

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:

08/28/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

(b) (6)

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

LIUNA Training and Education Fund

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

(b) (6)

* c. Organizational DUNS:

(b) (6)

d. Address:

* Street1:

37 Deerfield Road

Street2:

P.O. Box 37

* City:

Pomfret Center

County/Parish:

Windham County

* State:

CT: Connecticut

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

06259-0037

e. Organizational Unit:

Department Name:

Organizational Advancement

Division Name:

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

Prefix:

Ms.

* First Name:

Cynthia

Middle Name:

D.

* Last Name:

Herleikson

Suffix:

Title:

Organizational Advancement

Organizational Affiliation:

LIUNA Training and Education Fund

* Telephone Number:

860-974-0800 Ext. 117

Fax Number:

860-974-1459

* Email:

(b) (6)

Application for Federal Assistance SF-424

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

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Occupational Safety and Health Administration

11. Catalog of Federal Domestic Assistance Number:

17.502

CFDA Title:

Occupational Safety and Health_Susan Harwood Training Grants

* 12. Funding Opportunity Number:

SHTG-FY-17-01

* Title:

Susan Harwood Training Grant, FY 2017, (Targeted Topics)

13. Competition Identification Number:

Title:

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

2017 Work Zone Safety Congressional District

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Targeted Topic Training LIUNA Training and Education Fund Work Zone Safety for Construction Craft Laborers

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 * b. Program/Project

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

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="123,926.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="123,926.00"/>

*** 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

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:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

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. Program	17.502	\$	\$	\$ 95,677.00	\$	\$ 95,677.00
2. Administrative	17.502			28,249.00		28,249.00
3.						
4.						
5. Totals		\$	\$	\$ 123,926.00	\$	\$ 123,926.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Program	(2) Administrative	(3)	(4)	
a. Personnel	\$ 22,505.00	\$ 9,602.00	\$	\$	\$ 32,107.00
b. Fringe Benefits	15,979.00	6,817.00			22,796.00
c. Travel	2,960.00	4,410.00			7,370.00
d. Equipment					
e. Supplies	50.00				50.00
f. Contractual	52,593.00	7,420.00			60,013.00
g. Construction					
h. Other	1,590.00				1,590.00
i. Total Direct Charges (sum of 6a-6h)	95,677.00	28,249.00			\$ 123,926.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 95,677.00	\$ 28,249.00	\$	\$	\$ 123,926.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Program	\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>
9.	Administrative	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>
10.	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>
11.	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>	\$ <input style="width:80%;" type="text"/>

SECTION D - FORECASTED CASH NEEDS						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal		\$ <input style="width:75%; text-align: right; value: 123,926.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 15,786.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 36,628.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 45,117.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 26,395.00;" type="text"/>
14. Non-Federal		\$ <input style="width:75%; text-align: right; value: 0.00;" type="text"/>	<input style="width:75%; text-align: right; value: 0.00;" type="text"/>	<input style="width:75%; text-align: right; value: 0.00;" type="text"/>	<input style="width:75%; text-align: right; value: 0.00;" type="text"/>	<input style="width:75%; text-align: right; value: 0.00;" type="text"/>
15. TOTAL (sum of lines 13 and 14)		\$ <input style="width:75%; text-align: right; value: 123,926.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 15,786.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 36,628.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 45,117.00;" type="text"/>	\$ <input style="width:75%; text-align: right; value: 26,395.00;" type="text"/>

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.	Program	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>
17.	Administrative	<input style="width:80%; text-align: right; value: 0.00;" type="text"/>	<input style="width:80%; text-align: right; value: 0.00;" type="text"/>	<input style="width:80%; text-align: right; value: 0.00;" type="text"/>	<input style="width:80%; text-align: right; value: 0.00;" type="text"/>
18.	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>
19.	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>	<input style="width:80%;" type="text"/>
20. TOTAL (sum of lines 16 - 19)		\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>	\$ <input style="width:80%; text-align: right; value: 0.00;" type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input style="width:95%;" type="text"/>	22. Indirect Charges: <input style="width:95%;" type="text"/>
23. Remarks: <input style="width:95%;" type="text"/>	

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
John J LeConche	Executive Director
APPLICANT ORGANIZATION	DATE SUBMITTED
LIUNA Training and Education Fund	08/28/2017

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

LIUNA Training and Education Fund

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. * First Name: John Middle Name: J.
* Last Name: LeConche Suffix:
* Title: Executive Director

* SIGNATURE: John J LeConche

* DATE: 08/28/2017

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: LIUNA Training and Education Fund

DUNS Number: (b) (6)

* Street1: 37 Deerfield Road

Street2:

* City: Pomfret Center County: Windham

* State: CT: Connecticut

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 06259-0037 * Project/ Performance Site Congressional District: CT-002

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: Iowa Laborers' Education and Training Fund

DUNS Number: (b) (6)

* Street1: 3400 East Euclid Avenue, Suite C

Street2:

