Health Resource Hub—a comprehensive safety and health training and resource program that reaches out to workers and employers in the unionized construction sector statewide to engage and inspire them to enact effective programs to prevent both sudden traumatic injuries and fatalities as well as cumulative trauma disorders and conditions resulting from long-term exposure to hazards in our industry .

Over the years, the SBCTC has developed excellent curricula on a variety of safety and health (b) (6) eted training topics. Our goal, over the four years of this project, is to build upon this existing base of materials, review and update them for currency and accuracy and launch new training programs that will fit the needs of a wide range of construction employers and unions. Achieving a good fit with California construction means developing resources in, at a minimum, both English and Spanish and developing outreach to make constituents across the industry aware of our resource availability.

Given California's workforce scale and diverse geography, we will need to approach our goals systematically, increasing our capacity each year. We will focus on updating one topic per year, conducting three 15-hour train-the-trainer sessions across the state, and perform follow-up with new master trainers to ensure that they are conducting second-tier training. Additionally we will reach further into the industry by offering direct training in the form of six to eight 2- to 4-hour Hazard Awareness Seminars on the current topic and/or on previous year's topics, at least two of which will be held in Spanish.

Capitalizing on the recent ergonomics research study that we've conducted with numerous construction stakeholders, our first year's topic will be Ergonomics in Construction. Based upon the insight we have gained from the study we look forward to revamping the training we developed nearly 10 years ago and making it more interactive, practical, and user-friendly. A successful education program on ergonomics must address the fears and concerns of both workers and employers while offering solutions

(b) (6)

that are feasible and economically sound. Our long-standing relationship with academia, government and employers puts the SBCTC in an excellent position to bridge the gap between research, enforcement and real-world business needs. Where there is interest, we will continue to conduct Hazard Awareness Seminars on Focus Four Hazards in construction, using our training module created in 2010.

In addition to targeted topic safety training, we look forward to establishing the SBCTC as a go-to resource for California unions and employers. Having a joint labor-management Advisory Board comprised of union and employer representatives will be key in this process because the Board will be involved in guiding the programs we focus on and can liaison with others they work with in the same craft, apprenticeship programs and in employer associations. We will work to promote the availability of the Hub through our e-mail/fax blast system and website, and will attend 3-5 safety events and conferences (b) (6) during the year. We will create a safety and health section on the SBCTC website (www.sbctc.org) that will include all of our curricula and training materials in English and Spanish as well as links to other resources and organizations. We will also compile a resource list of experts in a variety of safety and health topics—available when issues arise and for the media. This way we can focus on delivering our own training while also connecting people to other programs that benefit construction safety needs.

When the SBCTC started getting Susan Harwood Targeted Training grants in 2000, due to our strong connections to unions across the state, we focused exclusively on outreach and logistics and partnered with the Labor Occupational Health Program (LOHP) at UC Berkeley to develop and carry out the training component. Over the years, we have expanded our own organizational capacity and now participate significantly in curriculum design and co-teaching. As we approach this capacity-building grant, we will again work with LOHP to develop the technical aspects of the curriculum and to utilize their expertise on principles of adult learning, but we will play a greater role in curriculum development. We will continue to partner with LOHP and also with the Labor Occupational Safety and Health Program at UCLA (LOSH) staff, to co-teach TOTs and to do all of the Spanish-language training.

Cal/OSHA supports our proposal and has agreed to participate in our TOT trainings, as they have in each of our previous years (see letter of support). They will also review our curriculum to ensure that references to standards and regulations are up-to-date. As the lead governmental organization in California responsible for enforcing construction safety orders, it is essential to have their involvement in our programs. Not only does this enhance our training credibility among employers, it also keeps us connected to the safety issues that are most prevalent at construction job sites and what specific problems or training deficits we can help to improve through our program.

We have garnered letters of support for the project from 31 unions, 12 apprenticeship programs, 11 employers and 3 community and other organizations (see list in appendix).

4b) Work Plan Activities & Quarterly Projections

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<p>Quarter 1 October-November</p> <p>October-December</p> <p>Quarters 2-4 January-September</p> <p>Quarter 4 July</p>	<p>a. Advisory Board</p> <ul style="list-style-type: none"> ➤ SBCTC will recruit 2-3 employer and 4-5 union reps to serve on Advisory Board ➤ Board will meet to review and give feedback about workplan and provide ideas about outreach. ➤ Board will be kept apprised of grant progress, through letters and e-mail newsletters created for Trainers. ➤ Board will meet a second time to review progress of grant and results of needs assessment, to help make plan for Year Two funding request. 	<ul style="list-style-type: none"> • Letters and will be kept on file • Agenda and meeting notes kept on file • Letters and will be kept on file • Agenda and meeting notes kept on file
<p>Quarter 1 October-November</p> <p>Quarter 3-4 April – June</p> <p>Quarter 2-4 February — September</p> <p>Quarter 2-4 January — September</p>	<p>b. Promote SBCTC as California Construction Safety Hub (resources, materials, outreach)</p> <ul style="list-style-type: none"> ➤ SBCTC will inform its stakeholders of the new grant and promote the Calif Construction Safety Hub in e-mails, fax-blasts, and on the website. ➤ SBCTC will develop a list of resources and experts on specific subjects for use by unions, employers, workers, or the media. ➤ SBCTC will develop a strong Safety and Health section on its website. This will include all OSHA-approved curricula and training resources, links to reliable organizations, and all will be translated into Spanish. ➤ Staff a table and/or hold a workshop at 3-5 	<ul style="list-style-type: none"> • E-mail/fax bulletins will be kept on file • Resource list will be kept on file • The website will be updated (www.sbctc.org) • Acceptance letters and

