

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:

07/10/2014

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)

7

d. Address:

* Street1:

1231 I Street, #302

Street2:

* City:

Sacramento

County/Parish:

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

95814-2933

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:

Organizational Affiliation:

* Telephone Number:

510-832-6450

Fax Number:

510-288-1346

* Email:

(b) (6)

Application for Federal Assistance SF-424

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

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-14-03

* Title:

Susan Harwood Training Grant, FY 2014 (Follow-on)

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

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* 15. Descriptive Title of Applicant's Project:

Hardhats United to Save Hearing (HUSH), along with an overview of four recently developed training programs

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 6

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

Add Attachment

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17. Proposed Project:

* a. Start Date: 09/30/2014

* b. End Date: 09/29/2015

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: Robbie

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: 07/10/2014

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. OSHA Susan Harwood Training Grant	17.502	\$ 175,750.00	\$	\$	\$	\$ 175,750.00
2.						
3.						
4.						
5. Totals		\$ 175,750.00	\$	\$	\$	\$ 175,750.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	OSHA Susan Harwood Training Grant				
a. Personnel	\$ 65,466.00	\$	\$	\$	\$ 65,466.00
b. Fringe Benefits	19,639.00				19,639.00
c. Travel	5,238.00				5,238.00
d. Equipment	0.00				
e. Supplies	1,880.00				1,880.00
f. Contractual	69,000.00				69,000.00
g. Construction					
h. Other	14,527.00				14,527.00
i. Total Direct Charges (sum of 6a-6h)	175,750.00				\$ 175,750.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 175,750.00	\$	\$	\$	\$ 175,750.00
7. Program Income	\$ 0.00	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.		\$	\$	\$	\$
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	\$ 23,650.00	\$ 32,401.00	\$ 78,058.00	\$ 41,641.00
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$ 175,750.00	\$ 23,650.00	\$ 32,401.00	\$ 78,058.00	\$ 41,641.00

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:
23. Remarks:	

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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Debra Chaplan	President
APPLICANT ORGANIZATION	DATE SUBMITTED
State Building and Construction Trades Council of California	07/10/2014

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Combined Assurance

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

Add Attachment

Delete Attachment

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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

1231 I Street, #302

* City

Sacramento

County

Sacramento

* State

CA: California

Zip

95814-2933

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

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.

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: Robbie

Middle Name:

* Last Name: Hunter

Suffix:

* Title: President

SIGNATURE

DATE

Debra Chaplan

07/10/2014

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 California

DUNS Number: (b) (6)

* Street1: 1231 I Street, #302

Street2:

* City: Sacramento

County: Sacramento

* State: CA: California

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 95814-2933

* Project/ Performance Site Congressional District: 6th CD

Project/Performance Site Location 1 ☐ 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 California

DUNS Number: (b) (6)

* Street1: 1231 I Street, #302

Street2:

* City: Sacramento

County: Sacramento

* State: CA: California

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 95814-2933

* Project/ Performance Site Congressional District: 6th CD

Additional Location(s)

Add Attachment

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Application Summary

State Building and Construction Trades Council:
Susan Harwood Capacity Building Grants—Year Four 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 8th Street, Suite 375, Sacramento, CA 95814
rhunter@sbctc.org
916-443-3302
4. **Funding Requested:**

Administration:	\$24,750
Program:	\$151,000
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 fourth year training focus on Hearing Loss Prevention. (We will also offer a series of seminars on topics previously developed with Harwood funding: Fall Prevention and Rescue Planning; Sprains, Strains & Repetitive Motion Injuries, as well as on Focus Four Hazards.
7. **Target Audience:** Unionized construction workers (all crafts) and ontractors/employers. Also day laborers.
8. **Affiliations:** The State Building Trades Council is affiliated with North America's Building Trades Unions.
9. **Congressional Districts:** The SBCTC's headquarters are in the CA-006 district. The project will be statewide: CDS: CA-001-053.

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 Hearing Loss Prevention. Our curriculum will address noise hazards that workers confront; the impact of noise on work and workers' lives; ways to test for noise levels; hearing protection options; and engineering controls, such as Buy Quiet—the NIOSH –supported initiative. We will also cover workers rights on the job.

The curriculum we develop will include 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 two to three hazard awareness seminars where we'll give direct training to workers in English and Spanish. At least two of these seminars will be held in Spanish for union and/or day labor populations.

In addition, we will offer a series of four 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). These will be held at the SBCTC's new Sacramento training facility. We will offer an additional two to three seminars in the Bay Area and Los Angeles. 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 close to 400,000 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.

**Susan Harwood Training Grant
State Building and Construction Trades Council of California
Capacity Building Developmental Grant — Year 4 follow-on
June 2014**

1a) Target Population

The State Building Trades Council has 157 affiliated unions from 14 different crafts and 125 affiliated Joint Apprenticeship Training Committees (JATCs) that are responsible for training apprentices and providing journeyman upgrade training throughout the state. The SBCTC also partners with several employer associations and contractors who provide tailgate safety training to the workers on their jobs. The training population for the SBCTC's developmental grant is the 400,000 unionized construction workers in California, including Spanish-speaking workers in unions and with associated day-labor centers.