* City: Des Moines County: Polk

* State: IA: Iowa

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 50317-3582 * Project/ Performance Site Congressional District: IA-003

Project/Performance Site Location 2 ☐ 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: Illinois Laborers and Contractors Joint Apprenticeship and

DUNS Number: (b) (6)

* Street1: 1730 750 N. Avenue

Street2:

* City: Mt. Sterling County: Brown

* State: IL: Illinois

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 62353-4521 * Project/ Performance Site Congressional District: IL-018

Project/Performance Site Location(s)

Project/Performance Site Location 3

☐ 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: South Central Laborers Training and Apprenticeship Fund

DUNS Number: (b) (6)

* Street1: 9297 Highway 979

Street2: P.O. Box 376

* City: Livonia

County: Pointe Coupee Parish

* State: LA: Louisiana

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 70755-0376

* Project/ Performance Site Congressional District: LA-004

Project/Performance Site Location 4

☐ 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: Michigan Laborers' Training and Apprenticeship Institute

DUNS Number: (b) (6)

* Street1: 11155 South Beardslee Road

Street2:

* City: Perry

County: Shiawassee

* State: MI: Michigan

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 48872-9774

* Project/ Performance Site Congressional District: MI-004

Project/Performance Site Location 5

☐ 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: Laborers-AGC Training Program for Montana

DUNS Number: (b) (6)

* Street1: 3100 Horseshoe Bend Road

Street2:

* City: Helena

County: Lewis and Clark

* State: MT: Montana

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 59602-7750

* Project/ Performance Site Congressional District: MT-001

Project/Performance Site Location(s)

Project/Performance Site Location 6

☐ 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: LIUNA Local 1298 Training Fund

DUNS Number: (b) (6)

* Street1: 1611 Locust Avenue

Street2:

* City: Bohemia

County: Suffolk

* State: NY: New York

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 11716-2162

* Project/ Performance Site Congressional District: NY-002

Project/Performance Site Location 7

☐ 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: Laborers' District Council of Philadelphia and Vicinity

DUNS Number: (b) (6)

* Street1: 500 Lancaster Pike

Street2:

* City: Exton

County: Chester

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19341-2733

* Project/ Performance Site Congressional District: PA-006

Project/Performance Site Location 8

☐ 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: Laborers' District Council of Eastern Pennsylvania Training

DUNS Number: (b) (6)

* Street1: 6740 Allentown Boulevard, Suite #2

Street2:

* City: Harrisburg

County: Dauphin

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 17112-3392

* Project/ Performance Site Congressional District: PA-015

Additional Location(s)

Add Attachment

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Susan Harwood Training Grant - FY 2017
Funding Opportunity # SHTG-FY-17-01
LIUNA Training & Education Fund
Duns # 081064305

Training Fund	City	State	County	Congressional District	Duns #
Iowa - Des Moines	Des Moines	Iowa	Polk	IA-003	(b) (6)
Illinois - Mt. Sterling	Mt. Sterling	Illinois	Brown	IL-018	(b) (6)
Louisiana - Livonia	Livonia	Louisiana	Pointe Coupee Parish	LA-004	(b) (6)
Michigan - Perry	Perry	Michigan	Shiawassee	MI-004	(b) (6)
Montana - Helena	Helena	Montana	Lewis and Clark	MT-001	(b) (6)
New York - Bohemia	Bohemia	New York	Suffolk	NY-002	(b) (6)
Pennsylvania - Exton	Exton	Pennsylvania	Chester	PA-006	(b) (6)
Pennsylvania - Harrisburg	Harrisburg	Pennsylvania	Dauphin	PA-015	(b) (6)

Susan Harwood Training Grant - FY 2017
 Funding Opportunity # SHTG-FY-17-01
 LIUNA Training & Education Fund
 Duns # 081064305

Training Fund	City	State	County	Congressional District	Duns #
Iowa - Des Moines	Des Moines	Iowa	Polk	IA-003	(b) (6)
Illinois - Mt. Sterling	Mt. Sterling	Illinois	Brown	IL-018	(b) (6)
Louisiana - Livonia	Livonia	Louisiana	Pointe Coupee Parish	LA-004	(b) (6)
Michigan - Perry	Perry	Michigan	Shiawassee	MI-004	(b) (6)
Montana - Helena	Helena	Montana	Lewis and Clark	MT-001	(b) (6)
New York - Bohemia	Bohemia	New York	Suffolk	NY-002	(b) (6)
Pennsylvania - Exton	Exton	Pennsylvania	Chester	PA-006	(b) (6)
Pennsylvania - Harrisburg	Harrisburg	Pennsylvania	Dauphin	PA-015	(b) (6)

Application Summary for Susan Harwood Targeted Training Topic Grant

Work Zone Safety – Traffic Control/Flagger Safety Training

Applicant Organization: LIUNA Training and Education Fund (LIUNA Training),

37 Deerfield Road, PO Box 37, Pomfret Center, CT 06259

Organizational Representative: John J. LeConche, Executive Director, LIUNA Training, 37

Deerfield Road, PO Box 37, Pomfret Center, CT 06259. Telephone: (860) 974-0800.

