

## 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:

07/10/2013

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 and 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, Suite 375

Street2:

\* City:

Sacramento

County/Parish:

\* 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:

\* Telephone Number:

510-832-6450

Fax Number:

\* Email:

(b) (6)

## Application for Federal Assistance SF-424

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

N: Nonprofit without 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-13-03

\* Title:

Susan Harwood Training Grant, FY 2013 (Follow-On)

### 13. Competition Identification Number:

Title:

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

Add Attachment

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### \* 15. Descriptive Title of Applicant's Project:

California Building Trades Safety and Health Hub (Year Two Developmental Grant)  
Building a California Construction Safety Hub ??? Focus on Occupational Health and Haz Comm  
Standard.

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

1-53

b. Program/Project

CA-006

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

Add Attachment

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**17. Proposed Project:**

\* a. Start Date:

09/30/2013

\* b. End Date:

09/29/2014

**18. Estimated Funding (\$):**

* a. Federal	175,750.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	175,750.00

**\* 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:

Hunter

Suffix:

\* Title:

President

\* Telephone Number:

916-443-3302

Fax Number:

916-443-8204

\* Email:

rhunter@sbctc.org

\* Signature of Authorized Representative:

Debra Chaplan

\* Date Signed:

07/10/2013

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 06/30/2014

## 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 Grant	17.502	\$ 175,750.00	\$	\$	\$	\$ 175,750.00
2.						
3.						
4.						
5. Totals		\$ 175,750.00	\$	\$	\$	\$ 175,750.00

### SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Susan Harwood Training Grant</div>				
<b>a. Personnel</b>	\$ <input style="width: 100px;" type="text" value="63,703.00"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="63,703.00"/>
<b>b. Fringe Benefits</b>	<input style="width: 100px;" type="text" value="20,385.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="20,385.00"/>
<b>c. Travel</b>	<input style="width: 100px;" type="text" value="6,000.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="6,000.00"/>
<b>d. Equipment</b>	<input style="width: 100px;" type="text" value="0.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>e. Supplies</b>	<input style="width: 100px;" type="text" value="2,300.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="2,300.00"/>
<b>f. Contractual</b>	<input style="width: 100px;" type="text" value="69,000.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="69,000.00"/>
<b>g. Construction</b>	<input style="width: 100px;" type="text" value="0.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>h. Other</b>	<input style="width: 100px;" type="text" value="14,362.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="14,362.00"/>
<b>i. Total Direct Charges (sum of 6a-6h)</b>	<input style="width: 100px;" type="text" value="175,750.00"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="175,750.00"/>
<b>j. Indirect Charges</b>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ <input style="width: 100px;" type="text" value="175,750.00"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text" value="175,750.00"/>
<b>7. Program Income</b>	\$ <input style="width: 100px;" type="text" value="0.00"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

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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	\$ 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	\$ 175,750.00	\$ 22,910.00	\$ 60,320.00	\$ 59,060.00	\$ 33,460.00
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$ 175,750.00	\$ 22,910.00	\$ 60,320.00	\$ 59,060.00	\$ 33,460.00

**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.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	175,750	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 program 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.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p><b>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b></p> <p>Debra Chaplan</p>	<p><b>* TITLE</b></p> <p>President</p>
<p><b>* APPLICANT ORGANIZATION</b></p> <p>State Building and Construction Trades Council of California</p>	<p><b>* DATE SUBMITTED</b></p> <p>07/10/2013</p>

Standard Form 424B (Rev. 7-97) Back



# Survey on Ensuring Equal Opportunity For Applicants

**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.

<b>Applicant's (Organization) Name:</b>	State Building and Construction Trades Council of California
<b>Applicant's DUNS Name:</b>	(b) (6)
<b>Federal Program:</b>	Susan Harwood Training Grant, FY 2013 (Follow-On)
<b>CFDA Number:</b>	17.502

- |   |  |
|---|--|
| <p>1. Has the applicant ever received a grant or contract from the Federal government?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>2. Is the applicant a faith-based organization?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>3. Is the applicant a secular organization?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>4. Does the applicant have 501(c)(3) status?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> | <p>5. Is the applicant a local affiliate of a national organization?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>6. How many full-time equivalent employees does the applicant have? (Check only one box).</p> <p><input type="checkbox"/> 3 or fewer      <input type="checkbox"/> 15-50</p> <p><input type="checkbox"/> 4-5      <input type="checkbox"/> 51-100</p> <p><input checked="" type="checkbox"/> 6-14      <input type="checkbox"/> over 100</p> <p>7. What is the size of the applicant's annual budget? (Check only one box.)</p> <p><input type="checkbox"/> Less Than \$150,000</p> <p><input type="checkbox"/> \$150,000 - \$299,999</p> <p><input type="checkbox"/> \$300,000 - \$499,999</p> <p><input type="checkbox"/> \$500,000 - \$999,999</p> <p><input checked="" type="checkbox"/> \$1,000,000 - \$4,999,999</p> <p><input type="checkbox"/> \$5,000,000 or more</p> |
|---|--|

## **Survey Instructions on Ensuring Equal Opportunity for Applicants**

**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 the applicant is a local affiliate of a national organization, 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. Public reporting burden for this collection of information is estimated to average 5 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. The obligation to respond to this collection is voluntary (EO 13198 and 13199).

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

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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.

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### 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

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### 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, Suite 375

\* City

Sacramento

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 and Construction Trades Council of California

\* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix:

\* First Name: Robert

Middle Name:

\* Last Name: Hunter

Suffix:

\* Title: President

SIGNATURE

DATE

Debra Chaplan

07/10/2013

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.

## Project/Performance Site Location(s)

**Project/Performance Site Primary Location** ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: State Building and Construction Trades Council of CA

DUNS Number: (b) (6)

\* Street1: 1225 8th Street, Suite 375

Street2:

\* City: Sacramento County: Sacramento

\* State: CA: California

Province:

\* Country: USA: UNITED STATES

\* ZIP / Postal Code: 95814-4879 \* Project/ Performance Site Congressional District: CA-006

**Project/Performance Site Location a** ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: State Building and Construction Trades Council of CA

DUNS Number: (b) (6)

\* Street1: 1225 8th Street, Suite 375

Street2:

\* City: Sacramento County:

\* State: CA: California

Province:

\* Country: USA: UNITED STATES

\* ZIP / Postal Code: 95814-4879 \* Project/ Performance Site Congressional District: CA-006

**Additional Location(s)**

## Application Summary

State Building and Construction Trades Council:  
Susan Harwood Capacity Building Grants—Year Three Follow-on

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  
dchaplan@sbctc.org  
510-832-6450
3. **Certifying Representative's name title and address:**  
Robbie Hunter  
President  
State Building and Construction Trades Council of California  
1225 8<sup>th</sup> Street, Suite 375, Sacramento, CA 95814  
rhunter@sbctc.org  
916-443-3302
4. **Funding Requested:**

Administration:	\$24,810
Program:	\$150,940
TOTAL:	\$175,750
5. **Grant Category:** Capacity Building Developmental Grant Follow-on (4 years total to complete capacity-building activities)
6. **Grant Topic:** California Construction Safety and Health Resource Hub with third year training focus on Occupational Health Hazards in Construction (dusts such as silica and asbestos; chemical hazards, and welding fumes) as well as reviewing the Hazard Communication Standard. (We will also offer training on Fall Prevention and Rescue Planning; Sprains, Strains & Repetitive Motion Injuries, as well as on Focus Four Hazards—the topics of our previous Harwood training grants.)
7. **Target Audience:** Unionized construction workers (all crafts) and contractors/employers. Also day laborers.
8. **Affiliations:** The State Building Trades Council is affiliated with the National Building Trades Department, AFL-CIO
9. **Congressional Districts:** The SBCTC's headquarters are in the CA-006 district. The project will be statewide: CDS: CA-001-053.