Our training program addresses several of the key target audiences that OSHA is trying to reach. Construction remains a high-hazard industry with high fatality rates. According to the Center for Construction Research and Training (CPWR), in 2012, construction accounted for 18.3% of all U.S. work-related fatalities. This was an 8.7% increase over the previous year and the first increase since 2006, likely a result of work finally picking up after the financial collapse.

According to the 2013 CPWR Construction Chart Book, 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 in the unionized sector, are primarily working for small employers who often do not have safety and health experts on staff.

While the unionized construction sector has a strong training infrastructure, day laborers and other vulnerable non-union construction workers have less access to important safety information and training. In order to serve these vulnerable workers, we will continue

to translate all of our hazard awareness seminar training curricula into Spanish and will reach out to several Day Labor Centers in California to provide seminars to this population. We will also leave our curricula with the Day Labor staff who may be able to share it with additional workers in the future.

1b) Primary training topic for 2014-15: Hearing Loss Prevention

Noise-induced hearing loss is the most common work-related injury in the United States. According to NIOSH, “Approximately 30 million workers are exposed to hazardous noise on the job and an additional 9 million are at risk for hearing loss from other agents such as solvents and metals.” NIOSH notes that noise-induced hearing loss is one of the most common occupational diseases and the second most self-reported occupational illness or injury.

Data from the Building Trades National Medical Screening Program show that among construction workers examined between 1996 and 2010, 58% had significant abnormal hearing loss due to noise exposures at work. The amount of hearing loss varies by occupation: almost 80% of welders experience hearing loss compared to 67% of boilermakers and carpenters; 62% of brickmasons and operating engineers, 52% of painters and 47% of roofers. (CPWR, 2013 Construction Chart Book.) These percentages are far higher than for non-construction workers.

Construction workers are exposed to a variety of continuous and intermittent noise exposures on the work site. Numerous construction tools, processes and equipment are rated at above 100 dBA—these include pneumatic chip hammers, jack hammers, concrete joint cutters, chainsaws, impact wrenches, pile drivers, bulldozers, compressed air blowers,

pavers, and sandblasting, among others. The noise generated by these and other tools impact not only the workers using them directly, but also the workers who are working nearby.

NIOSH notes that more than 500,000 U.S. construction workers are exposed to hazardous noise on a regular basis, but the use of hearing protection is the exception rather than the rule. A 2004 study of construction workers in Washington State showed that construction workers were exposed to 85 dBA or higher in about 70% of their workshifts, yet wore their hearing protectors less than 20% of the time. (Seixas, Noah and Neitzel, Rick. "Noise Exposure and Hearing Protection Use Among Construction Workers in Washington State," September 2004.)

The Swedish construction industry's work environment council points out that the noise level at construction sites has increased because of heavier reliance on machines and power tools and faster completion of projects. Tighter time schedules demand that several tasks are performed simultaneously, exposing the workers to more sources of noise at a time.

For 2014-15, the SBCTC will significantly update a training curriculum on the topic of hearing loss prevention that we first developed in 2003-04. This training, dubbed HUSH (Hardhats United to Save Hearing) was very well-received at the time and we've gotten numerous requests to update and reprise it. We look forward to doing that this year.

2) Institutional Capability and Additional Capacity Needs

2a) Institutional Capability and Capacity Building during FY 2014

The State Building Trades Council will continue to work with UC Berkeley's Labor Occupational Health Program (LOHP) in the final year of our developmental grant.

While, with our previous targeted training grants, we always had responsibility for the logistics, outreach, and follow-up, over the course of our developmental grant, we have taken on increasing responsibility for the content of the training, co-teaching all of the TOTs and in most cases, teaching the Hazard Awareness Seminars. Working together, we have gained experience and a solid reputation for providing excellent health and safety training on a wide range of construction-related health and safety topics.

Starting in year one, we established an Advisory Board, composed of union and employer representatives, to create buy-in for the training program and give feedback to ensure that our plans are meeting their needs. This Board has proven invaluable as we sought input to determine the training issues we should address and to help us with outreach for our TOTs. We will continue to work with the Board and will seek their input on ways to continue our training programs in the future when the developmental grant is over.

In each of the three years of our training program, we have met and exceeded our training goals. The demand for our TOT training on Fall Prevention and Rescue Planning TOT in year two was so strong that we had to add a fourth session, and each of the four was filled to capacity. We continue to receive second-tier training sign-in sheets in each of the new years, as the previous-year's trainers continue to teach about the topic. For the current year, we are on pace to fulfill all of our training goals.

The SBCTC has continued the process of establishing ourselves as a Construction Safety Hub in California and running a safety and health program that goes beyond the specific issues addressed in our OSHA-funded programs. We are continuously adding to the safety and health section of our website, which includes links to all of our training materials and to

other trusted resources. We are also getting our power-point presentations and select factsheets translated into Spanish.

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 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 with each other and take part in safety and health activities. Over four years, we have trained more than 350 trainers from a variety of crafts across the state; 50 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 to our initiatives and surveys. We have invited two of our trainers to join our Advisory Board and will continue to work with them to develop a leadership team of safety trainers and professionals.