Fax: (860) 974-1459. Email: (b) (6)

Project Director: Cynthia Herleikson, Grants Manager, LIUNA Training, 37 Deerfield Road,

PO Box 37, Pomfret Center, CT 06259. Telephone: (860) 974-0800. Email:

(b) (6)

Financial Certifying Official: (b) (6) Administrator, LIUNA Training. 37 Deerfield

Road, PO Box 37, Pomfret Center, CT 06259. Telephone: (860) 974-0800. Email:

(b) (6)

Grant Type: Targeted Topic Training

Grant Topic: Construction Road Zones

Targeted Audience: Construction craft laborers working in high-hazard situations with job-related fatalities

Federal Funds Requested: \$123,926

Projected Number to be Trained: 2,070 workers at a cost per trainee of \$59.82

Projected Contact Hours: 9,920 contact hours at a cost per contact hour of \$12.49

Affiliations: The Laborers' International Union of North America (LIUNA) is a parent organization to LIUNA Training and Education Fund. The eight LIUNA training sites providing

training through the grant program are affiliated with LIUNA Training. The performance sites are as follows:

1. Illinois Laborers' and Contractors Joint Apprenticeship and Training Program – Mt. Sterling, IL
2. Iowa Laborers' Education and Training Fund – Des Moines, IA
3. Michigan Laborers Training and Apprenticeship Institute – Perry, MI
4. Laborers-AGC Training Program for Montana – Helena, MT
5. Laborers Local 1298 Joint Apprenticeship Training Fund – Bohemia, NY
6. Laborers' District Council of Philadelphia and Vicinity Education and Training/Apprenticeship Fun – Exton, PA
7. Laborers' District Council of Eastern Pennsylvania Training Fund – Harrisburg, PA
8. South Central Laborers Training and Apprenticeship Fund – Livonia, LA

Congressional Districts: The following chart provides the Congressional Districts for each of the organizations participating under the Susan Harwood grant program.

Training Fund	City	State	County	Congressional District
LIUNA Training	Pomfret Center	CT	Windham	CT-002
Illinois – Mt. Sterling	Mt. Sterling	IL	Brown	IL-018
Iowa – Des Moines	Des Moines	IA	Polk	IA-003
Michigan – Perry	Perry	MI	Shiawassee	MI-004
Montana – Helena	Helena	MT	Lewis and Clark	MT-001
New York – Local 1298	Bohemia	NY	Suffolk	NY-002
Pennsylvania – Philadelphia	Exton	PA	Chester	PA-006
Pennsylvania – Eastern	Harrisburg	PA	Dauphin	PA-015
South Central – Livonia	Livonia	LA	Pointe Coupee Parish	LA-006

Program Abstract

LIUNA Training and Education Fund

Applicant Organization: LIUNA Training and Education Fund (LIUNA Training)

Grant Category: Targeted Topic Training Grant

Target Audience: Training will target Construction Craft Laborers (CCLs) who will perform work in roadway construction, which is a high-hazard job with increased potential for accidents, injuries, and fatalities as a result of vehicle struck-by incidents. Apprentices and journeymen workers will be reached through LIUNA Locals training sites. LIUNA Training will also promote the participation of minority workers. All training participants will be workers who are fully covered under the OSH Act of 1970, SEC.4, codified at 29 U.S.C. 653.

Grant Topics: The training will address safety and health related topics associated with construction work zones and focus on traffic/struck-by hazards, personal protective equipment, flagger safety and temporary traffic control operations.

Key Grant Activities: Worker training will be provided to 2,070 CCLs using existing training materials. Training sessions will consist of 4-hour Flagger courses and/or 6 to 8-hour Work Zone Safety/Traffic Control courses with English as the primary language of instruction. Training will be conducted in classrooms with hands-on instruction included. Each participant will complete training reaction evaluations and learning exams, which will be evaluated and reported quarterly. LIUNA Training will monitor two course presentations and two staff members will participate in the grantee orientation meeting.

Workers will be recruited from locations that are serviced by eight training centers located in Mt. Sterling, IL; Des Moines, IA; Livonia, LA; Perry, MI; Helena, MT; Bohemia, NY; Harrisburg, PA; and Philadelphia, PA.

Targeted Topic Training

LIUNA Training and Education Fund

Work Zone Safety for Construction Craft Laborers (CCLs)

1. LIUNA TRAINING'S BACKGROUND AND EXPERIENCE

A) Organizational Experience

In 1969, the Laborers' International Union of North America and the Associated General Contractors (AGC) formed LIUNA Training and Education Fund (LIUNA Training), a jointly administered labor-management trust fund. It qualifies as a 501(c) (3) organization for tax exemption purposes. A Board of Trustees, composed equally of eight union and eight management representatives, with an Executive Director reporting directly to the Board, administers LIUNA Training.