<p style="text-align: center;"><b>State Building and Construction Trades Council of California</b> <b>Susan Harwood Training Program /Capacity Building Developmental</b> <b>Grant — Year 3</b></p>
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### **1a) Target Population**

The State Building Trades Council (SBCTC) has 157 affiliated unions and 125 affiliated Joint Apprenticeship Training Committees (JATCs) that are responsible for training apprentices and for providing journeyman upgrade training. The SBCTC has also partnered with the AGC and several employer associations to provide safety training to their member contractors. Since the SBCTC got its first Capacity Building Developmental Grant, we have trained more than 185 trainers from unions and employers across California who have, in turn, provided second-tier training to more than 2,000 construction workers. We have also put on seminars and workshops to hundreds of construction workers—both unionized and from the day laborer community.

The SBCTC's Safety and Health Construction Hub meets all six areas of focus of the Susan Harwood Training program.

According to the 2013 CPWR Construction Chart Book (*Center for Construction Research and Training*), approximately 80% of the employers that our members work for have one to nine employees, and 98.7% of the employers have 99 or fewer employees. Construction workers, even from the unionized sector, are primarily working for small employers who often do 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 30% of construction workers, as of 2010, 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. (*2013 CPWR Construction Chart Book*).

The average age of a construction worker is now 41.5 years—the oldest in construction industry history (*2013 CPWR Construction Chart Book*). This average had been significantly lower in the mid-2000s, with the large influx of younger Hispanic workers entering the workforce during the construction boom. However, the economic downturn caused millions of the younger workers to leave the industry, while, at the same time, baby boom non-Hispanic workers do all they can to remain in the industry later in life.

California runs neck and neck with Texas as the state with the largest construction industry employment in the nation, with California currently ahead. According to the BLS, approximately 626,000 people worked in California's construction industry in April 2013. This number is up approximately 9% over the past year, but is still far from its 2007 high. While the numbers for fatal work injuries in construction have declined as work slowed, (802 fatalities in 2010), construction remains the number one fatal occupation, with about 17.1% of all workplace fatalities nationwide (*BLS*). Of the 390 occupational fatalities in 2011 in California, construction workers accounted for 60 of those deaths (15.3%), next only to transportation and material moving occupations, (*US DOL, BLS, in cooperation with state and federal agencies from California DIR website*).

Rates for fatal and non-fatal injuries have been dropping in the unionized construction sector, however, anecdotally, we know that with the slow economic recovery, 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.

The top hazards leading to construction worker fatalities and injuries are falls, electrocutions, struck-by and caught-in events. Additional hazards confronted by construction workers are heat stress, sprains and strains, cuts and bruises, health hazards such as chemicals, dust hazards including silica and asbestos, welding fume exposures, and hearing loss, among others. New



hazards arise 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 using, sometimes in the mistaken belief that they are safe and therefore don’t warrant protective gear.

The construction slump has had another critical impact: reduced income from work hours, (per capita contributions), and cuts in state government subsidies 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. We believe, and have been told, that a strong need exists for 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.

While the unionized construction sector has a strong but challenged training infrastructure, day laborers and other vulnerable non-union construction workers have even less access to important safety information and training. We will continue to translate all of our hazard awareness seminar training curricula into Spanish and will reach out to Day Labor Centers and other Spanish-language worker programs to provide seminars to this population.

### **1b) Primary Training Topic: Year Three — Occupational Health and the Globally Harmonized System of Hazard Communication (GHS)**

The SBCTC’s training is designed to reach current construction workers—both English and Spanish-speakers—from the unionized sector as well as immigrant workers and day laborers. It also reaches safety staff and foremen, apprenticeship coordinators and instructors, union staff, signatory employers and employer associations, and risk managers. For 2013-14, the SBCTC will develop a

new training curriculum on the topic of occupational health hazards, paying special attention to hazard identification and the Hazard Communications/GHS Standard and methods of control.

To date, our Developmental Grant has enabled the SBCTC to update curricula we had previously developed and create new curricula on a variety of safety topics based on a needs assessment conducted with unions, apprenticeship programs and employers. This year, we conducted our needs assessment through Survey Monkey in May, 2013.

The top hazards identified for training by the respondents were Confined Space hazards and Occupational Health hazards, such as exposures to silica, chemicals, and welding fumes. For two key reasons, we chose to design this year's training on the Occupational Health issues. One reason is that, for the past four years that we've had OSHA grants, we've focused on occupational safety topics (focus four hazards, falls, and sprains & strains). We thought this year might be time to look at occupational health, and that this issue would provide an easy tie-in to offer training on the new GHS system of hazard communication. Talking about the GHS will be particularly timely, as the first deadline mandating that employers must provide workers with training on the new Safety Data Sheet (SDS) labeling format is December 1, 2013. Cal/OSHA representatives tell us they will have their training materials ready at the end of this year. We will incorporate Cal/OSHA's GHS requirements into our training program.

Second, we assessed that a greater number of crafts were impacted by occupational health issues than by confined space hazards. While many of our trainers often learn about the hazards through their own international unions and employer associations, our training is unique because we bring together unions and employers from multiple crafts. This necessitates that we find topics that will be applicable across the board. In 2010, more than 50% of construction workers reported that they were regularly exposed to vapors, gas, dust, or fumes at work twice a week or more,

which was more than double that of all industries combined (*2013 Construction Chart Book*), showing that these hazards definitely do cross craft lines.

We will bring in two guest speakers to supplement our training. One will be an equipment manufacturer who can demonstrate the latest state-of-the-art respirators (PPE) and vacuum/dust collecting systems and other engineering controls. The second guest speaker will be a representative from Cal/OSHA who will talk about the new GHS system and its application in California, the kinds of problems and solutions they've seen in the field, and the role that Cal/OSHA can play in addressing Occupational Health hazards.

### **1c) Training and Educational Materials**

As always, our TOT training program will itself be a model of the adult learning techniques that we want our trainers to utilize. It will include participatory activities and videos, in addition to the power-point training tool, to stimulate thought and discussion.

While our training will necessarily have a California spin, it will be broadly applicable to people from every construction craft, and for workers, union and employer representatives, and joint labor/management apprenticeship instructors.

We believe in not re-inventing the wheel, therefore, we will look to identify already created curricula and resources available through OSHA, the Center for Construction Research and Training, CalOSHA, and the California Dept. of Public Health's Occupational Safety and Health branch, among other sources. Our goal will be to cull the best of these resources, review them with Cal/OSHA to ensure that the California standards are addressed accurately, and modify materials as necessary to fit our training style. We will then develop a new power-point training presentation (with detailed instructor's notes) that addresses Occupational Health hazards and controls, as well as reviewing the new GHS as a key to identifying hazards. As always, our curriculum will review

workers' rights to gain information about the hazards they work with, with special focus on the Hazard Communication Standard, as part of a general overview of workers' rights and employers' responsibilities under the OSH Act.