(b) (6)

	safety conferences and events, such as the Calif Apprenticeship Coordinators bi-annual conference (Spring 2012), Sacto Safety Expo, Cal/OSHA events, OSHA events with Mexican Consulate and other Spanish language forums	agendas will be kept on file
<p>Quarter 1 October-December</p> <p>November-February</p> <p>(b) (6)</p> <p>December-January</p> <p>Quarter 2-3 March-May, 2012</p> <p>Quarter 2-3 March-May, 2012</p> <p>Quarter 3-4 May-September</p> <p>Quarter 3-4 May - September</p>	<p>c. Trainings:</p> <p>c1. Three two-day Train-the-Trainer sessions</p> <ul style="list-style-type: none"> ➤ SBCTC will contact (by e-mail, letter and phone) people who had taken Susan Harwood training over the previous years to recruit trainers for the TOTs. ➤ SBCTC will identify training sites and will be responsible for logistics for the TOT workshops (Northern California, likely the Bay Area; Southern California, likely Los Angeles; and Central California, likely Modesto). Trainings are held at JATCs that are donated. The SBCTC will donate the cost of refreshments/meals. ➤ SBCTC will develop and disseminate promotional materials for the TOTs. SBCTC will recruit via letter and phone follow-up to everyone who participated in earlier Susan Harwood Grants, as well as to employer associations, unions, apprenticeship programs and community groups. ➤ 15-25 people will participate in each of the three TOT training sessions. Total trained in TOTs: 45-75 Total contact hours: 675-1125 ➤ SBCTC/LOHP will administer pre- and post-tests and written evaluations for all participants ➤ Each participant will be expected to do second-tier training consisting of a 30-60 minute workshop at the worksite, union, or apprenticeship school. Total second-tier trainees: 1095-1775 Total contact hours: 1650-2650 ➤ SBCTC staff will follow-up with trainers by fax, phone and e-mail to ensure they are meeting their second-tier training numbers and completing their training forms & evaluations. SBCTC will produce 1-3 brief newsletters to provide new info and resources and serve as a reminder of 2nd tier training responsibilities. 	<ul style="list-style-type: none"> • Letters and promotional materials will be kept on file • Letters and promotional materials will be kept on file • Attendance sheets will be kept on file. • Tests kept on file. • Each trainer will be contacted one month after the TOT and on an on-going basis to monitor 2nd tier training progress • Sign-in sheets for the workshops will be returned to the Project Coordinator.

Quarter 4 July-September	SBCTC will distribute a follow-up mail/fax survey to Trainers and create an evaluation summary of trainers' responses.	<ul style="list-style-type: none"> Follow-up newsletters & letters will be kept on file.
Quarter 1-2 December-March December-January Quarter 2-3 February-April Quarter 2-4 January-August January-September (b) (6) il – September April-September	c2. Hazard Awareness Seminars <ul style="list-style-type: none"> ➤ SBCTC will contact (by e-mail, letter and phone) groups identified in proposal (apprenticeship programs, day labor organizations, unions, employer associations, etc.) to promote seminars. ➤ LOHP/SBCTC will revise curriculum to meet time allotment and audience needs. ➤ Any changes from TOT curriculum will be submitted to OSHA for approval. ➤ SBCTC will set up training dates and coordinate logistics with interested organizations. ➤ SBCTC will coordinate with LOHP and LOSH to ensure that appropriate trainer(s) are available to conduct the trainings. ➤ SBCTC and LOHP/LOSH will deliver six to eight hazard awareness seminars, at least two of which will be in Spanish. Total trained: 150-200 Total training hours: 300-400 ➤ SBCTC will administer written evaluations for all participants. 	<ul style="list-style-type: none"> Letters and promotional materials will be kept on file Letters will be kept on file Sign-in sheets for the workshops will be returned to the Project Coordinator. Tests kept on file.
Quarter 1-2 October-January November-January Quarter 2 January – February Quarter 2-3 February - April April-May	D. Curriculum & Materials development <ul style="list-style-type: none"> ➤ LOHP and SBCTC will review the ergonomics curriculum developed in 2002 and make revisions based on target audience and time allotted for training. ➤ LOHP will create/revise power-point presentation as necessary. ➤ SBCTC will ensure that OSHA reviews training materials. ➤ Following OSHA approval, we'll get training binder, power point, and handouts translated into Spanish. ➤ SBCTC will ensure that OSHA reviews Spanish training materials 	<ul style="list-style-type: none"> Review materials, prepare new curricula. Training binder with agenda, CD, power-point kept on file Letters will be kept on file. Spanish Training binder with agenda, CD, power-point kept on file Letters will be kept on file.

Activities Timeline	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Activities	Oct. 1, 2011 – Dec. 31, 2011	Jan. 1, 2012 – Mar 31, 2012	Apr 1, 2012 – June 30, 2012	July 1, 2012 – Sept. 30, 2012
Convene Advisory Board and hold meetings	XXXXXXXXXX			XXXXXXXXXX
Promote SBCTC as safety& health resource hub.	Fax/e-mail blasts	Website update. Attend/table/do workshops at conferences and safety events	Spanish translation of website. Attend/table/do workshops at conferences and safety events	Attend/table/do workshops at conferences and safety events
Develop resource list of California/ National safety and health experts			XXXXXXXXXX	
Set TOT schedule for 3 TOTs	XXXXXXXXXX			
Review, update and adapt Ergonomics training materials for new TOT and hazard awareness seminars	XXXXXXXXXX			
(b) (6) slate all training materials into ish		XXXXXXXXXX		
Obtain OSHA approval of TOT training materials and handouts		XXXXXXXXXX		
Conduct Outreach and Logistics for three TOTs	XXXXXXXXXX	XXXXXXXXXX		
Hold TOTs (Northern, Central and Southern California)		3 TOTs 45-75 trainees		
Conduct outreach for hazard awareness seminars.	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Hold 6-8 Hazard Awareness seminars in English and Spanish across California (Note: We anticipate holding some seminars during already-planned conferences/events but don't have a schedule of these events at this time. Therefore, quarterly projections of seminar dates must be flexible.)		2-4 Seminars 40-60 people	2-4 Seminars 50-120 people	2-4 Seminars 60-120 people
Participants in TOT training do second-tier training and report their numbers back to SBCTC.			300-600 second-tier trainees	600-900 second-tier trainees
SBCTC follows up with training participants to provide on-going support and encouragement (including newsletters, phone and e-mail)			XXXXXXXXXX	XXXXXXXXXX
Needs assessment for year-two work			XXXXXXXXXX	
Year-end evaluation/report				XXXXXXXXXX