LIUNA Training's mission is to enhance the effectiveness of CCL training and to expand career opportunities for LIUNA members by providing educational and technical assistance and materials to more than 70 affiliated training funds throughout North America. These sites service the training needs of LIUNA local unions and construction contractors by developing core skills and providing health and safety training for workers. Over the past five years, LIUNA Training affiliated sites have trained more than 150,000 workers per year for construction and environmental restoration projects. Worker health and safety is an integral part of this training.

B) Occupational Safety and Health and Training Experience

Since its inception, LIUNA Training has developed and put into practice construction worker safety and health training for its affiliated training sites. This worker training is supported and enhanced by LIUNA Training's accredited safety, construction, environmental and instructor training and curricula. All training incorporates adult education best practices applied through

activity-based experiential principles. LIUNA instructors build teaching skills and knowledge through LIUNA Training's professional development programs, leading to ANSI accredited certification. They put these skills into practice every time they conduct training.

Considered a leader in worker training, LIUNA Training develops and implements forward-thinking programs that respond to emerging industry needs and government regulations. Today, LIUNA Training provides a wide range of construction and safety and health courses to workers and supervisors including, but not limited to: General Construction, Concrete Practices, Asphalt, Occupational Safety and Health Administration (OSHA) Construction Safety, Confined Space, Pipeline, Scaffold, Silica, Demolition, Pipelaying, Tunneling, Environmental Remediation (lead, asbestos, hazardous waste, microbial, etc.), and Infectious Diseases Operations (site remediation) and Infection Control Risk Assessment (ICRA) for Occupied Facilities.

C) Grant and Related Program Experience

LIUNA Training has participated in numerous federal and state training grant programs since the early 1980s, including the Susan Harwood grants administered by the Department of Labor (DOL) OSHA. (A summary of active grant programs during the past five years is included as an attachment.) Currently LIUNA Training participates in a Susan Harwood Targeted Training grant to provide Silica Exposure safety training. As of July 2017, 619 workers had attended Silica courses funded by this grant. LIUNA Training also participated in a multi-year Susan Harwood Capacity Building grant that focused on training LIUNA members in demolition and deconstruction safety. The grant, awarded in 2011 and completed in 2014, gave LIUNA Training the opportunity to deliver 157 classes resulting in 1,614 LIUNA members trained. Total trainee contact hours achieved was 33,855, or 31.7% greater than the 25,675 contact hours proposed. Other grant programs have provided worker health and safety training for highway

work zone safety, green construction, environmental remediation, and minority worker development.

D) Distribution Network

LIUNA Training will partner with eight affiliated training sites to deliver Work Zone Safety/Traffic Control and/or Flagger Safety training to LIUNA members. The nearly 50-year working relationship between LIUNA Training and its affiliated training sites promotes seamless coordination between grant oversight and training execution. LIUNA Training will distribute all course materials to the affiliated training sites and provide administrative oversight for the grant program including compiling training data for grant reporting purposes, processing class reimbursement requests submitted by the participating affiliated training sites, and providing technical assistance in delivery of the training program. The participating LIUNA Training affiliated training sites will deliver the training to CCLs at the local level and submit all records documenting classes delivered under the grant program. The affiliated sites will also recruit participants from their CCL apprenticeship programs and through the LIUNA locals who provide journeyworkers to roadwork contractors. These existing networks effectively identify at-risk workers who are most likely to be engaged on jobs in highway work zones.

E) Evaluation of Training Activities Experience

LIUNA Training incorporates evaluation components that provide information on product and service quality and training effectiveness into all of its programs. This evaluation process is part of the LIUNA Training Quality Management System and is critical to maintenance and renewal of its International Accreditation Service (IAS) accreditation. Program evaluations include but are not limited to participant assessment, participant feedback surveys, and effectiveness evaluations.

Evaluation of Training Sessions (Level 1 Evaluation): All participants complete a training evaluation at the end of each course. This evaluation obtains information on the appropriateness of the course materials; the effectiveness of the instructor(s); what was liked and what was not liked about the course; and ways to improve the training. The information received from these forms will be used to identify issues concerning the curriculum, training activities, and assessment process in the proposed training.

LIUNA Training also monitors course presentations and provides instructor assistance as needed. Monitoring addresses instructor skills, course content, adult education techniques used, student/instructor rapport, instructor professionalism, evaluation of formal and informal participant assessment, adherence to established training procedures, and record keeping. During hands-on exercises, observers note instructor/student interaction, safety, condition of equipment and supplies, student participation, assessment process, and instructor feedback.

Participant Assessment (Level 2 Evaluation): All LIUNA Training curricula include participant assessments that measure skills and knowledge. Written examinations are administered for each course. Practical assessments are conducted after hands-on training has occurred. All LIUNA Training written examinations are designed by SMEs in test development. Examinations and practical tests are created using learning objectives that are based upon skill standards and competencies identified through job task analyses. Assessments are reviewed by SMEs and LIUNA Training and are pilot tested and revised as needed according to accepted testing criteria. Participants must obtain a score of 80% or higher on the written exam and 100% in the practical assessments to pass the training and receive a certificate.