Once we develop the TOT training program, we will have it reviewed and okayed by OSHA. We will translate our power-point into Spanish. We will use our TOT training program as the basis for our 90-minute to 4-hour Occupational Health Hazard Awareness Seminars.

As part of our on-going Construction Health and Safety Hub, we will add to and update the safety and health section on our website to include all of the OSHA-approved materials that we develop, as well as links to other valuable sites. We are in the process of getting the safety and health section of our website translated into Spanish, and will ensure that all of the Spanish-language materials that we create are easily accessible on our website.

## **2) Institutional Capability and Additional Capacity Needs**

### **2a) Institutional Capability and Capacity Building during FY 2012**

The State Building Trades Council, working in conjunction with UC Berkeley's Labor Occupational Health Program (LOHP), has gained experience and a solid reputation for providing excellent health and safety training on specific targeted topics. Over the past three years, we have begun to build on-going relationships with safety professionals in the industry and are working to stay abreast of current health and safety issues.

We have established a strong Advisory Board, composed of union and employer representatives, to create buy-in for our training program and give feedback to ensure that our plans are meeting their needs. This Board has proven invaluable as we sought input about which training topics to address and needed help with outreach for our TOTs.

In 2012-13, the demand for our Train the Trainer 2-day sessions on Fall Prevention and Rescue Planning was so strong that we had to add a fourth session, and each of the four was filled to capacity, putting us at about 270% of the number we had anticipated training in TOTs. We received second-tier training sign-in sheets starting in the second quarter, when we hadn't projected amassing training numbers until the following quarter. We are certainly on pace to fulfill our second-tier training goals this year. It's interesting to note that our trainers are still training on previous topics, like Focus Four and Sprains & Strains.

The SBCTC has begun the process of establishing ourselves as a construction safety hub in California and running a safety and health program that goes beyond the specific issue focus that OSHA solicits for on an annual basis. We are continuously adding to the safety and health section of our website, which includes making links to all of our training materials, to other trusted resources, and getting our power-point and select factsheets translated into Spanish. This will be a first for the construction trades in California, once we complete the safety hub.

## **2b) Additional Capacity Needs**

Our long-term goal is to establish a network of skilled health and safety trainers in California who will find ways to create and maintain a culture of safety on construction sites. Achieving this goal requires focused training, education, and building leadership—both from the top down and from the bottom up.

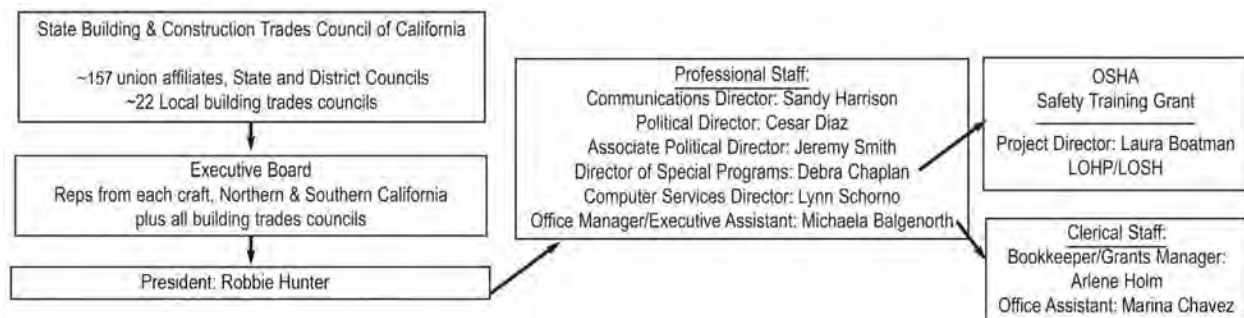
We believe that the Hub can play an important role in reaching this goal, by bringing together employer and worker representatives from as many construction crafts as possible who utilize the tools provided by our Hub, network amongst each other and who take part in safety and health activities. Over four years, we have trained more than 300 trainers from a variety of crafts across the state; 38 trainers have taken at least two of our TOTs and successfully completed their second-

tier training numbers. We can always count on this select group to respond positively to our initiatives and surveys. During FY 2013-14, we will invite 1-2 trainers to join our Advisory Board, and will work with them to develop a leadership team of safety trainers and professionals.

We are also continuing to investigate fee-for-service ideas that we might pursue when the developmental grant is completed so that we can continue the Hub and provide high-quality training to California's construction workforce in the future. These include developing high-quality, participatory and interactive OSHA-10 curricula, which might be particularly in demand if California moves toward mandatory OSHA-10 certifications for all construction workers.

### 2c) Organizational Chart

Our OSHA grant staff includes Program Director Debra Chaplan (10%), Project Coordinator Laura Boatman (60%), Bookkeeper Arlene Holm (10%) and Program Assistant Marina Chavez (10%). We don't anticipate hiring any additional new staff for the grant.



## 3) Work Plan

### 3a) Work Plan Overview

The State Building and Construction Trades Council of California (SBCTC) is building the California Construction Safety and Health Resource Hub—a comprehensive safety and health training and resource program that reaches out to workers, unions 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 disorders and conditions resulting from long-term exposure to hazards in the construction 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 both English and Spanish, and developing outreach to make constituents across the industry aware of the availability of our resources.

Given California's workforce scale and diverse geography, we are approaching our goals systematically, increasing our capacity each year. We will create a TOT and hazard awareness seminar training program on a new topic each year, conduct 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. Our first year's training topic was Ergonomics in Construction. In year two, we covered Fall Prevention and Rescue Planning. This year, we will address Occupational Health Hazards and the Hazard Communication standard. Additionally we will provide direct training in the form of five to seven 90 minute-4 hour Hazard Awareness Seminars on Occupational Health Hazards and/or on previous year's topics, at least two of which will be conducted in Spanish.

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.

In addition to offering safety training, we look forward to growing the SBCTC's reputation as a go-to resource for California unions and employers. We will continue to work with our labor-

management Advisory Board, created in 2011, to guide the programs we focus on and to liaison with those they work with in their 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 2-4 safety events and conferences during the year. We will update our safety and health section on the SBCTC website ([safety.sbctc.org](http://safety.sbctc.org)) to include all of our curricula and training materials (with power point curricula and SBCTC factsheets all translated into Spanish) as well as links to other resources and organizations. We will also continuously update the resource list of experts in safety and health topics that we will utilize when getting inquiries from our affiliates and/or from the media. In this way, we can focus on delivering our own training while also connecting people to other programs that benefit construction safety needs.

Cal/OSHA supports our proposal and has agreed to participate in our TOT trainings, as they have in many of our previous year trainings (see letter of support). They will also review our training program 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 the specific problems or training deficits we can help to improve through our program. It also provides an opportunity for our training participants from labor and management to get their health and safety questions answered directly by Cal/OSHA.

### **3b) Work Plan Activities & Quarterly Projections**

#### **3b1) Capacity Building Plan**

In the coming year, we will work to strengthen our Advisory Board of union and employer representatives to increase the buy-in for our programs—from our Board members, as individuals,



and from the organizations they represent. Getting input from the people and groups we hope to serve can only strengthen our program. We will therefore contact our most dedicated trainers to recruit 1-2 of them to join our Advisory Board. We will also look into developing a Trainers Advisory Board to discuss ways to increase the safety culture at California's construction worksites.