State Building and Construction Trades Council of California
Susan Harwood Training Application — 9/30/09-9/29/10
DETAILED BUDGET BACK-UP

	Admin	Program	TOTAL
A. PERSONNEL			
Debra Chaplan Project Director Salary reflects 12 mo. @ 10% 7897/mo FTE <i>Oversees administration and program and work with subcontractor; reviews materials, helps with outreach and advisory committee</i>	\$4,735	\$4,735	\$9,470
Laura Boatman Project Coordinator Salary reflects 12 mo @ 60% 5570/mo FTE <i>Coordinates logistics, recruitment and outreach, follow-up with trainers, reviews all materials and helps on trainings as necessary.</i>	\$4,010	\$36,092	\$40,102
(b) (6) Project Assistant Salary reflects 12 mo @ 20% 4059/mo FTE <i>Assists with registrations and logistics of trainings and disseminating outreach about the program</i>	\$1,948	\$7,793	\$9,742
Arlene Holm Grants Administrator Salary reflects 12 mo @ 10% 1142/mo FTE <i>Responsible for financial record-keeping, draw-downs, bill-paying</i>	\$5,939	\$0	\$5,939
TOTAL SALARIES	\$16,633	\$48,620	\$65,253
B. BENEFITS Benefits - 38% of salaries <i>Includes: payroll taxes, health & welfare, 401(K)</i>	\$6,320	\$18,476	\$24,796
TOTAL BENEFITS	\$6,320	\$18,476	\$24,796
TOTAL WAGES & BENEFITS	\$22,953	\$67,096	\$90,049
C. TRAVEL Local Mileage (1800 mi @ 55¢/mile + bridge tolls) Airfare (Sacto. To So Cal. for trainings) 1 @ 6 trips @ \$250/trip Hotel (10 nights/1 persons @ \$150) Rental Car (\$100/day @ 10 days) Per Diem expenses (\$50/day @ 9 days) Airfare (2 staff to Washington, D.C.) 2 mtgs Hotel (2 staff people/Washington, D.C.) 2 mtgs Per Diem (2 people/2 days Washington, D.C.) 2 mtgs		\$1,060 \$1,500 \$1,500 \$1,000 \$450 \$1,800 \$1,440 \$400	\$1,060 \$1,500 \$1,500 \$1,000 \$450 \$1,800 \$1,440 \$400
TOTAL TRAVEL	\$3,640	\$5,510	\$9,150
D. EQUIPMENT Computer <i>The computer being used for the OSHA program is 6 years old and needs to be replaced</i>	\$2,500	\$0	\$2,500
TOTAL EQUIPMENT	\$2,500	\$0	\$2,500

State Building and Construction Trades Council of California
Susan Harwood Training Application — 9/30/09-9/29/10
DETAILED BUDGET BACK-UP

E. SUPPLIES/OFFICE EXPENSES			
Rent (\$2.00/sf @ 160 sf)	\$3,840	\$0	\$3,840
Duplication/Photocopier	\$60	\$300	\$360
<i>Outreach leaflets/applications & follow-up materials</i>			
Office Furniture	\$0	\$0	\$0
Supplies	\$100	\$400	\$500
<i>Misc. for office and trainings</i>			
Telephone/Modem/ISP		\$1,200	\$1,200
Postage/Shipping		\$400	\$400
TOTAL SUPPLIES/OFFICE EXPENSES	\$4,000	\$2,300	\$6,300

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State Building and Construction Trades Council of California

Susan Harwood Training Application — 9/30/09-9/29/10

DETAILED BUDGET BACK-UP

	Admin	Program	TOTAL
F. CONTRACTUAL			
UC Berkeley/LOHP (See letter attached: Responsible for curriculum/agenda revisions, carrying out English TOTs and some Hazard Awareness Seminars in English & Spanish.)		\$68,000	\$68,000
UCLA/LOSH (See letter attached. Responsible for doing training for So Cal TOT and some Hazard Awareness trainings in Spanish in So Cal.)		\$10,000	\$10,000
TOTAL CONTRACTUAL	\$0	\$78,000	\$78,000
H. OTHER			
Duplication/TOT Binders Binders in English & Spanish, plus a CD of the power-point for all trainers at TOTs		\$3,600	\$3,600
Spanish Translation		\$5,000	\$5,000
Printing: (Factsheets & Outreach/Promo Leaflets)		\$2,400	\$2,400
(b) (6) 0-5,000 of four Factsheets in English & Spanish)			
Website: Create safety and health section/Translate into Spanish		\$3,000	\$3,000
Refreshments for trainings (provided by SBCTC)		\$0	\$0
Training Facilities (provided by JATCs)		\$0	\$0
TOTAL OTHER	\$0	\$14,000	\$14,000
TOTAL DIRECT COST	\$33,093	\$166,906	\$199,999

CALCULATION OF RATIOS

A. Total Administration	\$ 33,093
B. Total Program	\$ 166,906
C. Total Project Cost	\$ 199,999

Ratio of Administration to
Total Project Cost (C/A)

16.55%

Maximum cost per trainee:

\$182.65

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ACCOUNTING SYSTEM CERTIFICATION

The State Building and Construction Council of California certifies that our accounting system provides for the following:

1. Accurate, current and complete disclosure of the financial results of each federally sponsored project.
2. Records that identify adequately the source and applications of funds for federally sponsored activities.
3. Effective control over and accountability for all funds, property and other assets.
4. Comparison of outlays with budget amounts.
5. Written procedures to minimize the time elapsing between the transfer of funds
6. Written procedures for determining the reasonableness, allocability and allowability of costs.
7. Accounting records, including cost accounting records, that are supported by source documentation



Signature

President

Official Title

**State Building &
Construction Trades Council
of California**

• • •

**Evidence of
Non-Profit
Status**

(b) (6)

(b) (6)

February 2, 1956

Commissioner of Internal Revenue
Washington 25, D.C.