F) Management and Internal Control Systems

LIUNA Training's established system of administrative control ensures that programs operate according to organizational and program-specific policies. If programs are federal or state funded then a Principal Investigator and Project Director oversee the program. The Project Director manages the day-to-day activities under the grant program. He or she works directly with the affiliated training funds to ensure program implementation, including start-up activities, instructor assistance and training, worker training, evaluation and assessment, and reporting. Program staff members are assigned responsibility for specific program activities such as database management, bill processing, program/curriculum development, monitoring, and evaluation. Program staff provides direct assistance and support to training fund personnel.

Actual worker training is conducted by LIUNA Training affiliated training funds, which are staffed by training fund directors, instructors, apprenticeship coordinators, and administrative personnel. Training fund activities and responsibilities are specified in formal letters of agreement and are guided by program-specific policies and administrative and financial reporting procedures. All training funds participate in a program planning and policy meeting prior to the start of the training program, where the directors or administrators learn about program requirements and responsibilities.

LIUNA Training's internal controls separate authority, recording, and execution of transactions. Requests for financial reimbursement and purchase orders for equipment and supplies are submitted to the finance and accounting group, where they are checked for accuracy and completeness. Project staff reviews the requests for complete backup, compliance with regulations, allowability, and availability of funds. Checks are approved and signed by the Executive Director and/or the Administrator.

LIUNA Training and all subgrantees must have annual external audits performed by independent auditors. Where required, A-133 audits are performed. All other subgrantees must contract with their auditor for certain “agreed upon procedures.”

2. STAFF EXPERIENCE

LIUNA Training staff has extensive experience in managing and implementing worker training programs and the individuals proposed for this project are some of the most experienced available. The project team members and their roles and responsibilities follow. Brief biographies and an organizational chart are provided as attachments.

LeConche, John J. – Principal Investigator, Certifying Representative, and Executive

Director: LIUNA Training’s Executive Director oversees the entire operation of LIUNA Training, establishing the basic plan for the organization and setting the programmatic agenda, goals, and objectives. He determines organizational policies and establishes program priorities. As the head of the organization, he works directly with the Board of Trustees to develop the organizational strategic plan and to ensure proper administrative and financial oversight. Under the proposed grant, Mr. LeConche will have overall responsibility for the Traffic Control/Flagger Safety program, including setting program goals and policies and supervising the Assistant Director, Administrator, and other Managers. He has a wealth of experience in grant oversight, with which he has been directly involved since his arrival at LIUNA Training in 2003. Mr. LeConche has spent his entire 38-year career in LIUNA in a variety of capacities, including over 20 years as both a construction laborer/foreman and an educator of construction and environmental remediation skills. For 10 years, he served as training director of the New England Laborers’ Training Academy, where he developed innovative training programs and managed the site’s participation in several federal training grants.

(b) (6) – **Administrator:** LIUNA Training’s Administrator ensures that all programs adhere to policy, that financial controls are in place, and that appropriate personnel are assigned to each proposed activity. He works with the Executive Director and the Financial Manager to perform and analyze financial reports. Mr. **(b) (6)** also reviews expenditures, establishes contractual documents between LIUNA Training and the affiliated Training Funds, and ensures clear communication among staff and between LIUNA Training, affiliated training funds, government agencies, and external stakeholders.

Herleikson, Cynthia – Grants Manager and Proposed Project Director: The Project Director will manage the day-to-day activities under the grant program. She will work directly with the affiliated training funds to ensure program implementation, including start-up activities, instructor assistance, worker training, evaluation and assessment, and reporting. Ms. Herleikson has worked with LIUNA Training since 1993, initially on federal grant worker training programs, then in instructor and curriculum development. She is currently serving as the organization’s Grants Manager. Her past experience in managing multimillion-dollar worker training grants makes her well suited to oversee the proposed Susan Harwood training program. She was instrumental in identifying new training opportunities and approaches, creating and implementing the instructor training and certification program, and building LIUNA Training’s Quality Management System. She continues to participate in quality control, monitoring, and program improvement activities.

(b) (6) – **Manager Accounting:** Mr. **(b) (6)** is responsible for oversight and management of accounting operations. He will assist the Project Director with the preparation and submission of program financial reports and budget requests. Mr. **(b) (6)** will oversee the grant reimbursement and reporting system and will furnish the program staff with regular

financial status reports and year-to-date expenditures for budget tracking. Mr. (b) (6) will also maintain communication with and obtain financial reports from participating training funds to ensure quality and uniformity in the program's fiscal administration.

Accounting Support Staff – Grant Bill Auditors: Grant bill auditors staffed within LIUNA Training Accounting and Finance will review all subgrantee reimbursement requests for grant programs. Under the Susan Harwood Grant, reimbursement requests will be checked for mathematical accuracy, proper documentation and back-up, and for allowability according to OSHA and LIUNA Training policies.