We will continue to build the safety and health section of our website to make it more interactive. Our goal is for the Hub website to be the go-to place for construction safety and health information in California.

Finally, we will continue to investigate fee-for-service ideas that we might implement once our developmental grant has been completed.

### **3b2) Training and Educational Materials to be produced**

For 2013-14, our training focus will be on Occupational Health Hazards—including dusts, fumes and chemicals. The training will also include a section on workers rights, with a special focus on the Hazard Communication Standard, and the new Globally Harmonized System (GHS) just coming on line.

Our TOT training program is always a model of the adult learning techniques that we want our trainers to utilize. It will include participatory activities and videos, in addition to the power-point, to stimulate thought and discussion. We will create a binder that includes numerous factsheets, checklists, and resources that our first-tier trainers can choose from to do their own trainings.

While our training will necessarily have a California spin, it will be broadly applicable to people from every construction craft, and for workers, union representatives, apprenticeship instructors, and employers.

Our goal is to create the training program by mid-January, so that OSHA has time to review

it in time for us to reprint it and use it for TOTs held in April. Once OSHA approves the English version, we will translate the power-point program into Spanish and get that version approved. We will post both versions on our website.

As part of our development process, we will send the training curriculum to Cal/OSHA to ensure that it accurately reflects the safety and health standards in California.

### **3b3) Recruitment Plan**

Trainees for the TOTs will be recruited both from among those who have taken previous TOT courses as well as through new publicity and outreach efforts. New outreach for these events will take many forms: we will create promotional leaflets that we mail, e-mail and blast fax to previous trainees, the 155 member unions of the SBCTC, and 125 Labor-Management apprenticeship programs around California, and to employers and employer associations, and we will follow-up with phone calls to ensure full participation. We will also disseminate announcements that employer associations and unions can utilize to publicize the events.

Finally we will reach out to day labor organizations, unions, and employer associations by e-mail, mail, and phone, to arrange for them to sponsor hazard awareness seminars.

## **4) Training**

Our primary topic for this year is Occupational Health Hazards, with special emphasis on dusts and fumes—silica, asbestos, and welding fumes. We will also address the Hazard Communications Standard/GHS. Our plan is to conduct three 2-day Train-the-Trainer (TOT) sessions (15 hours) across California. We anticipate having between 15-25 people attend each TOT; this estimate is based on our past years of experience holding TOTs.

We try to model the ideal training with our TOT, so it is always participatory in nature and includes a variety of activities, solid information, hands-on demonstrations and guest speakers.

We expect each person who attends the TOT to provide second-tier training to at least 20 other people. This expectation is on the form that they complete to register for the class. During the class, we provide them with second-tier reporting forms and review the importance of them completing the training and submitting their forms. We then send reminders every few months, including 1-2 newsletters that are attractively designed and provide new information on the topic. Our trainers have always met and exceeded our second-tier training goals. (Our greatest challenge is getting them to submit their forms within the appropriate quarter. We've worked hard to meet that challenge this year with e-mails and phone outreach.)

In addition to our TOTs on Occupational Health Hazards, we will develop training modules to comprise a 90 minute-4 -hour Hazard Awareness Seminar training program that will delivered at 5-7 venues. These Seminars are always coordinated by a host organization; we ask these event planners to ensure a minimum class size of 15. We will hold at least two of the seminars at day labor centers or elsewhere where the training is done in Spanish for Spanish-speaking workers. Topics for these Seminars will include our current topic of Occupational Health, as well as previous topics that we've trained on: Fall Prevention and Rescue Planning; Sprains, Strains and Repetitive Motion Injuries; and Focus Four Hazards. We have developed a leaflet that promotes our ability to offer the three seminars currently available for training, and will update this in mid-2014 when the new module is ready to be delivered as a seminar.

#### **4a) Training Projections**

<b>Audience</b>	<b>Type of training</b>	<b>Length of Training (contact hours)</b>	<b>Projected Number Trained</b>	<b>Total Contact Hours/training</b>
Union leaders, apprenticeship instructors, employers, foremen, supervisors, safety staff (15- 25/session)	Train the Trainer	15 hours	45-75 at three trainings	675-1125

Construction workers at job sites and apprenticeship programs (20/trainer)	Second-tier training	.75 hour/average	900-1500 at multiple events	675-1125
Construction Workers (apprentices and journeymen), immigrant workers & day laborers, employers, foremen, supervisors, safety staff (15-30/seminar)	Hazard Awareness Seminars	2-4 hours	75-210 at five to seven events	150-840
TOTAL			1020-1785	1500-3090

## 5) Training Evaluation:

**Level 1: Training Session Reaction Assessment:** All TOT participants will complete an anonymous written evaluation of the TOT that provides them an opportunity to give feedback on the aspects of the training that worked well and can be improved. Evaluation forms are administered to everyone attending a TOT.

**Level 2: Learning Assessment:** We utilize a pre and post-test for all TOT participants. These are both administered on day one, before and after we've gone through the training program. These multiple-choice tests show us whether the trainees successfully gained the key information, and areas where we may need to enhance our training. We grade the tests before the second day of the training. If we notice important gaps, we can review the material individually or with the group, as appropriate, to ensure that everyone leaves with a strong understanding of the material.

Because the Hazard Awareness Seminars are so short, we will not administer pre- and post-tests. Instead, we will distribute an evaluation form to all participants that includes a short section for them to list 3-4 things they learned in the training.

**Level 3: Training Impact Assessment:** Ensuring that those who attend a TOT actually do their second-tier training to people on their jobsites, at the union or at apprenticeship programs is a challenge that we have met and exceeded with each of our Susan Harwood Training Grants. At the TOT, our staff

distributes copies of Report Forms and blank sign-in sheets, and discusses strategies for completing second-tier training. These forms enable us to quantitatively assess the number of second-tier trainees reached, and they provide us with qualitative feedback about how each presentation went. We will also distribute Evaluation Forms for completion by those receiving second-tier training; we believe that the trainers who get these completed, and will appreciate having the feedback from their own trainees.

Our staff monitors each trainer's progress via phone, fax and e-mail, to ensure that they complete their second-tier training and submit their forms. In addition, we are able to identify second-tier training events that may be observed by OSHA.

In addition, we produce 1-2 "newsletters" that offer trainers new information about the hazards and/or new resources they can tap for their training. These short, attractively designed pieces serve as gentle reminders that the first-tier trainers took on the responsibility of providing second-tier training and that we're looking forward to receiving their training reports.

Six months after each grant year, we will conduct a computer survey (Survey Monkey) of those who attend a TOT to assess how they have utilized the information they gained at the training, if they can identify any workplace changes as a result of the training, and to gain insights as to the kind of future training and information they would be interested in getting. We'll also ask about barriers that they encountered in delivering their second-tier training. We do significant phone and e-mail follow-up to ensure maximum participation on the survey. We will create a report summarizing the findings of this survey.

**Process Evaluation:** We have a process evaluation system in place to evaluate our progress in accomplishing our overall grant activities. The SBCTC Project Director reviews the progress of recruitment and training on a quarterly basis. If we find that we are not meeting our goals, the SBCTC Project Director, Project Coordinator, LOHP lead staff person will meet and develop

revised plans for reaching our goals. Additionally, any problems or obstacles will be brought to the attention of our OSHA contract monitor.