(Exempt Organisation Branch)

Dear Sir:

(b) (6)

In separate rulings issued by your agency dated September 6, 1940 and July 21, 1944, exemptions from Federal Income Tax were granted to the American Federation of Labor and the Congress of Industrial Organizations respectively. The rulings, based on Section 101 (1) of the Internal Revenue Code of 1939, which corresponds to Section 501 (c) (5) of the 1954 Code also included exemptions for all departments, directly affiliated unions, as well as state, territorial and local central bodies of the AFL and CIO.

Since that time exemptions under the same sections have been granted annually by the Bureau to those departments, directly affiliated unions and state, territorial and central bodies chartered by the parent organization during the preceding twelve months. Report has also been made to the Bureau of those groups whose charters had been cancelled during the year.

The American Federation of Labor and the Congress of Industrial Organizations have now merged, effective December 5, 1955, into a single combined organization. As there have been no changes in the character, purpose or method of operation of the parent organization and its affiliates, the filing of the below noted data is submitted under the single name of the American Federation of Labor and Congress of Industrial Organizations.

We submit herewith a list in duplicate showing the names, numbers, and addresses of all organizations directly affiliated with the AFL-CIO, all state, territorial and local central bodies, in addition we are submitting a list in duplicate of additions and cancellations of all affiliates of all departments of the AFL-CIO for the year, 1955.

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2. Cont.

It is understood by the AFL-CIO that all of the listed affiliates are required to file, annually, information returns on Form 990 with the District Director of Internal Revenue for the respective districts so long as the exemption remains in effect.

For the information of your agency, we file herewith a copy of the current constitution of the American Federation of Labor and Congress of Industrial Organizations.

(b) (6)

Very truly yours,

William S. Schnitzler
Secretary-Treasurer
American Federation of Labor and
Congress of Industrial Organizations

(b) (6)



U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS ONLY TO
COMMISSIONER OF INTERNAL REVENUE
WASHINGTON 25, D. C.

AND REFER TO
T:R:PSO:E
NLS

MAR 6 - 1956

American Federation of Labor and
Congress of Industrial Organizations
901 Massachusetts Avenue., N. W.
Washington, D. C.

Gentlemen:

We have your letters of February 2, 1956, and February 3, 1956, submitting information for our use in determining your status, and that of your subordinate affiliated unions and councils, with respect to exemption from Federal income tax.

The information shows that you were formed by an agreement to merge dated February 7, 1955, effective December 5, 1954, between the American Federation of Labor and the Congress of Industrial Organizations, which agreement was incorporated by reference into your constitution. You submitted two copies of your constitution; lists showing the names, numbers, and addresses of all subordinate organizations directly affiliated with your organization as of December 31, 1954; and other lists and copies of letters relating to charges made in such organizations during 1955.

The information submitted is not in such form as to meet our requirements, and you are therefore requested to furnish the following:

1. An application for exemption, Form 1024, which is the form designed by the Internal Revenue Service for use by organizations applying for exemption under section 501(a) of the 1954 Code as organizations described in section 501(c)(5) relating to labor organizations, among others. Two copies of Form 1024 are enclosed for your convenience, one of which you may keep. The other copy should be completed as provided therein and sent to this office (rather than to your District Director as the form indicates).
2. Six copies of the complete list of your subordinate units as of December 31, 1954, showing their names, numbers and addresses (either numerically or alphabetically), arranged in geographical order, and according

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2 - American Federation of Labor and
Congress of Industrial Organizations

to the type of organization (that is, unions, councils, etc.), For your convenience the lists heretofore submitted are returned.

3. A copy of the form of charter or certificate of affiliation issued by you to your subordinate unions, councils, etc., under Article III, section 7 of your constitution.
4. A statement by one of your principal officers setting forth all of the facts as to the form of organization, purposes, and method of operation of your subordinate units.

The lists called for under item 2 above should not include the names of your affiliated national and international unions which (under Article III, section 7, of your constitution) are entitled to have their "autonomy, integrity and jurisdiction protected and preserved." If such autonomous organizations wish to claim exemption from Federal income tax, the status of each such organization should be established separately by the filing of an appropriate exemption application with the supporting evidence called for therein.

(b) (6)

The above information should be submitted to this office within thirty days from the date of this letter, marked for the attention of T&R:EC&F-115.

Very truly yours,

Chief, Pensions and
Exempt Organizations Branch

Enclosures:

Lists
Forms 102L (3)

(b) (6)

March 26, 1956

Mr. P. Henry Needham, Chief
Pensions and Exempt Organizations Branch
Office of Commissioner of Internal Revenue
Washington 25, D. C.

(b) (6)

Dear Mr. Needham:

In response to your communication of March 6, 1956 and in particular with reference to the request contained in paragraph three, sub-section four thereof, I submit this statement setting forth all of the facts as to the form of organization, purposes, and method of operation of the subordinate units of the American Federation of Labor and Congress of Industrial Organizations.