3. PROBLEM STATEMENT/NEED FOR FUNDS

Under the Targeted Training Topic addressing Work Zone Safety, LIUNA Training proposes to conduct Work Zone Safety/Traffic Control and Flagger Safety courses through eight LIUNA Training affiliated training sites for construction craft laborers (CCLs) who work for a variety of large and small contractors across the United States.

Construction road zones are hazardous both for workers who build, repair, and maintain the nation's streets, bridges, and highways and motorists who drive through the complex array of signs, barrels, and lane changes. From 2011 through 2015 the Center for Construction Research and Training (CPWR) reported a total of 804 construction worker fatalities as a result of struck-by incidents. Of these fatalities, 59% involved workers struck while situated in work zones, including 114 deaths resulted from being struck by a passenger vehicle (automobiles, buses, passenger cars) and 112 from being struck by a truck. Specifically, 264 of the 804 construction fatalities during the five-year period were incurred by highway, street and bridge workers.

Workers in a highway work zone face many dangers and must constantly be aware of their surroundings to avoid struck-by injuries associated with motor vehicle intrusions into the

work site or the movement of construction equipment and materials within the work site. The traffic flagger is at particular risk, as he or she is often the first person motorists encounter when moving through the work zone and are often involved in setting up the temporary traffic control devices used to establish the work zone. Additionally they have the added responsibility of warning others of vehicular intrusions and are also most likely to encounter risks from vehicles as they negotiate new traffic patterns and speed changes.

According to the Bureau of Labor Statistics, over 143,320 workers were employed nationwide in May 2016 in some type of highway construction or maintenance, making access to quality safety training that focuses on road zone hazards invaluable. Over the past five years, during a time of greatly reduced highway construction, more than 22,000 LIUNA members have participated in roadway safety training. This number has steadily increased of late, and many training sites are seeing demand for training increase as employers gear up to undertake long-delayed work. Through the Susan Harwood Targeted Training Program, LIUNA Training proposes to continue and expand vital safety training for workers in high-risk highway work zone environments. Training will especially help reduce accidents, injuries and fatalities associated with vehicle struck-by incidents.

With such large numbers of workers to be trained, resources become an important factor. Funding is required to meet training demands that can exceed available resources of LIUNA Training affiliated training sites that must regularly conduct a wide variety of construction safety and skills training. Supplemental funding that targets work zone safety will ensure the number of course offerings is not limited to workers in this industry. More importantly funding will also increase opportunities for those who need it the most: hard to reach workers who are typically entry level, minority, and limited-English speakers.

4. WORK PLAN

To help prevent accidents and improve job site safety for highway construction workers, LIUNA Training proposes to conduct Work Zone Safety/Traffic Control and/or Flagger Safety classes for CCLs under the Susan Harwood Targeted Training grant. This training program will provide the skills and knowledge necessary to safely set up and remove temporary traffic control devices, address the most common hazards encountered by workers in highway construction zones and teach participants how to perform job tasks in the safest manner possible. Anticipated results of the training program include improved hazard awareness, safe work practices, and increased attention to safety procedures among highway construction and maintenance workers.

A) Work Plan Activities Table

Activity	Dates	Responsibility	Outcome
1st Quarter (9/17 – 12/17)			
Notify training sites/provide workplans. Set training goals and policies	10/17	Principal Investigator Project Director Financial Manager	Program structure and quality control in place.
Attend OSHA grantees meeting	10/17	Project Director Financial Manager	Policy and reporting
Submit Traffic Control and Flagger Safety Curricula	10-17 to 11/17	Principal Investigator Project Director	Approval of training curricula
6 to 8-hour Work Zone Safety/Traffic Control Courses – 8 courses	11/17 to 12/17	8 Participating sites (one class each site)	80 workers trained; 550 contact hours (Eastern PA will meet for 1 6-hour course)
4-hour Flagger Courses – 7 courses	11/17 to 12/17	7 Participating sites (one class each site)	70 workers trained; 280 contact hours
2nd Quarter (1/18 – 3/18)			
First Quarter Report	1/18	Principal Investigator Project Director Financial Manager	Accomplishments report; quality control and planning
6 to 8 hour Work Zone Safety/Traffic Control Courses – 20 courses	1/18 to 3/18	8 Participating sites (average of one class each plus additional classes to meet needs in MI, PA, and NY)	200 workers trained; 1,360 contact hours (Eastern PA will meet for 4 6-hour courses)
4-hour Flagger Courses – 42 courses	1/18 to 3/18	7 Participating sites (average of three classes each, additional courses in NY,	420 workers trained; 1,680 contact hours