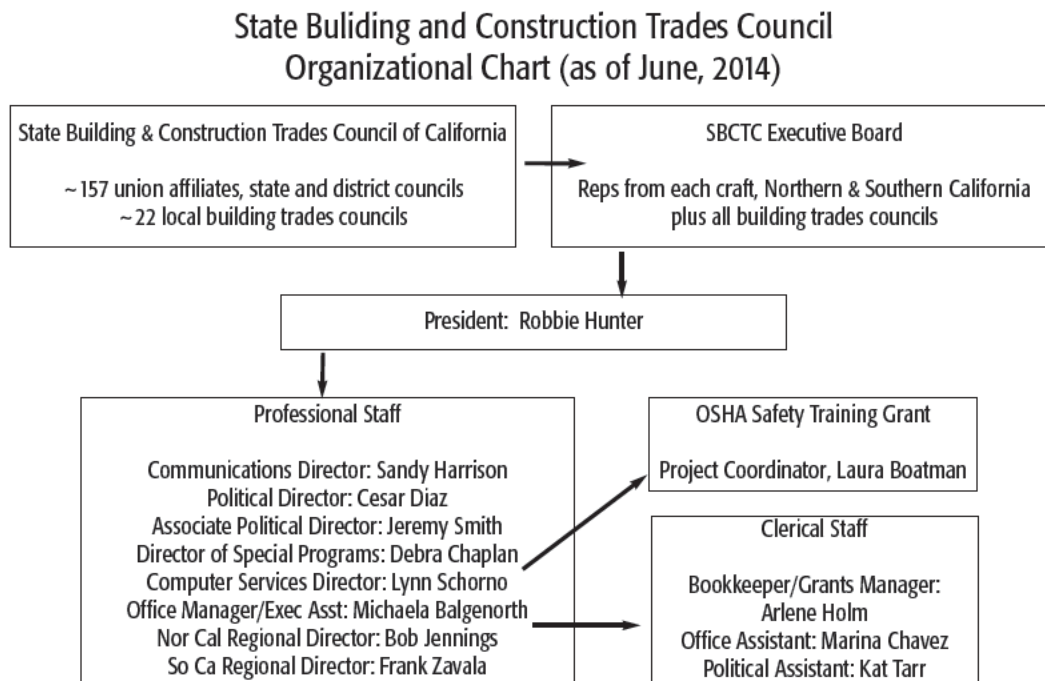
We are also continuing to investigate fee-for-service ideas that we might pursue when the developmental grant is completed so that we can continue the Hub and provide high-quality training to California's construction workforce in the future. In a needs assessment survey that we conducted in May of our previous trainers and advisory board members, we asked which services, if any, they might be willing to pay for. The results were illuminating: 43% thought they might be willing to pay to attend Train the Trainer classes, 33% were interested in paying for our materials (handouts, brochures, videos); and 24-25% said they might pony

up for hazard awareness seminars, curriculum development, or on-line safety training classes.

We will spend more time this year investigating these fee-for-service options that we might pursue when our developmental grant is completed.

As for other sources of future funding, we will be in touch with the Center for Construction Research and Training (CPWR) to investigate research grants or R2P projects. We will also see if any future Harwood targeted training grant topics are appropriate for our population and may continue to seek support from OSHA.

2c) Organizational Chart



Currently, our OSHA grant staff includes Program Director Debra Chaplan (10%), Project Coordinator Laura Boatman (60%), Bookkeeper Arlene Holm (10%) and Office Assistant Marina Chavez (10%). We don't anticipate hiring any new staff in 2014-15 to the grant.

3) Work Plan

3a) Work Plan Overview

3a-1) Safety hub website:

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

We will work to promote the availability of the Hub through our e-mail/fax blast system and website, and through attendance at two to four safety events and conferences during the year. We will continue to update Safety Hub website (safety.sbctc.org) that will include all of our curricula and training materials, as well as links to other resources, safety organizations and websites. In this way, we can focus on delivering our own training while also connecting people to other useful programs and materials.

3a-2) Advisory Board

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 targeted topic 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 our programs and to

liaison with those they work with in their craft, apprenticeship programs and in employer associations to ensure that we meet and exceed our deliverables.

3a-3) Train-the-Trainer and Hazard Awareness Sessions – Hearing loss prevention

This year, we will revise and update a TOT and hazard awareness seminar training program on Hearing Loss Prevention. As a base, we will use the HUSH (Hardhats United to Save Hearing) curriculum that we developed under an OSHA grant back in 2003/04. The new curriculum will address noise hazards that workers confront; the effects of noise on hearing and quality of life; ways to test for noise levels; hearing protection options; and engineering controls, such as Buy Quiet—the NIOSH-supported initiative. We will also cover workers rights on the job. The training program will be highly interactive and will include a variety of activities that trainers can use in trainings about noise-induced hearing loss, prevention and protection. We will conduct three 7.5-hour train-the-trainer sessions across the state—in the Bay Area, Sacramento, and Southern California. The TOT will prepare participants to provide 2nd tier training using the hazard awareness module we will provide. After the TOT, we will follow-up with the new master trainers to ensure that they are conducting second-tier training.

We will translate our training power point into Spanish and conduct at least two seminars with Spanish speaking workers. These may be at Day Labor centers or at Joint Apprenticeship Training Centers.