The American Federation of Labor and Congress of Industrial Organizations has three types of affiliates: national and international unions, state and local central bodies and directly affiliated local unions (organizing committees and national councils). In addition, the Constitution of the Federation provides for departments of the AFL-CIO known as trade and industrial departments.

National and international unions are autonomous organizations affiliated with the Federation and are not considered subordinate organizations as are those other organizations noted above and discussed below which are chartered by and are directly subordinate to the Federation.

Trade and industrial departments are subordinate organizations and consist of the following: Building and Construction Trades Department, Metal Trades Department, Union Labor and Service Trades Department, Maritime Trade Department, Railway Employees Department and Industrial Union Department. Each department manages and finances its own affairs.

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Mr. P. Henry Needham, Chief

- 2 -

March 26, 1956

The departments have their own officers and when required, staffs, and are financially supported by the organizations who affiliate with them. The AFL-CIO Constitution requires that the departments conform to and be administered in the same manner as the laws and procedures governing the Federation. No department can enact any laws, rules or regulations which are in conflict with the American Federation of Labor and Congress of Industrial Organizations.

Departments of the Federation are considered as the official method of the AFL-CIO for transacting that portion of the Federation's business as indicated in the name of the department. A department, through its officers, must submit periodic reports to the Federation as to its condition and accomplishments. Department headquarters are required to be in Washington, D.C. and in the Federation's Headquarters Building.

State and local central bodies of the AFL-CIO are subordinate to and creatures of the Federation. Central bodies are established on a state, territorial, city or other regional basis as determined by the Federation acting through the Executive Council. Central bodies, which are supported financially by the groups affiliated with them, are composed of locals of national and international unions and organizing committees affiliated with the Federation, directly affiliated local unions, local central bodies within geographic limits of state and regional bodies and such other subordinate bodies as the Executive Council may determine are eligible for affiliation. Officers are elected from the delegates to the Central Body.

The purpose and work of a central body is to within their respective areas: assist in furthering appropriate objects and policies of the AFL-CIO; to serve as a means of exchanging information among the affiliated bodies; to provide aid and assistance to affiliated local unions; to encourage the formation of other central bodies; and to engage in such other activities as are consistent with the objects and principles set forth in the Constitution of the AFL-CIO and the policies of the AFL-CIO.

The Executive Council of the Federation issues rules which govern the conduct, activities, affairs, finances and property of central bodies and provide procedures for their discipline; upon dissolution of a central body all of the funds and property revert in trust to the Federation.

Mr. P. Henry Needham, Chief

- 3 -

March 26, 1956

Directly affiliated unions (organizing committees and national councils) are directly chartered by the Federation and are subordinate bodies thereof. The organizations falling into this category are unions within the full meaning of the word but have no national or international union affiliation. They are the collective bargaining representative of their members and are financially supported by membership dues. From time to time these directly affiliated unions may be merged with national or international unions or may become new national or international unions. In both instances, the unions cease to be directly affiliated unions and relinquish their subordinate status in the Federation as they become autonomous organizations. The Federation issues rules governing the conduct, activities, affairs, finances and property of these groups and in the event of dissolution is entitled to all such property.

The American Federation of Labor and Congress of Industrial Organizations derives its revenue from the above mentioned affiliates by various fees and per capita tax payments as required by the Constitution.

I trust that the information included herein will supply sufficient facts for your purpose.

(b) (6)

Sincerely yours,

WILLIAM F. SCHWITZLER
Secretary-Treasurer
AFL-CIO

(b) (6)

State Building and Construction Trades Council

Previous State and Federal Grants

1999-2002	State of California, Department of Health Services	Tobacco Education Grant "BUILT" program	\$1,500,000
2002-2004	State of California, Department of Health Services	Tobacco Education Grant "BUILT" program	\$1,000,000
2004-2007	State of California, Department of Health Services	Tobacco Education Grant "BUILT" program	\$800,000

2001-2002	State of California, Workforce Investment Act	Building California Construction Careers (BC3)	\$560,000
2002-2003	State of California, Workforce Investment Act	BC3 – Foster Care pilot project	\$170,000
2003-2004	State of California, Workforce Investment Act	BC3 – Education project	\$300,000
2004-2006	State of California, Workforce Investment Act	BC3 – Education & community outreach project	\$275,000
2006-2008	State of California, Workforce Investment Act	BC3 – Education & community outreach project	\$250,000

2000-2001	OSHA	Targeted Training:	\$160,000
2001-2002	Susan Harwood Grant	Tailgate trainings that work	\$126,000 (renewal)
2003-2004	OSHA	Targeted Training:	\$176,500
2004-2005	Susan Harwood Grant	Noise & Hearing conservation	\$92,220 (renewal)
2007-2008	OSHA	Targeted Training:	\$195,000
	Susan Harwood Grant	Focus Four Hazards	
2009-2011	OSHA	Targeted Training:	\$249,968
	Susan Harwood Grant	Focus Four Hazards	

2010-2011	Center for Constuction Research & Training/NIOSH	Small Study Grant: Ergonomics in Construction	\$30,000
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Letters of Commitment

Letters of Commitment have been submitted by the following and are appended to this grant:

Cal/OSHA

Labor Occupational Safety & Health Program (LOSH), UCLA

Labor Occupational Health Program (LOHP), UC Berkeley

Letters of Support

The following have submitted letters of support for the SBCTC's efforts to establish a California Construction Safety and Health Resources Hub. Letters are on file in the SBCTC office and are available upon request.

Contractors & Employer Associations

Anning-Johnson Co./Anson Industries

Associated General Contractors – CA

California Sheet Metal and Air Conditioning National Assoc. (Cal SMACNA)

CALEX Engineering Co.

Dynaletric

Engineering & Utility Contractors Assn. (EUCA)

Harris Rebar

Hensel Phelps Construction Co.