		IA, MT, IL, and PA to meet projected need)	
Site monitoring visit	3/18	Project Director or Certified LIUNA Instructor/Instructor Trainer	Quality Control, program improvement, training evaluation
3rd Quarter (4/18-6/18)			
Second Quarter Report	4/18	Principal Investigator Project Director Financial Manager	Accomplishments report; quality control and planning
6 to 8 hour Work Zone Safety/Traffic Control Courses – 20 courses	4/1 to 6/18	8 Participating sites (average of one class each plus additional classes to meet needs in MI, PA and NY)	200 workers trained; 1,360 contact hours (Eastern PA will meet for 4 6-hour courses)
4-hour Flagger Courses – 56 courses	4/18 to 6/18	7 Participating sites (average of four classes each, additional courses in NY, IA, MT, IL and PA to meet projected need)	560 workers trained; 2,240 contact hours
Site monitoring visit	5/18	Project Director or Certified LIUNA Instructor/Instructor Trainer	Quality Control, program improvement, training evaluation
4th Quarter (7/18-9/18)			
Third Quarter Report	7/18	Principal Investigator Project Director Financial Manager	Accomplishments report; quality control and planning
6 to 8 hour Work Zone Safety/Traffic Control Courses – 10 courses	7/18 to 9/18	8 Participating sites (average of one class each plus additional classes to meet needs in IL, MI, PA and NY)	100 workers trained; 690 contact hours (Eastern PA will meet for 1 6-hour course)
4-hour Flagger Courses – 44 courses	7/18 to 9/18	7 Participating sites (average of two classes each, additional courses in NY, IA, MT, IL and PA to meet projected need average of one class each)	440 workers trained; 1,760 contact hours
Final Report	10/18	Principal Investigator Project Director Financial Manager	Goals analysis, outcomes

B) Work Plan Detailed Narrative

i) Proposed Training

From September 2017 through September 2018, LIUNA Training, in conjunction with eight affiliated training funds, will conduct 58 6 to 8-hour Work Zone Safety/Traffic Control (with Flagger) courses and 149 4-hour Flagger Safety courses for a total of 2,070 workers. Each training session will be presented to an average of 10 participants per class. Total contact hours proposed under the grant program is 9,920. Training under the grant program will be conducted at the following LIUNA Training affiliated training sites:

1. Illinois Laborers' and Contractors Joint Apprenticeship and Training Program – Mt. Sterling, IL
2. Iowa Laborers' Education and Training Fund – Des Moines, IA
3. Michigan Laborers Training and Apprenticeship Institute – Perry, MI
4. Laborers-AGC Training Program for Montana – Helena, MT
5. Laborers Local 1298 Joint Apprenticeship Training Fund – Bohemia, NY
6. Laborers' District Council of Philadelphia and Vicinity Education and Training/Apprenticeship Fund – Exton, PA
7. Laborers' District Council of Eastern Pennsylvania Training Fund – Harrisburg, PA
8. South Central Laborers Training and Apprenticeship Fund – Livonia, LA

All training presentations under the proposed program will focus on hazard identification, traffic control and flagger safety in construction road zones. Classes will be conducted at affiliated training sites or at off-site locations in classroom settings. Training sites are located throughout the United States to meet broad-based national needs for highway work zone safety training and to assist sites that did not participate in prior work zone training programs.

Work Zone Safety/Traffic Control and Flagger Safety courses address personal safety, positioning rules, responsibilities, and procedures. Work Zone Safety courses can be 6 hours to 8 hours long, based on time spent on each topic in the course. Environmental Hazards is a 2-hour topic that some training funds choose to teach, while others do not include it in their Work Zone Safety course. All training materials (Participant Guide, Instructor Guide, PowerPoint presentations, handouts, and pre- and post-evaluations) will be submitted to OSHA for review prior to their use under the grant program.

ii) Training and Educational Materials

To provide training to the targeted population LIUNA Training will use its accredited Work Zone Safety/Traffic Control and Flagger Safety curriculum. All LIUNA Training courses incorporate a mix of teaching techniques designed to address the needs and learning styles of the adult learner. Training materials utilize activity-based learning. In activity-based learning, participants engage in an activity, reflect on their actions and apply what they have learned to new situations. This increases trainee involvement by addressing different learning styles, focusing on specific learning needs, and linking learning to life experiences. Class discussion, small group and individual exercises, teach-back, problem-based scenarios and demonstration activities are all included in this teaching technique.

LIUNA Training curricula are independently accredited by the International Accreditation Service (IAS). All training materials adhere to strict standard operating procedures in their development and incorporate best education and industry standards. Subject Matter Experts (SMEs) review and provide input on course content, and external independent testing experts create and validate written examinations. Curriculum includes a Participant Guide, Instructor Guide, exercise handouts, PowerPoint presentations and pre and post tests. The

LIUNA Training Work Zone Safety and Flagger curriculum addresses specific skills or critical information needed by construction road zone workers in order to perform job duties safely.

iii) Target Audience and trainees recruitment

LIUNA Training will target CCLs who either perform work within a highway work zone or who are seeking employment in the heavy highway construction industry. Entry-level workers will be reached through the CCL apprenticeship program, which is an effective conduit for CCL training. Minority and Latino workers make up a significant portion of the highway construction population and LIUNA Training will promote participation of these workers. All training participants will be workers that are fully covered under the OSH Act of 1970, SEC.4, codified at 29 U.S.C. 653.