3a-4) Hazard Awareness Seminar Series on past training topics

Over the past five years, we have developed TOTs and curricula on four important training topics. Our targeted training grant in 2009-2011 was on Focus Four hazards in construction. Our first year's developmental grant topic was Preventing Sprains, Strains and

Repetitive Motion Injuries in Construction. In year two, we covered Fall Prevention and Rescue Planning. Last year, we addressed Toxics in Construction. This year, in addition to our training on hearing loss prevention, we will update training materials from the previous four training topics, and will offer a four-part series at our new Sacramento training facility. We will also offer one to two of these seminars in the Bay Area and one seminar in Southern California. Based on interest shown in the needs assessment we conducted of past trainers, each of these seminars will be from 4 hours to 7.5 hours.

Cal/OSHA supports our proposal and has agreed to participate in our TOT trainings, as they have in many of our previous years (see letter of support). They will also review our training program and materials 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 participants—especially 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.

3b) Work Plan Activities & Quarterly Projections

3b-1) Capacity Building Plan

Over the course of having a developmental grant for nearly three full years now, we have continued to work with our Advisory Board of union and employer representatives to create buy-in for our programs. We have also built the safety and health section of our website and are working to make it more interactive. Further, we believe that we have learned many lessons about successfully doing outreach for our TOTs and for ensuring that our trainers conduct their second-tier training. We are learning how to frame OSH so it's

relevant to our affiliates, to workers, to employers, and to under-served populations that we work with. We believe this experience has added to our overall organizational strength in the field of safety and health.

Thinking about future funding, as described earlier, we are investigating fee-for-service opportunities with our affiliated unions, apprenticeship programs and employers; and we will also look at applying for targeted training topic funding from OSHA and at opportunities to do research or R2P projects through the Center for Construction Research and Training.

3b-2) Training and Educational Materials to be produced

We will produce a power-point training program on Hearing Loss Prevention. The training will also include a section on workers' rights under OSHA.

Our TOT training program is always a model of the adult learning techniques that we want our trainers to utilize. It will include a variety of participatory activities and videos, in addition to the power-point, to stimulate thought and discussion. We will create a binder and flash drive that includes the power-point presentation with detailed instructor notes and additional training 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. As part of our development process, we will send the power-point and training binder to Cal/OSHA to ensure that it accurately reflects the safety and health standards in California.

Our goal is to create the training program by early January, so that OSHA has time to review it in time for us to print it and use it for TOTs held in March and April. Once OSHA

approves the English version, we will translate the PowerPoint program into Spanish and get that version approved, as well. We will post both versions on our website.

Because we will also be presenting day-long seminars on each of our four previously-developed topics (Focus Four, Falls, Sprains and Strains, and Toxic Exposures), we will review these power-point presentations and update them, as necessary. Cal/OSHA has agreed to review them all for any regulatory changes that should be reflected, and LOHP's researcher will update the statistics, as necessary. We will submit the revised versions to OSHA for review.

3b-3) Recruitment Plan

Trainees for the TOTs and Hazard Awareness Seminars 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 157 member unions of the SBCTC, and 125 Labor-Management apprenticeship programs around California, and to employers and employer associations. We will follow-up with phone calls to ensure full participation. We will post our promotional materials on our website. We will also disseminate flyers and bulletins to employer associations, unions and other organizations that they may utilize in their own publications to publicize the events.

Finally we will reach out to day labor organizations, unions, and employer associations to arrange for them to sponsor Spanish-language hazard awareness seminars.

4) Training

Our primary topic for this year is Noise Control and Hearing Loss Prevention. When we first conducted a targeted training grant on this topic in 2003-04, we named it HUSH—Hardhats United to Save Hearing, and that name has stuck. Several of our trainers have asked when we would do the HUSH training again. Now's the time.

Our plan is to conduct three 1-day Train-the-Trainer (TOT) sessions (7.5 hours) in Sacramento, Southern California, and the Bay Area. We anticipate that between 15-25 people will 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 participatory in nature and will include a variety of activities, solid information, and hands-on demonstrations. While the topic is very important to construction workers, it is much more focused and discreet than some of the other broader topics that we have trained on (Focus Four and Falls, especially.) Therefore, in the needs assessment that we conducted this past May, far more of our trainers wanted to attend a one-day training on this issue than a two-day training. We will have to be very creative to be able to impart the important information about the issue as we also give people an opportunity to do their teaching practice all in a one-day session.

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 second-tier reporting forms and review the importance of completing the training and submitting those forms. We then send out 1-2 attractively-designed newsletters that provide new information on the topic and reminders about completing second-tier training. As the year goes on, we send regular reminders to those who have not yet submitted their second-tier number. In the end, our trainers have always met and

exceeded our second-tier training goals, although we are continually challenged by getting trainers 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 HUSH TOTs, we will hold 1-3 HUSH seminars in English—these seminars may take place at conferences or be special-planned events held at unions or JATCs. As noted, we will translate the HUSH curricula into Spanish, and will conduct two Hazard Awareness Seminars for Spanish-speaking workers. These sessions may be held at Day Labor Centers or at JATCs. All of the HUSH Seminars will be 90 minutes to 4 hours in length.