## 6) Meetings, Reporting and Documentation:

We have budgeted to have two people attend orientation meeting at OSHA's San Francisco Regional Office. As we have in the past, we will complete our quarterly programmatic and financial reports in a timely and accurate manner.

## 7) Work Plan Quarterly Projections

<b>a. Advisory Board</b>		
Quarter 1 October-November	SBCTC will reconvene our Advisory Board composed of 2-3 employer and 4-5 union reps	Letters and will be kept on file
October-December	Board will meet (in person, when possible) or via conference call, to review and give feedback about workplan and provide ideas about outreach.	Agenda and meeting notes kept on file
Quarters 2-4 January-September	Board will be kept apprised of grant progress, through letters and e-mail newsletters created for Trainers.	Letters and will be kept on file
Quarter 4 July	Board will meet a second time to review progress of grant and results of needs assessment, to give input into Year Three funding request.	Agenda and meeting notes kept on file

<b>b. Promote California Construction Safety Hub resources and materials</b>		
Quarter 1 October-November	SBCTC will inform its stakeholders of the renewed grant and promote the Calif Construction Safety Hub in e-mails, fax-blasts, and on the website.	E-mail/fax bulletins kept on file
Quarters 1-4 October – September	SBCTC will continue to update its list of resources and experts on specific subjects for use by unions, employers, workers, or the media.	Resource list kept on file
Quarter 1-4 October — September	SBCTC will continue to update the Safety and Health section on its website. This will include all OSHA-approved curricula and training resources, links to reliable organizations. We will translate the power	The website will be updated (safety.sbctc.org)



	point and any factsheets we create for Hazard Awareness seminars into Spanish.	
Quarter 2-4 January — September	Staff a table and/or hold a workshop at 2-4 safety conferences and events, such as the Sacto Safety Expo, Safety Fest, Cal/OSHA events, OSHA events with Mexican Consulate and other Spanish language forums	Acceptance letters and agendas kept on file

c. Trainings:		
	c1. Three two-day Train-the-Trainer sessions	
Quarter 1 October-December	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.	Letters and promotional materials will be kept on file
November-February	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.	Letters and promotional materials will be kept on file
December-January	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.	Attendance sheets will be kept on file.
Quarter 2-3 March-May, 2012	15-25 people will participate in each of the three TOT training sessions. <b>Total trained in TOTs: 45-75</b> <b>Total contact hours: 675-1125</b>	Tests kept on file.
Quarter 2-3 March-May, 2012	SBCTC/LOHP will administer pre- and post-tests and written evaluations for all participants	Each trainer will be contacted one month after the TOT and then on-going to monitor 2 <sup>nd</sup> tier training progress
Quarter 3-4 May-September	Each participant will be expected to do second-tier training consisting of a 20-90	Sign-in sheets for the workshops will be

<p>Quarter 3-4 May - September</p> <p><b>Quarter 4</b> July-September</p>	<p>minute workshop (45 minutes on average) at the worksite, union, or apprenticeship school. <b>Total second-tier trainees: 900-1500</b> <b>Total contact hours: 675-1125</b> 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 &amp; evaluations. SBCTC will produce 1-2 brief newsletters to provide new info and resources and serve as a reminder of 2<sup>nd</sup> tier training responsibilities. SBCTC will distribute a follow-up mail/fax survey to previous year's Trainers for Level 3 evaluation and will create an evaluation summary of trainers' responses.</p>	<p>returned to the Project Coordinator.</p> <p>Follow-up newsletters &amp; letters will be kept on file.</p> <p>Surveys on file. Summary submitted to OSHA.</p>
	<b>c2. Hazard Awareness Seminars</b>	
<p>Quarter 1-2 December-March</p>	<p>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.</p>	<p>Letters and promotional materials on file</p>
<p>Quarter 2 January-March</p>	<p>LOHP/SBCTC will revise training program to meet time allotment and audience needs.</p>	<p>Letters on file</p>
<p>Quarter 2-3 February-April</p>	<p>Any changes from TOT training program will be submitted to OSHA for approval.</p>	
<p>Quarter 2-4 January-August</p>	<p>SBCTC will set up training dates and coordinate logistics with interested organizations.</p>	
<p>Quarters 2-4 January-September</p>	<p>SBCTC will coordinate with LOHP to ensure that appropriate trainer(s) are available to conduct the trainings.</p>	
<p>Quarters 3-4 April – September</p>	<p>SBCTC and LOHP will deliver five to seven hazard awareness seminars, at least two of which will be in Spanish. <b>Total trained: 75-210</b> <b>Total training hours: 150-840</b></p>	<p>Sign-in sheets for the workshops will be returned to the Project Coordinator.</p>
<p>Quarters 3-4 April-September</p>	<p>SBCTC will administer written evaluations for all participants.</p>	<p>Evaluations kept on file.</p>



<b>D. Training program &amp; Materials development</b>		
Quarter 1-2 October-January	LOHP and SBCTC will develop a training program on Occupational Health hazards and the GHS based on the OSHA resources and a review of other materials. The training program will address silica, welding fumes, asbestos, and other dusts and fumes. The section about worker rights will look specifically at the GHS and the Hazard Communication Standard. Training will include a speaker from Cal/OSHA and from a manufacturer, such as Hilti, to show state-of-the-art equipment available and provide hands-on training.	Review materials; prepare new curricula.
Quarter 2 January – February	LOHP will create a power-point presentation with instructors' notes	Training binder with agenda, CD, power-point kept on file
Quarter 2-3 February - April	SBCTC will ensure that OSHA reviews training materials.	Letters will be kept on file.
Quarter 3 April-May	Following OSHA approval, we'll get training power-point translated into Spanish.	Spanish Training binder with agenda, CD, power-point kept on file
Quarter 3 April-May	SBCTC will ensure that OSHA reviews Spanish training materials	Letters will be kept on file.

<b>Activities SUMMARY</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Activities	<b>Oct. 1, 2013 – Dec. 31, 2013</b>	<b>Jan. 1, 2014 – Mar 31, 2014</b>	<b>Apr 1, 2014 – June 30, 2014</b>	<b>July 1, 2014 – Sept. 30, 2014</b>
Convene Advisory Board and hold meetings				
Promote SBCTC as safety & health resource hub.	Fax/e-mail blasts Website update.	Attend/table/ conduct work-shops at conferences and safety events	Attend/table/ conduct work-shops at conferences and safety events	Attend/table/ conduct work-shops at conferences and safety events
Update resource list of Calif/ National OSH experts				

Set TOT schedule for 3 TOTs				
Develop Occupational Health training materials for new TOT and hazard awareness seminars				
Translate powerpoint into Spanish				
Obtain OSHA approval of TOT training materials and handouts				
Conduct Outreach and Logistics for three TOTs				
Hold 3 TOTs (Northern, Central and Southern California)			3 TOTs 45-75 trainees	
Conduct outreach for hazard awareness seminars.				
Hold 5-7 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.)		1-4 Seminars 15-90 people	1-4 Seminars 15-90 people	1-4 Seminars 15-90 people
Participants in TOT training do second-tier training and report their numbers back to SBCTC.			200-400 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)				
Level 3 evaluation survey written and sent to past trainers (from Year 2)				
Needs assessment for year-four work				
Year-end evaluation/report				

**Address to:**

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

**Proposal summary:**

The State Building and Construction Trades Council of California (SBCTC) is seeking to continue building the California Construction Safety and Health Resource Hub. This comprehensive safety and health training and resource program reaches out to workers and employers in the unionized construction sector statewide, seeking to engage and inspire them to enact effective safety and health programs.