J. Fletcher Creamer & Son, Inc.

McGuire and Hester Engineering Contractors

Red Mountain LLC

City of Industry
West Sacramento
Sacramento

Santa Clarita
Los Alamitos
San Ramon
Fresno
Fresno
Sylmar
Oakland
Avila Beach

Apprenticeship Training Programs (JATCs)

BAC Local 3 JATC Masonry Development Cen

Bay Area Counties Roofing & Waterproofing Apprenticeship Program

IBEW/NECA JATC

Ironworkers Apprenticeship (Statewide)

IUPAT D.C. 36-Local 1247/ So CA Floor Apprenticeship

Kern County Electrical JATC

Northern California Cement Masons JATC

Pipe Trades Training Center Local 393

Plumbers & Pipefitters Apprenticeship Local 460

Plumbers Steamfitters & Refrigeration Fitters J.A.T.C. Local 467

Santa Barbara County Electrical JATC

Southern CA Cement Masons JATC

Tracy
Livermore

San Luis Obispo
Vacaville
Santa Fe Springs
Bakersfield
Pleasanton
San Jose
Bakersfield
Burlingame
Buelton
Arcadia

Unions

Boilermakers Local 549	Pittsburg
Bricklayers & Allied Crafts Local 3	San Leandro
Bricklayers & Allied Crafts BAC Local 4	Ventura
Imperial County BTC	Imperial
International Brotherhood of Electrical Workers (IBEW)	
IBEW 9 th District/Sacramento	
IBEW Local 6/ San Francisco	IBEW Local 332/San Jose
IBEW Local 340/Sacramento	IBEW Local 413/Buelton
IBEW Local 441/Orange County	IBEW Local 569/San Diego
IBEW Local 639/San Luis Obispo	IBEW Local 684/Modesto
IFPTE Local 21 AFL/CIO SF Water	San Francisco
Ironworkers Local 433	City of Industry
International Union of Painters & Allied Trades IUPAT Local 487	Sacramento
Kern, Inyo, Mono Building Trades Council	Bakersfield
Laborers Local 802	Huntington Beach
Operative Plasterers & Cement Masons OPCMIA Local 300	Modesto
Roofers & Waterproofers Local 81	Sacramento
Roofers & Waterproofers Local 36	Los Angeles
San Diego BCTC & San Diego Labor Council	San Diego
Sheet Metal Workers Local 104	San Ramon
Sheet Metal Workers Local 162	Sacramento
Teamsters Local 150	Sacramento
United Association of Plumbers and Steamfitters	
UA California State Pipe Trades Council/Sacramento	
UA Local 246/Fresno	UA Local 114/Buelton
UA International/Cypress	UA Local 484/Ventura
UA Road Sprinkler Fitters Local 669/Oakhurst	

Other

Day Worker Center of Mountain View	Mountain View
Tradeswomen, Inc.	Oakland
Travelers Insurance	Walnut Creek/Rancho Cordova

UNIVERSITY OF CALIFORNIA, BERKELEY

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LABOR OCCUPATIONAL HEALTH PROGRAM
2223 FULTON ST., 4TH FLOOR
BERKELEY, CA 94720-5120
(510) 642-5507
(510) 643-5698 FAX

SCHOOL OF PUBLIC HEALTH
CENTER FOR OCCUPATIONAL & ENVIRONMENTAL HEALTH

July 18, 2011

Robert Balgenorth, President
State Building and Construction Trades Council of California (SBCTC)
1225 8th Street, Suite 375
Sacramento, CA 95814

(b) (6)

Dear Mr. Balgenorth,

On behalf of the Labor Occupational Health Program (LOHP) at the University of California, I want to express our commitment to collaborate with the State Building and Construction Trades Council of California (SBCTC) on your proposed OSHA project. We are pleased to offer LOHP's experience and expertise in health and safety to help you provide important services to your members.

LOHP has been a leader in the development of health and safety and train-the-trainer programs for more than 35 years. Each year, LOHP conducts more than 100 educational programs on topics such as hazard identification and control, ergonomics, legal issues, and specific occupational hazards ranging from office work to construction. LOHP has a national reputation for its work on designing training and materials that are appropriate for populations with limited literacy and/or English language skills; LOHP has also produced several Spanish language health and safety publications and has a bilingual training team.

LOHP and the SBCTC have had a successful collaboration for over two decades. In 1993 LOHP, the SBCTC and the Association of General Contractors developed one of the first construction tailgate training guides in the nation: *Tailgate Meetings That Work*. Since 2001 LOHP has collaborated with the Building Trades on several successfully funded OSHA projects including:

- Tailgate Training For California Construction Workers (2000-2001)
- Ergonomics and Construction (2002-2003)
- Noise and Hearing Conservation Solutions for Construction Workers (2004-2006)
- Focus Four Hazards (2009-2011)

We look forward to working with you on your proposed project. This will be the first statewide training and resource center for the construction trades in California. You have a rich history training construction workers on issues relevant to preserving their health and safety on the job. The

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proposed project will enable you to forge your expertise and knowledge into a resource center for California construction workers.

Specifically, under our fee for service agreement of \$68,000, LOHP will provide the following services:

- Research and develop a 2-day train the trainer (TOT) course on Ergonomics and Construction.
- Develop a 2-day TOT PowerPoint (PPT) on Ergonomics and Construction.
- Develop a 4 hour awareness training and PPT on Ergonomics and Construction.
- Develop a 2-hour awareness training and PPT on Ergonomics and Construction.
- Revise all of the training materials after OSHA reviews them
- Co-teach one 2-day TOT in Northern CA
- Co-teach one 2-day TOT in Central CA.
- Co-teach one, 2-4 hour awareness training in Spanish
- Provide consultation

We have greatly enjoyed our past collaborations with the SBCTC and look forward to working with you on this innovative project. We wish you the very best of luck securing funding for this important work.