Finally, we will develop a series of Hazard Awareness Seminars on each of the topics that we previously focused on during our developmental grant. Topics for these seminars will include Toxics in Construction, Fall Prevention and Rescue Planning; Sprains, Strains and Repetitive Motion Injuries; and Focus Four Hazards.

The State Building Trades Council recently purchased a space next to our offices in Sacramento that can be used for trainings and other events. We will host a series of seminars on all four of our past topics at this space for union leadership, rank-and-file members, and employer representatives. We will also choose one of the topics for a Southern California seminar (most likely held in the Los Angeles area), and will hold one or two seminars in the San Francisco Bay Area, for a total of six to seven seminars. All of the trainings will be from 4-7.5 hours.

4a) Training Projections

Audience	Type of training	Length of Training	Projected Number Trained	Total Contact Hours/training
Union leaders, employer representatives, apprenticeship instructors	Train the Trainer	7.5 hours	45-75 at three trainings	337-562
Construction workers at job sites and apprenticeship programs	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	Direct Training: Hazard Awareness Seminars on Hearing Loss Prevention (2 in Spanish; 1-3 in English)	90 min-4 hours	45-125 at three to five events (15-25 persons at each)	67-500
Union leaders, apprenticeship instructors, employers, foremen, supervisors, safety staff	Direct Training: Hazard Awareness Seminars on prior topics	4-7.5 hours	90-175 at six to seven events (15-25 persons at each)	360-1312
TOTAL			1080-1875	1439-3499

5) Training Evaluation:

Level 1: Training Session Reaction Assessment: We will ask all trainees at TOTs and Direct Training seminars to complete an anonymous written evaluation of the training that provides them an opportunity to give feedback on the aspects of the training that worked well and can be improved.

Level 2: Learning Assessment: In the past, we have always utilized a pre and post-test for all TOT participants. With two-day TOTs, we would grade and compare the two test-results between days one and two, and review any areas that a number of people continued to get wrong answers. Sometimes, we found that the questions were confusing; other times, we learned that the information could have been delivered more clearly. This year, with a one-day TOT, we will be challenged to come up with a way to review the test results with the trainees, and may utilize other methods in addition to or instead of the pre- and post test. We will administer pre- and post-tests and evaluation forms at our full-day Hazard Awareness Seminars, but at any seminars less than four hours in length, 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: We will administer a Survey Monkey computer survey of our TOT trainers approximately six months after they have received their training. We will seek to assess if the training resulted in any changes in their own behavior at the workplace; how they utilized the information they gained at the training; and if they can identify any workplace changes as a result of the training. We'll also ask about their second-tier training—how it went or if they experienced any barriers in delivering the training. We will create a report summarizing the findings of this survey.

For those who attend our direct trainings, we will follow-up with whoever provides us with their phone numbers and/or e-mail addresses and administer a phone or computer survey, as appropriate. We will seek to learn if the training had any impact on their personal behavior, or whether any worksite changes resulted.

Perhaps the greatest evaluation challenge will be to get feedback from those who receive second-tier training. We will try to get phone numbers/e-mail addresses on the sign-up sheets that we disseminate to our trainers, and will follow-up to as many as we have information for.

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:

As we have in the past, we will complete our quarterly programmatic and financial reports in a timely and accurate manner. And we always look forward to our site visits with OSHA staff.

7) Work Plan Quarterly Projections

a. Advisory Board		
<i>Time Period</i>	<i>Activity</i>	<i>Deliverable</i>
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
Quarter 1 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 phone, e-mail and 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 to discuss future of SBCTC safety program after the developmental grant is completed.	Agenda and meeting notes kept on file

b. Promote California Construction Safety Hub resources and materials		
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 will be kept on file
Quarter 2-4 February-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 point and any factsheets we create for Hazard Awareness seminars into Spanish.	The safety hub website will be updated — safety.sbctc.org
Quarter 2-4 January-September	SBCTC will staff a table at 1-3 safety conferences and events, such as the Safety Fest, Cal/OSHA events, OSHA events and Spanish language forums	Acceptance letters and agendas will be kept on file

c. Trainings:		
	c1. Three one-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
Quarter 1-2 November-February	SBCTC will identify training sites and will be responsible for logistics for the TOT workshops (Sacramento, Bay Area and Southern California). Trainings are held at donated space—usually these are JATCs. The SBCTC will donate the cost of	Letters and promotional materials will be kept on file