For the coming year, we will develop a new training curriculum on Occupational Health Hazards in Construction. Our curriculum will address dusts, such as silica and asbestos; welding fumes; and chemical exposures. We will also talk about the Hazard Communication Standard and the new Globally Harmonized System (GHS), coming on line just as we are offering this training program. In a needs assessment survey that we conducted this past May, Occupational Health issues was one of the top two topics chosen by our current trainers. We honed in on this one for three key reasons: 1) it impacted the most trades; 2) for the past many years, we have focused on Occupational Safety issues and hazards and felt it was time to address Occupational Health, and 3) it's particularly timely with the introduction of the new GHS.

For the new curriculum, we will develop a power-point presentation with detailed instructor notes in English and Spanish; we will create an instructors' binder with additional training resources; we will provide the mechanism for trainers to offer and report back on their second-tier training; and we will offer five to seven hazard awareness seminars where we'll give direct training to workers. At least two of these seminars will be held in Spanish for union and/or day labor populations.

In addition, we will continue to make available awareness seminars about the topics we've developed over the past few years (focus four hazards; sprains, strains and repetitive motion injuries; and fall prevention and rescue planning). We will also work to strengthen the capacity of our Advisory Board, and we will continuously hone the resources available on our website.

**Applicant background:**

The State Building and Construction Trades Council (SBCTC) represents more than 300,000 unionized construction workers in California. With more than 157 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.

## BIOGRAPHICAL SKETCH

NAME (b) (6)	POSITION TITLE Program Coordinator		
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY
University of California at Berkeley	B.A.	1 (b) (6)	Geography
Chabot Community College	A.A.	(b) (6)	Administration of Justice

### A. PROFESSIONAL EXPERIENCE

2000-present	<b>State Building and Construction Trades Council of California,</b> Sacramento, CA Have served as Program Coordinator on Susan Harwood Capacity Building Developmental Grant since 2011, as well as on several Harwood Targeted Training Grants. Also served as Education/Outreach Director and Program Coordinator for Building California Construction Careers (BC3) program.
1998-2000	<b>Program Assistant,</b> Ergonomics Training Project, California Labor Federation, Sacramento, CA
1990-1998	<b>Administrative Assistant,</b> Environmental Education Center and Planning/Stewardship Department, East Bay Regional Park District, Oakland, CA

### B. PARTIAL LIST OF PROFESSIONAL ACTIVITIES AND PRESENTATIONS

2011-present	Program Coordinator, OSHA/Harwood Capacity Building Developmental Grant, creating the California Construction Safety and Health Hub, and overseeing training and materials development on ergonomics, fall prevention, Focus Four, and other topics.
2010-2012	Researcher, Center for Construction Research and Training, Small Study Grant entitled "Creating the Climate for Ergonomic Changes in Construction"
2007-2008, 2009-2011	Program Coordinator for OSHA/Harwood Targeted Training grants on the Focus Four Hazards in Construction. Oversaw development of curriculum and delivered two two-day trainings; coordinated logistics and organized trainings, built relationships with contractors and employer associations,
2008-2009	Trainer, Building Green Skills Awareness Seminars. Developed and carried out training to journey level workers and apprenticeship instructors from numerous crafts on the "green economy," and the need for union workers to be prepared to do the green skills needed in their craft.
2005-2007	Program Coordinator, Building California Construction Careers (BC3). Develop and carry out training programs for One Stop Staff and others about accessing career opportunities in construction. Oversee statewide outreach work.
2003-2005	Program Coordinator, HUSH Project, funded by federal OSHA Susan



2002-2003	Harwood Training Grant. Conduct outreach and recruitment among building trades unions, apprenticeship programs and contractors for statewide train-the-trainer program on targeted topic of noise/hearing conservation. Conduct workshops, organize trainings, build relationships with contractors and employer associations, participate in research and curriculum development, Education/Outreach Director, BC3 program, funded through the Workforce Investment Act. Statewide multi-media project to educate the public about career opportunities in the construction trades. Organize and conduct presentations for public schools, local Workforce Investment Boards, labor leaders, educators, Community College administrators, foster youth, Independent Living Programs, Special Population Conference, TechPrep School-to-Career conferences and pre-apprenticeship programs. Help to create: website for program; “Do You Have What It Takes” video; informational materials. Explore existing pre-apprenticeship programs and curricula and recommend best practices.
2000-2002	Program Coordinator, Construction Hazards Education Project, funded by federal OSHA Susan Harwood Training Grant. Conduct outreach and recruitment among building trades unions, apprenticeship programs and contractors for statewide train-the-trainer program on targeted topic of how to conduct effective tailgate training for construction workers. Conduct TOT workshops and Awareness Trainings, organize trainings, build relationships with contractors and employer associations, participate in research and curriculum development, produce training materials, follow-up on second-tier training.
1998-2000	Program Assistant, Ergonomics Training Project, funded by federal OSHA Susan Harwood Training Grant. Conduct outreach and recruitment among general industry unions for statewide train-the-trainer program on targeted topic of workplace ergonomics. Organize trainings and materials, track trainer progress on second-tier training. Co-produce statewide health and safety conference “Organizing for Safety”.

### **C. ADVISORY COMMITTEE AND PROFESSIONAL ASSOCIATION MEMBERSHIPS**

2005-present	Advisory Board, Workers Occupational Safety and Health Training Program
2003-2006	Participate in Division of Occupational Safety & Health Noise advisory meetings as needed.
2003	Governor’s Task Force on Homelessness
2002	State Occupational Health Advisory Committee on “Build Safe” training project
2000-Present	Member Teamsters Local 853
1998-2000	Member OPEIU Local 3
1990-1998	Member AFSCME Local 2428

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## BIOGRAPHICAL SKETCH

(b) (6)	POSITION TITLE Director of Special Programs		
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)			
INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY
University of California at Santa Cruz	B.A.	(b)	History
New School for Social Research, New York, NY	M.S.	(b) (6)	Non Profit Management

### A. PROFESSIONAL EXPERIENCE

1998-Present	<b>Director of Special Programs</b> , State Building and Construction Trades
	Council of California, Sacramento, CA
1994-1998	<b>Executive Director</b> , The Working Group, Oakland, CA
1992-1994	<b>Development Director</b> , Alameda County Community Food Bank, Oakland, CA
1988-1992	<b>Development Director</b> , New York Committee for Occupational Safety and Health, New York, NY
1986-1988	<b>Program Manager</b> , Volunteer Opportunities, New York, NY
1984-1986	<b>Co-proprietor</b> , Diane Becker Promotional Services, New York, NY
1982-1984	<b>Development Director</b> , New York Mobilization for Survival, New York, NY
1981-1982	<b>National Campaign Organizer</b> , Fund for Open Information and Accountability, New York, NY
1980-1981	<b>Assistant to the Director</b> , Nuclear Information and Resource Service, Washington, D.C.
1979-1980	<b>Research Associate/Senior Interviewer</b> , Applied Management Sciences, Silver Spring, MD
1977-1979	<b>National Conference Coordinator</b> , United States Student Association, Washington, D.C.