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Sincerely,



Mike Wilson, PhD
Director, Labor Occupational Health Program
University of California, Berkeley

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UCLA LABOR OCCUPATIONAL SAFETY AND HEALTH (LOSH) PROGRAM
PETER V. UEERROTH BUILDING, SUITE 2107
BOX 951478
LOS ANGELES, CA 90095-1478
PHONE: (310) 794-5964
FAX: (310) 794-6403

July 19, 2011

Debra Chaplan
740 Walker Avenue
Oakland, CA 94610

Dear Debra Chaplan,

On behalf of the UCLA Labor Occupational Safety and Health (LOSH) Program, I want to express our commitment to collaborate once again with the State Building and Construction Trades Council of California (SBCTC) on the Focus (b) (6) truction Hazardous Training Program for California LOSH is a nationally recognized center located in Southern California that provides Spanish and English worker education and training, education materials development, technical assistance and policy information in the area of workplace health and safety. In order to maximize impact with the resources available, the LOSH education and training model emphasizes a train-the trainer approach that prepares workers to go back to the workplace to support workers' education. We have more than 30 years experience and expertise in bilingual health and safety training to provide the services outlined in the proposal.

For this grant, LOSH bilingual trainers will conduct one 2-day Train-the-Trainer courses and Hazardous Awareness Trainings. These services will require \$9,200.00 – the equivalent of 11.5 days of work at \$800/day plus \$800.00 for 2 overnight stays and mileage.

We look forward to working with you on the continuation of this exciting project.

Sincerely,

A handwritten signature in cursive script that reads "Linda Delp".

Linda Delp,
Director
UCLA-LOSH Program

LOSH BUDGET
SUSAN HARWOOD TRAINING GRANT
FOCUS FOUR CONSTRUCTION HAZARDS TRAINING PROGRAM FOR CALIFORNIA
State Building and Construction Trades Council of California

Training the Trainers (TOT) One 2-day session (So Cal) 2 days		
2 Instructors per day @ \$800/day x 2		\$ 3,200.00
Travel & preparation 1 day @ \$800 x 2		1,600.00
Hazard Awareness Trainings		
4 hour Spanish in So Cal	1 day	800.00
(b) (6)		
Preparation		
1/2 day prep @ \$800/day		400.00
Consultation/Meetings/Follow-up	4 days	
4 days @ \$800/day		3,200.00
Travel:		
Local Travel Mileage 500/miles @ .51/mile		255.00
1 day Lodging for 2 plus per diem		<u>545.00</u>
		\$ 10,000.00

Letters of Commitment

Letters of Commitment have been submitted by the following and are appended to this grant:

Cal/OSHA

Labor Occupational Safety & Health Program (LOSH), UCLA

Labor Occupational Health Program (LOHP), UC Berkeley

Letters of Support

The following have submitted letters of support for the SBCTC's efforts to establish a California Construction Safety and Health Resources Hub. Letters are on file in the SBCTC office and are available upon request.

Contractors & Employer Associations

Anning-Johnson Co./Anson Industries

Associated General Contractors – CA

California Sheet Metal and Air Conditioning National Assoc. (Cal SMACNA)

CALEX Engineering Co.

Dynaletric

Engineering & Utility Contractors Assn. (EUCA)

Harris Rebar

Hensel Phelps Construction Co.

J. Fletcher Creamer & Son, Inc.

McGuire and Hester Engineering Contractors

Red Mountain LLC

City of Industry
West Sacramento
Sacramento

Santa Clarita
Los Alamitos
San Ramon
Fresno
Fresno
Sylmar
Oakland
Avila Beach

Apprenticeship Training Programs (JATCs)

BAC Local 3 JATC Masonry Development Cen

Bay Area Counties Roofing & Waterproofing Apprenticeship Program

IBEW/NECA JATC

Ironworkers Apprenticeship (Statewide)

IUPAT D.C. 36-Local 1247/ So CA Floor Apprenticeship

Kern County Electrical JATC

Northern California Cement Masons JATC

Pipe Trades Training Center Local 393

Plumbers & Pipefitters Apprenticeship Local 460

Plumbers Steamfitters & Refrigeration Fitters J.A.T.C. Local 467

Santa Barbara County Electrical JATC

Southern CA Cement Masons JATC

Tracy
Livermore

San Luis Obispo
Vacaville
Santa Fe Springs
Bakersfield
Pleasanton
San Jose
Bakersfield
Burlingame
Buelton
Arcadia

Unions

Boilermakers Local 549	Pittsburg
Bricklayers & Allied Crafts Local 3	San Leandro
Bricklayers & Allied Crafts BAC Local 4	Ventura
Imperial County BTC	Imperial
International Brotherhood of Electrical Workers (IBEW)	
IBEW 9 th District/Sacramento	
IBEW Local 6/ San Francisco	IBEW Local 332/San Jose
IBEW Local 340/Sacramento	IBEW Local 413/Buelton
IBEW Local 441/Orange County	IBEW Local 569/San Diego
IBEW Local 639/San Luis Obispo	IBEW Local 684/Modesto
IFPTE Local 21 AFL/CIO SF Water	San Francisco
Ironworkers Local 433	City of Industry
International Union of Painters & Allied Trades IUPAT Local 487	Sacramento
Kern, Inyo, Mono Building Trades Council	Bakersfield
Laborers Local 802	Huntington Beach
Operative Plasterers & Cement Masons OPCMIA Local 300	Modesto
Roofers & Waterproofers Local 81	Sacramento
Roofers & Waterproofers Local 36	Los Angeles
San Diego BCTC & San Diego Labor Council	San Diego
Sheet Metal Workers Local 104	San Ramon
Sheet Metal Workers Local 162	Sacramento
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Other