	refreshments/meals.	
Quarter 1-2 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.	Letters and promotional materials will be kept on file
Quarter 2-3 March-May, 2012	15-25 people will participate in each of the three TOT training sessions. Total trained in 3 TOTs: 45-75 Total contact hours: 337-562	Attendance sheets will be kept on file.
Quarter 2-3 March-May, 2012	SBCTC/LOHP will administer written evaluations and pre- and post-tests, and/or other evaluative measures to all participants	Tests and evaluation forms kept on file.
Quarter 3-4 May-September	Each participant will be expected to do second-tier training consisting of a 20-90 minute workshop (45 minutes on average) at the worksite, union, or apprenticeship school. Total second-tier trainees: 900-1500 Total contact hours: 675-1125	Sign-in sheets for the workshops will be returned to the Project Coordinator.
Quarter 3-4 May - September	SBCTC staff will follow-up with trainers by fax, phone and e-mail to ensure they are meeting their second-tier training numbers and completing their training forms & evaluations. SBCTC will produce 1-2 brief newsletters to provide new info and resources and serve as a reminder of 2 nd tier training responsibilities.	Follow-up newsletters & letters will be kept on file.
Quarter 4 July-September	SBCTC will distribute a follow-up mail/fax survey to trainers for Level 3 evaluation and will create an evaluation summary of trainers' responses.	Surveys on file. Summary submitted to OSHA.
	c2. Direct Training: Hazard Awareness Seminars	
Quarter 1-2 December-March	SBCTC will contact (by e-mail, letter and phone) groups identified in proposal (apprenticeship programs, day labor organizations, unions, employer associations, etc.) to promote our direct training on hearing loss and the prior training topics	Letters and promotional materials on file
Quarter 2 January-March	LOHP/SBCTC will revise training programs to meet time allotment and audience needs.	Curricula on file
Quarter 2-3 February-April	All changes from TOT training program will be submitted to OSHA for approval.	Letters on file
Quarter 2-4 January-August	SBCTC will set up training dates and coordinate logistics with interested organizations.	Promotional materials on file
Quarters 2-4	SBCTC will coordinate with LOHP to ensure that	Agendas on file

January-September	appropriate trainer(s) are available to conduct the trainings.	
Quarters 3-4 April – September	SBCTC and LOHP will conduct a seminar series on all four topics at the SBCTC’s Sacramento training space, and will provide additional trainings in Southern California and the Bay Area. Total trained in 6-7 sessions: 90-175 Total training hours: 360-1312	Sign-in sheets for the workshops will be returned to the Project Coordinator.
Quarters 3-4 April-September	SBCTC and LOHP will conduct 1-3 English and 2 Spanish-language seminars on Hearing Loss Prevention. Total trained in 3-5 sessions: 45-125 Total training hours: 67-500	Agendas and promotional leaflets on file
Quarters 3-4 April-September	SBCTC will administer written evaluations for all seminar participants.	Evaluations kept on file.

D. Training program & Materials development		
Quarter 1-2 October-January	LOHP and SBCTC will develop a training program on Hearing Loss Prevention based on the previous training we developed 10 years ago. We will update it with the latest in OSHA, NIOSH and other resources. The training will be highly interactive, showcasing a variety of training methods that trainers can use in the field. LOHP will create a power-point presentation, training binder with agenda, and other resources.	Materials will be kept on file.
Quarter 2 January-March	SBCTC will ensure that OSHA reviews training materials.	Letters will be kept on file.
Quarter 3 April-June	Following OSHA approval, we’ll translate into Spanish the curricula and any factsheets that we create.	Spanish Training binder with agenda, CD, power-point kept on file
Quarter 3 April-June	SBCTC will ensure that OSHA reviews Spanish training materials	Letters will be kept on file.

Activities Timeline	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Activities	Oct. 1, 2014 – Dec. 31, 2014	Jan. 1, 2015 – Mar 31, 2015	Apr 1, 2015 – June 30, 2015	July 1, 2015 – Sept. 30, 2015
Convene Advisory Board and hold meetings (in-person or on phone)				
Promote SBCTC as safety & health resource hub.	Fax/e-mail blasts. Website update.	Table at conferences and safety events	Table at conferences and safety events	Table at conferences and safety events
Set TOT schedule for 3 TOTs				
Develop training materials on new topic				
Translate curriculum 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)		2 TOTs 30-50 trainees	1 TOT 15-25 trainees	
Conduct outreach for hazard awareness seminars.				
Hold Hazard Awareness seminars: Series of four topics in Sacramento; 1 in So Cal; and 1-2 in the Bay Area. Topics: Falls, Focus 4, Sprains & Strains, Toxics in Construction.			1-7 Seminars 15-175 people	1-7 Seminars 15-175 people
Conduct direct training seminars (2 in Spanish; 1-3 in English on Hearing Loss Prevention				3-5 seminars 45-125 people
Participants in TOT training do second-tier training and report their numbers back to SBCTC.			300-600 second-tier trainees	600-900 second-tier trainees
SBCTC follows up with training participants for 2 nd tier training support (including newsletters, phone and e-mail)				
Level 3 Evaluation survey written and sent to trainers/trainees				
Year-end close-out report				



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SCHOOL OF PUBLIC HEALTH
CENTER FOR OCCUPATIONAL & ENVIRONMENTAL HEALTH

June 25, 2014

Robbie Hunter, President
SBCTC
1231 I Street, Suite 302
Sacramento, CA 95814

Dear Mr. Hunter,

On behalf of the Labor Occupational Health Program (LOHP) at the University of California, I want to express our continued commitment to collaborate with the State Building and Construction Trades Council of California (SBCTC) on the fourth year of your OSHA project. We are pleased to offer 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 over two decades. In 1993 LOHP, the SBCTC and the Association of General Contractors developed one of the first construction tailgate training guides in the nation: *Tailgate Meetings That Work*. Since 2001 LOHP has collaborated with the Building Trades on several of your 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)
- Toxics in Construction (2013-2014)

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 continues to address important health hazards for California construction workers.