### B. PARTIAL LIST OF PROFESSIONAL ACTIVITIES AND PRESENTATIONS

2011-present, 2009-2011,	Project Director, Susan Harwood Grants. OSHA, USDOL: California
2008, 2007, 2003-2005,	Construction Safety & Health Hub, a Capacity-Building Developmental Grant;
2000-2002	Construction Hazards Education Project; HUSH (Hardhats United to Save Hearing.); Focus on Safety: Preventing the top four causes of construction fatalities
1999-2007	Project Director, BUILT, funded by the California Department of Health Services. Oversee staff and budget, liaison with evaluators and other consultants and coordinate national outreach for this Toxics and Tobacco education at construction worksites project. Includes presentations at the National Conference on Tobacco or Health, California Apprenticeship Council, and the Organized Labor and Tobacco Control Network, and poster

	session “Countering tobacco influences and creating smoke-free environments: Tobacco prevention for construction workers in California” at 2000 American Public Health Association Conference.
2003-2008	Director of Building California Construction Careers (BC3), a state-wide outreach campaign to promote construction careers to youth and communities.
2002, 2003, 2004, 2011	Panelist on Women in the Building Trades, National Building Trades Dept. Legislative Conferences, Washington, D.C.
2002-present	Coordinator, Women Can Build California and the Nation, a State Building Trades outreach and education project with current and potential tradeswomen. Includes coordination of statewide (and now, nation) conference, and video/brochure/poster marketing packages.
1995-1998	As Executive Director of The Working Group, was responsible for managing the budget, fundraising, liaison with Board of Directors, and staff management for this union-based media production company. Staff Director, Not in Our Town Campaign, a nationwide educational campaign against hate violence.
1989-1991	Director, National COSH Network. Producer of First Workers’ Memorial Day event in New York City.

### **C. ADVISORY COMMITTEE AND PROFESSIONAL ASSOCIATION MEMBERSHIPS**

2010-Present	Board Member, Worksafe
2005-Present	Advisory Board Member: Center for Occupational and Environmental Health University of California, School of Public Health – EHS, UC Berkeley
2002-Present	Vice-President, Tradeswomen, Inc.
1999-2003	Vice President, Western Labor Communications Association
1998-Present	Member, Teamsters Local 853

### **D. PUBLICATIONS & VIDEOS**

Contributor	Toxics and Tobacco on the Job, a Construction Workers Guide, plus several craft specific supplements. Produced by the BUILT project (2001-2007)
Video Producer	Building the Future with Project Labor Agreements (2010) Building Green Skills (2009) Construction U (2006) Project Stabilization Agreements: Education’s Best Secret Bridge Builders: Celebrating the Al Zampa Bridge (2004) Building Trades: Pride, Power, Perseverance (2004) Do You Have What It Takes (2003) Women Can Build California (2002) The State Building Trades Council: Building the Century (2001) Project Labor Agreements: A Homerun for Your Community (2000) To 2000 and Beyond (2000)
Editor	Hunger In Alameda County, a report by the Alameda County Community Food Bank, 1993

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# 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

June 11, 2012

Robbie Hunter, President  
State Building and Construction Trades Council of California (SBCTC)  
1225 8<sup>th</sup> Street, Suite 375  
Sacramento, CA 95814

Dear Robbie,

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 the third year of your OSHA project. We are pleased to continue offering LOHP's experience and expertise in health and safety to help you provide important information to your members.

LOHP and the SBCTC have had a successful collaboration for 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)
- Preventing Sprains, Strains and Repetitive Motion Injuries (2011-12)
- Down to Zero: Eliminate Falls/Save Lives (2012-13)

We look forward to working with you on your new OSHA project. You have a proven track record of training construction workers on critical issues addressing their health and safety on the job. Your proposed training project addresses important health hazards for California construction workers.

Specifically, under our fee for service agreement of \$69,000, LOHP will provide the following services:

- Research implementation of the Globally Harmonized System (GHS) in CA, and the health hazards of hazardous dusts and fumes in the construction industry (e.g. asbestos, silica dust and welding fumes)



- Develop a 2-day training of trainers (TOT) course
- Develop the TOT training binder
- Assist developing a two hour and four hour awareness course
- Revise all training materials after OSHA reviews everything
- Consult with the Spanish translator
- Review Spanish translation of the PPT
- Teach three, 2-day Train the Trainer classes in English
- Teach two, 4-hour English awareness classes
- Teach two, 2-hour Spanish awareness classes in Northern CA
- Provide consultation throughout the year
- This fee also covers LOHP's travel time and prep time

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

Sincerely,



Mike Wilson, PhD

Director, Labor Occupational Health Program

School of Public Health, Center for Occupational & Environmental Health

University of California, Berkeley

# **Construction Budget: Training on GHS, Hazardous Dusts and Fumes in Construction**

(Fee for Service Agreement - Labor Occupational Health Program, SPH - COEH, University of California, Berkeley, 2013-14)

## **Material Development on GHS, Hazardous Dust and Fumes 34 days total**

- Research (California specific) 10 days
- Develop a PowerPoint (PPT) 10 days
- Develop a 2-day training of trainers (TOT) course 5 days
- Develop TOT course binder 3 days
- Assist developing a 2 hour and 4 hour awareness course 1 day
- Assist developing 2 hour Spanish awareness course 1 day
- Revise all training materials after OSHA review 1 day
- Consult with Spanish translator 1 day
- Review and correct Spanish PPT 2 days

## **Train the Trainers (TOT) 13 days total**

- Teach 3 TOT English classes (No/So/Central CA) 6 days
- Travel time and prep time 7 days

## **Hazard Awareness Trainings (English/Spanish) 8 days total**

- Teach two, 4 hour English awareness classes 2 days
- Teach two, 2 hour Spanish awareness classes 2 days
- in No CA
- Preparation and travel (Spanish and English) 4 days

## **Consultation Time 10 days total**

- Meetings and phone consultation  
(for English and Spanish courses materials)

## **Travel = \$4000 Total**

- One round trip to Central Cal includes: hotel (3 nights @ \$150/night), car mileage (545 miles x \$.55 = \$300), meals (\$300). Total = \$1050
- One round trip to San Diego includes: hotel (3 nights, @ \$150/night), airfare (\$200), ground travel = \$150 (200 car miles x \$.55/mile = \$110, airport parking = \$40), meals (\$300). Total = \$1100
- One round trip to Los Angeles includes: hotel (3 nights @ \$150 night), airfare (\$200), ground travel = \$150, meals (\$300). Total = \$1100
- Local travel total = \$750 (1163 x \$.55 per mile)