Day Worker Center of Mountain View	Mountain View
Tradeswomen, Inc.	Oakland
Travelers Insurance	Walnut Creek/Rancho Cordova

Some opinions about the SBCTC's FOCUS FOUR training (2010-2011)

From unsolicited letters:

"Thank you very much for permitting me to attend the "Focus Four" presented earlier this week. I concur that it was invaluable information and your presentation was very well received, definitely worth the travel distance and time. I am looking forward on sharing the information presented with our field staff to bring more awareness to these top four hazards."—General Contractor rep

"I admire how well organized the course was and the professional atmosphere in which it was conducted. I am interested in participating in more of such events because I believe these are an excellent way to improve the way I can teach the classes and find more effective methods to convey the information to students."—Instructor, Plaster Tenders JATC

From Evaluation Forms

- In addition to good data and information I am glad we covered how adults learn. It helps with presentation and coming up with the style that best fits the audience. Good putting us up in front of peers to make a presentation.
- The practice training was a blast. I learned a lot from the trainers and participants. It was a positive experience.
- (b) (6) Very informative, really enjoyed the flow of the materials and how it was broken up. Kept my interest the entire course.
- Love that all training material is supplied to go out and train others.
- The topics were covered very thoroughly, the instructors taught how to educate, motivate, encourage students.
- It was fun and well organized. We don't have many opportunities for this caliber of professionalism and expertise. Good job!
- This is the best training I have attended.
- This was an excellent class. The instructors were extremely organized and involved everyone in the class.
- They both did a good job and were very confident and knowledgeable on all subjects. This was my first time here and now I can't wait for further training from them.
- All topics are very important. I learned lots of new things that I will share with my apprentices!
- The presentation was very good. Kept my interest; this type of class can be very boring and put you to sleep. This class held my attention the entire time. Well done!
- Even after 30 years in the trades, there was something to learn or get knowledge I had updated.
- Excellent. Plenty of interaction. Very useful info.
- Wonderfully presented and involving.
- Very good and I will implement the Focus Four using your DVD and PowerPoint. Thanks for the help.
- Everything worked well together and came full circle. Not only did I learn content on safety, but feel more comfortable teaching it. That is missing from a lot of training.

From Focus Four Evaluation Forms:

Ratings on scale of 1 (poor) – 4 (excellent)

Out of 93 evaluations:

83 rated **Overall Training** as Excellent (89%)

10 rated “ “ Good (11%)

74 rated **Relevance to Work** as Excellent (80%)

18 rated “ “ “ Good (19%)

1 rated “ “ “ Fair (1%)

HEARING LOSS PREVENTION (2003-2005)

From unsolicited letters:

“With your help we were able to acquire a generous supply of hearing and respiratory personal protective equipment. We are now able to demonstrate the proper use, fit, and maintenance of important PPE’s.”—Coordinator and Training Instructor, Floor Covering Crafts

(b) (6)

“The hearing conservation conference and train the trainer session was the best I have ever attended. I have 25 years of experience in this training game and your presentation is the best I have ever attended.”—Instructor, United Association Apprentice and Journeyman Training Center

“...there must be more of us out there that just lay back and accept the hearing loss as inevitable. I hate my loss but there is nothing to do to change it. Your program may prevent someone else from losing their hearing and sense of balance.”—Instructor, United Association Apprentice and Journeyman Training Center

“I reported to our trustees on attending your recent training session. Our business manager was impressed with the event and it prompted discussion about the sheet metal workers safety training program. I was asked if I could provide/relay the information to our other 5 local JATCs.”—Training Director, Sheet Metal Workers

From Evaluation Forms

- Thanks for a great class; wish I would have had this when I was 18 years old
- Very well done. Materials were well prepared and presented making the training useful for those of us with little experience as well as those with years of experience.
- It showed me how to live a safer life and how to better raise my kids to hear better.
- Great class, you are doing a great job and something that will benefit the construction industry.
- This is one of the best presentations I have enjoyed attending. In the future if there are anymore or upgrading class I would love to attend
- very instructive, valuable, educational; please continue these courses

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DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH1515 CLAY STREET, SUITE 1901
OAKLAND, CA 94612
(510) 286-7000 FAX: (510) 286-7037MAILING ADDRESS:
P. O. Box 420603
San Francisco, CA 94142-0603

July 13, 2011

Grants Officer
U.S. Department of Labor – OSHA
Directorate of Training and Education
Division of Educational Programs
2020 S. Arlington Heights Road
Arlington Heights, IL 60005-4102

Attention: Grants Officer

(b) (6)

I am writing to express the support of the California Division of Occupational Safety and Health (Cal/OSHA) for the grant proposal of the State Building and Construction Trades Council of California (SBCTC) to develop a health and safety resource and training program that builds upon the work they have already accomplished through targeted topic training in previous years. While these short-term programs have been highly successful, the SBCTC could be even more effective if given the opportunity to offer on-going education on injury and fatality prevention for unions, employers, and workers throughout the state.

Cal/OSHA has supported SBCTC training in the past by providing information, materials review, technical consultation and direct participation in training sessions, and we continue to be impressed with the quality of SBCTC trainings. In addition to providing valuable information about hazard recognition and preventing injuries and fatalities, the SBCTC offers techniques for conducting effective training for workers and employers in a diverse construction industry, serving a cross-section of trades, joint labor-management training committees and immigrant worker centers. If this grant is funded, we will continue to support the SBCTC in these activities, and we believe they are well worth the effort and funds that support them. Strengthening training and knowledge of health and safety standards for workers in construction is a high priority for Cal/OSHA. This project would complement and leverage our efforts in significant ways.

We urge you to approve funding for this important project. If you have any questions regarding the above, please do not hesitate to contact me.

Sincerely,

Ellen Widess
Chief

(b) (6)