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

Hearing Loss Prevention

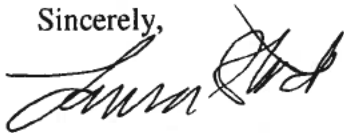
- Research hearing loss in the construction trades
- Review and update previous PowerPoint (PPT) on hearing loss prevention
- Develop a training of trainers (TOT) course
- Develop the TOT training binder
- Revise all training materials after OSHA reviews everything
- Review Spanish translation of the PPT
- Consult with the Spanish translator
- Teach three, 1-day Train the Trainer classes in English
- Teach two, 2-3 hour awareness classes in Spanish

Hazard Awareness Seminars

- Review and update the statistics in 4 previously developed SBCTC curricula:
 - 1) Focus Four Hazards
 - 2) Preventing Sprains, Strains and Repetitive Motion Injuries
 - 3) Down to Zero: Eliminate Falls/Save Lives
 - 4) Toxics in Construction
- Consult on the development of 4, one-day hazard awareness seminars on the topics listed in the bullet above
- Co-Teach 7, one-day hazard awareness seminars in English
- Provide consultation throughout the year
- This fee also covers LOHP's travel and preparation time

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

Sincerely,



Laura Stock, MPH

Director, Labor Occupational Health Program

School of Public Health, Center for Occupational & Environmental Health

University of California, Berkeley

SBCTC Project, LOHP Workplan, 2014 - 2015
Fee for Service Agreement - Labor Occupational Health Program,
SPH, COEH, University of California, Berkeley

Material Development on HUSH Project	<u>21 total days</u>
• Research, review new information	6 days
• Develop TOT lesson plan and PowerPoint	5 days
• Develop 1-day training of trainers (TOT) course	2 days
• Develop TOT course binder	2 days
• Revise all training materials after OSHA review	1 day
• Review Spanish translation/note corrections	3 days
• Consult with translator	1 day
(Note: translator makes the corrections/revisions)	
• Develop a 2-3 hour Spanish awareness course	1 day
HUSH Train the Trainer (TOT)	<u>7 total days</u>
• Teach 3, one-day HUSH TOT English classes (Sacramento, Bay Area, So CA)	3 days
• Travel time and prep time	4 days
Hazard Awareness Seminars	<u>27 total days</u>
• Review and update statistics in 4 SBCTC English Curricula:	4 days
1. Focus Four Fatalities	
2. Preventing Sprains, Strains, and Repetitive Motion Injuries	
3. Eliminating Falls/Save Lives	
4. Toxics in Construction	
• Consult on the development of 4 English one-day hazard awareness seminars (using curricula listed in bullet above)	3 days
• Co-Teach 7, one-day hazard awareness seminars in the following locations: 4 in Sacramento, 2 in Bay Area, and 1 in So CA	7 days
• Teach 2 Spanish awareness classes on hearing loss prevention	2 days
• Preparation and travel for English and Spanish hazard awareness seminars	11 days

Consultation**10 total days**

Meetings and phone consultation for English and Spanish course materials and trainings

Travel = \$4000 total

- One round trip to Los Angeles includes: hotel (2 nights @ \$200 night), airfare (\$200), ground travel/airport parking (\$150), meals (\$200), and incidentals (\$50).
Total = \$1000
- One round trip to San Diego includes: hotel (2 nights @ \$200 night), airfare (\$200), ground travel/airport parking (\$150), meals (\$200), and incidentals (\$50).
Total = \$1000
- Local travel total = \$2000 (\$.55 per mile, parking, tolls). Estimate 8 roundtrips to Sacramento, 2 roundtrips to Martinez, 2 roundtrips to So Bay, and local Bay Area travel.

Grand Total = \$69,000 (65 days @ \$1000/day plus \$4000 travel)

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

1515 CLAY STREET, SUITE 1901
OAKLAND, CA 94612
(510) 286-7000 FAX: (510) 286-7037

MAILING ADDRESS:
P. O. Box 70710
Oakland, CA 94612-5200



June 26, 2014

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 fourth 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-four work plan which, in addition to continuing their training on previously developed topics (Focus Four hazards, Preventing Sprains, Strains and Repetitive Motion Injuries, Fall Prevention and Rescue Planning, and Toxics in Construction), includes a new construction training program on the topic of noise-induced hearing loss prevention. 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.

The State Building and Construction Trades Council has achieved great success in bringing effective, high-quality training to a diverse, hard-to-reach audience in the construction industry. We strongly urge you to continue funding this developmental grant and we look forward to joining forces again to protect the lives of workers statewide. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Juliann Sum".