**Grand Total = \$69,000 (65 days @ \$1000/day plus travel)**

**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
<b>A. PERSONNEL</b>			
(b) (6)			
Project Director			
Salary reflects 12 mo. @ 10%			
8459/mo FTE	\$5,075	\$5,075	\$10,151
<i>Oversees administration and program and work with subcontractor; reviews materials, helps with outreach and advisory committee</i>			
(b) (6)			
Project Coordinator			
Salary reflects 12 mo @ 60%			
5966/mo FTE	\$4,296	\$38,661	\$42,955
<i>Coordinates logistics, recruitment and outreach, follow-up with trainers, reviews all materials and helps on trainings as necessary.</i>			
(b) (6)			
Salary reflects 12 mo @ 10%			
3432/mo FTE	\$0	\$4,242	\$4,242
<i>Assists with registrations and logistics of trainings and disseminating outreach about the program</i>			
(b) (6)			
Grants Administrator			
Salary reflects 12 mo @ 10%			
5296/mo FTE	\$6,355	\$0	\$6,355
<i>Responsible for financial record-keeping, draw-downs, bill-paying</i>			
<b>TOTAL SALARIES</b>	<b>\$15,726</b>	<b>\$47,978</b>	<b>\$63,703.20</b>
<b>B. BENEFITS</b>			
Benefits - 32% of salaries	\$5,032	\$15,352	\$20,385
<i>Includes: payroll taxes, health &amp; welfare, 401(K)</i>			
<b>TOTAL BENEFITS</b>	<b>\$5,032</b>	<b>\$15,352</b>	<b>\$20,385</b>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$20,758</b>	<b>\$63,330</b>	<b>\$84,088</b>
<b>C. TRAVEL</b>			
Local Mileage (1600 mi @ 55¢/mile + bridge tolls)		\$1,000	\$1,000
Airfare (Sacto. To So Cal. for trainings) 1 @ 5 trips @ \$260/trip		\$1,300	\$1,300
Hotel (10 nights/1 persons @ \$140)		\$1,400	\$1,400
Rental Car (\$100/day @ 16 days)		\$1,600	\$1,600
Per Diem expenses (\$50/day @ 14 days)		\$700	\$700
<b>TOTAL TRAVEL</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>

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

	<b>Admin</b>	<b>Program</b>	<b>TOTAL</b>
<b>D. SUPPLIES</b>			
Duplication/Photocopier	\$40	\$200	\$240
<i>Outreach leaflets/applications &amp; follow-up materials</i>			
Supplies	\$50	\$300	\$350
<i>Misc. for office and trainings</i>			
Training Binders (110-2 in.) plus inserts		\$810	\$810
Demonstration tools & products		\$500	\$500
Postage/Shipping		\$400	\$400
<b>TOTAL SUPPLIES</b>	<b>\$90</b>	<b>\$2,210</b>	<b>\$2,300</b>
<b>E. CONTRACTUAL</b>			
UC Berkeley/LOHP		\$69,000	\$69,000
<i>(See letter attached: Responsible for curriculum/agenda revisions, carrying out English TOTs and some Hazard Awareness Seminars in English &amp; Spanish.)</i>			
<b>TOTAL CONTRACTUAL</b>	<b>\$0</b>	<b>\$69,000</b>	<b>\$69,000</b>
<b>F. OTHER</b>			
Rent (\$2.06/sf @ 160 sf)	\$3,962	\$0	\$3,962
Telephone/Modem/ISP		\$1,200	\$1,200
Duplication/TOT Binders		\$4,800	\$4,800
<i>Binders in English &amp; Spanish, plus a CD of the power-point for all trainers at TOTs</i>			
Spanish Translation of curriculum powerpoint		\$3,200	\$3,200
Website: Add to safety and health section/Develop interactive tools/Translate into Spanish		\$1,200	\$1,200
<b>TOTAL OTHER</b>	<b>\$3,962</b>	<b>\$10,400</b>	<b>\$14,362</b>
<b>TOTAL DIRECT COST</b>	<b>\$24,810</b>	<b>\$150,940</b>	<b>\$175,750</b>

**CALCULATION OF RATIOS**

A. Total Administration	\$ 24,810
B. Total Program	\$ 150,940
C. Total Project Cost	\$ 175,750

**Ratio of Administration to**

**Total Project Cost (C/A) 14.12%**

Maximum cost per trainee (1020+ trained)	\$172.30
Maximum cost per training hour (1500+ hours)	\$117.17

## 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

*Robert Hunter*

Signature

PRESIDENT STATE BUILDING AND CONSTRUCTION TRADES COUNCIL OF CA  
Official Title

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

June 24, 2013

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

I am writing to express the support of the California Division of Occupational Safety and Health (Cal/OSHA) for the application of the State Building and Construction Trades Council of California (SBCTC) for follow-on funding for a third year of their Susan Harwood developmental grant. The SBCTC has been highly effective in offering education on injury and fatality prevention for unions, employers, and workers throughout the state.

Cal/OSHA supports the SBCTC in their year-three work plan which encompasses developing a new training program on the topic of Occupational Health hazards, such as exposures to silica, construction dust, vapors, and fumes, including a piece on the new Globally Harmonized System of Hazard Communication, while continuing to offer training on fall prevention, Focus Four hazards, and construction ergonomics. Cal/OSHA will assist the SBCTC by providing information, materials review, technical consultation and guest speakers for training sessions. Strengthening training and knowledge of health and safety standards for workers in construction is a high priority for Cal/OSHA. Collaborating with the SBCTC program contributes greatly to this overall goal.

We strongly urge you to continue funding this developmental grant. The State Building and Construction Trades Council has demonstrated their effectiveness in training to prevent fatal and non-fatal injuries among construction workers and through this grant can expand their program to include protection from exposures to occupational health hazards that can reduce both duration and quality of life for workers in California and nationwide. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Ellen Widess".

Ellen Widess  
Chief  
Division of Occupational Safety and HealthCc: Christine Baker, Director, DIR  
Robbie Hunter, President, SBCTC

**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 Invstmt Act	BC3 – Foster Care pilot project	\$170,000
2003-2004	State of California, Workforce Invstmt 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 2001-2002	OSHA Susan Harwood Grant	Targeted Training: Tailgate trainings that work	\$160,000 \$126,000 (renewal)
2003-2004 2004-2005	OSHA Susan Harwood Grant	Targeted Training: Noise & Hearing conservation	\$176,500 \$92,220 (renewal)
2007-2008	OSHA Susan Harwood Grant	Targeted Training: Focus Four Hazards	\$195,000
2009-2011	OSHA Susan Harwood Grant	Targeted Training: Focus Four Hazards	\$249,968
2011-2012	OSHA Susan Harwood Grant	Capacity Building Developmental	\$185,000
2012-2013	OSHA Susan Harwood Grant	Capacity Building Developmental Follow-on	\$175,750

2010-2011	Center for Constuction Research & Training/NIOSH	Small Study Grant: Ergonomics in Construction	\$30,000
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**State Building &  
Construction Trades Council  
of California**

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**Evidence of  
Non-Profit  
Status**



February 2, 1956

Commissioner of Internal Revenue  
Washington 25, D.C.

(Exempt Organisation Branch)

Dear Sir:

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.

AF-2  
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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.

Very truly yours,

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



U. S. TREASURY DEPARTMENT  
WASHINGTON 25

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE

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

AND REFER TO

T:R:PSO:E

KLS

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 changes 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.

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:E-115.

Very truly yours,

Chief, Pensions and  
Exempt Organizations Branch

Enclosures:

Lists

Forms 102L (3)

March 26, 1956

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

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

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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.

Sincerely yours,

WILLIAM F. SCHWITZLER  
Secretary-Treasurer  
AFL-CIO