Juliann Sum, Acting Chief
Division of Occupational Safety and Health

Cc: Christine Baker, Director, DIR
Robbie Hunter, President, SBCTC

BIOGRAPHICAL SKETCH

NAME (b) (6)	POSITION TITLE Director of Special Programs		
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 Santa Cruz	B.A.	(b) (6)	History
New School for Social Research, New York, NY	M.S.	(b) (6)	Non Profit Management

A. PROFESSIONAL EXPERIENCE

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

B. PARTIAL LIST OF PROFESSIONAL ACTIVITIES AND PRESENTATIONS

2011-present, 2009-2011, 2008, 2007, 2003-2005, 2000-2002	Project Director, Susan Harwood Grants. OSHA, USDOL: California Construction Safety & Health Hub, a Capacity-Building Developmental Grant; 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

BIOGRAPHICAL SKETCH

NAME (b) (6)	POSITION TITLE Program Coordinator		
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 Berkeley	B.A.	(b) (6)	Geography
Chabot Community College	A.A.	(b) (6)	Administration of Justice

A. PROFESSIONAL EXPERIENCE

2000-present	State Building and Construction Trades Council of California, 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	Program Assistant, Ergonomics Training Project, California Labor Federation, Sacramento, CA
1990-1998	Administrative Assistant, 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

State Building and Construction Trades Council Previous State and Federal Grants

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

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

2000-2001 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	\$175,500
2013-2014	OSHA Susan Harwood Grant	Capacity Building Developmental	\$175,750

2010-2011	Center for Construction Research & Training/NIOSH	Small Study Grant: Ergonomics in Construction	\$30,000
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State Building and Construction Trades Council of California
Susan Harwood Training Application — 9/30/2014-9/29/2015
DETAILED BUDGET BACK-UP

	Admin	Program	TOTAL
A. PERSONNEL			
Debra Chaplan Project Director Salary reflects 12 mo. @ 10% 8500/mo FTE <i>Oversees administration and program and work with subcontractor; reviews materials, helps with outreach and advisory committee</i>	\$5,100	\$5,100	\$10,200
Laura Boatman Project Coordinator Salary reflects 12 mo @ 60% 6204/mo FTE <i>Coordinates logistics, recruitment and outreach, follow-up with trainers, reviews all materials and helps on trainings as necessary.</i>	\$4,467	\$40,203	\$44,669
Marina Chavez Project Assistant Salary reflects 12 mo @ 10% 3432/mo FTE <i>Assists with registration and logistics of trainings, updating website, and disseminating outreach about the program</i>	\$0	\$4,242	\$4,242
Arlene Holm Grants Administrator Salary reflects 12 mo @ 10% 5296/mo FTE <i>Responsible for financial record-keeping, draw-downs, bill-paying</i>	\$6,355	\$0	\$6,355
TOTAL SALARIES	\$15,922	\$49,545	\$65,466.00
B. BENEFITS Benefits - 30% of salaries <i>Includes: payroll taxes, health & welfare, 401(K)</i>	\$4,777	\$14,862	\$19,639
TOTAL BENEFITS	\$4,777	\$14,862	\$19,639
TOTAL WAGES & BENEFITS	\$20,699	\$64,407	\$85,105
C. TRAVEL			
Local Mileage (1200 mi @ 56.5¢/mile + bridge tolls)		\$778	\$778
Airfare (Sacto. To So Cal. for trainings) 1 @ 4 trips @ \$240/trip		\$960	\$960
Hotel (10 nights/1 persons @ \$140)		\$1,400	\$1,400
Rental Car (\$100/day @ 14 days)		\$1,400	\$1,400
Per Diem expenses (\$50/day @ 14 days)		\$700	\$700
TOTAL TRAVEL	\$0	\$5,238	\$5,238

State Building and Construction Trades Council of California
Susan Harwood Training Application — 9/30/2014-9/29/2015
DETAILED BUDGET BACK-UP

	Admin	Program	TOTAL
D. SUPPLIES			
Duplication/Photocopier	\$40	\$200	\$240
<i>Outreach leaflets/applications & follow-up materials</i>			
Supplies	\$50	\$400	\$450
<i>Misc. for office and trainings</i>			
Training Binders (110-2 in.) plus inserts		\$640	\$640
Demonstration tools & products		\$350	\$350
Postage/Shipping		\$200	\$200
TOTAL SUPPLIES	\$90	\$1,790	\$1,880
E. CONTRACTUAL			
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 & Spanish.)</i>			
TOTAL CONTRACTUAL	\$0	\$69,000	\$69,000
F. OTHER			
Rent (\$2.06/sf @ 160 sf)	\$3,962	\$0	\$3,962
Telephone/Modem/ISP		\$1,200	\$1,200
Duplication/TOT Binders & Flash drives		\$5,500	\$5,500
<i>Binders in English & Spanish, plus a flash drive of the power-point for all trainers at TOTs</i>			
Spanish Translation of curriculum powerpoint		\$3,000	\$3,000
Website: Add to safety and health section/Develop interactive tools/Translate into Spanish		\$865	\$865
TOTAL OTHER	\$3,962	\$10,565	\$14,527
TOTAL DIRECT COST	\$24,751	\$151,000	\$175,750

CALCULATION OF RATIOS

A. Total Administration	\$ 24,751
B. Total Program	\$ 151,000
C. Total Project Cost	\$ 175,750

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

14.08%

Maximum cost per trainee (1080+ trained)	\$162.73
Maximum cost per training hour (1439+ hours)	\$122.13

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
Official Title

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

• • •

**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

PF-2
7-1

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:R-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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2-1

Mr. P. Henry Needham, Chief

- 2 -

March 26, 1956

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

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

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

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

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

Mr. P. Henry Needham, Chief

- 3 -

March 26, 1956

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

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

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

Sincerely yours,

WILLIAM F. SCHWITZLER
Secretary-Treasurer
AFL-CIO