LIUNA Training proposes to implement a program to train 2,010 workers who are or may be at risk of injury or death from accidents occurring while at work setting up and striking temporary traffic control devices or engaged in flagging operations on highway construction or maintenance jobs. Training will focus on personal safety (clothing, positioning, good communication, etc.), proper signaling (devices, traffic control, hand signals) and safe set-up and disassembly of various types of temporary traffic control devices. A key component of the course is activity-based training where participants learn and demonstrate proper procedures to stop, slow, and release traffic using both the paddle and the flag.

iv) Work Plan Quarterly Projections

Through eight affiliated training funds, LIUNA Training proposes to conduct 207 Work Zone Safety/Traffic Control or Flagger Safety courses for 2,070 CCLs resulting in a total of 9,920 contact hours.

Audience	Type of Training	Length of Training (contact hours)	Projected Number Trained	Contact Hours
Workers in high-hazard industries with high fatality rates	Worker (Work Zone Safety/Traffic Control)	Work Zone Safety/Traffic Control at 6 to 8 hours (averaged at 7 hours, except for Eastern PA); Flagger Safety at 4 hours	2,010 heavy highway construction workers	9,920

Training for each site is based upon need as identified by each location and considers the amount of roadway construction projects within each geographical location, the demand for trained workers, and local/state safety requirements. Quarterly training projections are based on seasonal variations in CCL worker training and allow for program start-up and program closing activities. Quarterly training projections are provided in the table on the following page.

Quarterly Projections for Traffic Control/Flagger Safety Training		
Quarter	Number to Be Trained	Proposed Contact Hours
1 st (Sept. – Dec. 2017)	150	830
2 nd (Jan. – March 2018)	620	3,040
3 rd (April – June 2018)	760	3,600
4 th (July – Sept. 2018)	540	2,450
Totals	2,070	9,920

During the first quarter (September 30 – December 31, 2017), two LIUNA Training representatives will participate in the OSHA grantee orientation meeting. Curricula materials will be submitted to OSHA for review and approval for use in the program. A total of 150 CCLs will receive training resulting in a total of 830 contact hours.

During the second quarter (January 1 – March 31, 2018), training will continue with a total of 620 CCLs being trained resulting in 3,040 contact hours. LIUNA Training will monitor one affiliated training site during this quarter.

During the third quarter (April 1 – June 30, 2018), training will continue with a total of 760 CCLs being trained resulting in 3,600 contact hours. LIUNA Training will monitor one affiliated training site during this quarter.

During the fourth quarter (July 1 – September 30, 2018), training will continue with a total of 540 CCLs being trained resulting in 2,450 contact hours.

v) Training Evaluations

LIUNA Training incorporates evaluation components that provide information on product and service quality and training effectiveness into all of its programs. This evaluation process is part of LIUNA Training's Quality Management System and is critical to maintenance and renewal of our IAS accreditation. Existing evaluation tools will be adapted for use in the proposed training program. A new pre-test will be developed to assess training effectiveness.

Level 1 – Training Session Evaluation

Participant Feedback: All participants complete a training session reaction evaluation at the end of each course. This evaluation obtains information on the appropriateness of the course materials, the effectiveness of the instructor(s), what was liked and what was not liked about the course, and ways to improve the training. The information received from these forms is compiled by training site and in the aggregate, reviewed by site training staff, and submitted to LIUNA Training as part of the class record. Data is compiled by LIUNA Training, analyzed and included as part of the quarterly reports to OSHA.

Course Monitoring: In addition to feedback received through the course evaluation, LIUNA Training conducts periodic course monitoring. Two monitoring visits will be scheduled at different training sites located in different U.S. regions. Course monitors will consider how well the instructor relates to the student, how well the instructor is prepared, how knowledgeable and comfortable the instructor is with the materials, and student interest and engagement in learning. The quality of the learning environment is also considered by noting student work space needs, distractions, lighting, material presented, and use of videos, overheads and other materials. During hands-on exercises, monitors will note instructor/student interaction, safety, condition of equipment and supplies, student participation, and instructor feedback.

Level 2 – Learning Evaluation

The combination of classroom presentations with hands-on training and pre and post testing has proven to be an effective method of training adults and will be incorporated into this program. Program participants will actively participate in the training so that instructors will be able to determine if the information is being learned and skills applied. Problem solving exercises require participants to apply what they have learned to various scenarios. Group presentations provide opportunities for student review and enable the instructor to evaluate whether workers understand the concepts that have been introduced. In most courses, students demonstrate their ability to perform required job skills by participating in hands-on/simulated work exercises. At the end of the course, participants take a summative written examination and must score 80% or higher to successfully complete the training. Pre and post tests are scored by the training site, recorded, and submitted to LIUNA Training as part of the class record, where they will be evaluated and included as part of quarterly reports submitted to OSHA.

vi) Meetings, Reporting, and Documents

As part of this grant program LIUNA Training will participate in the grantee orientation meeting in Washington, D.C. Two LIUNA Training staff (one program and one financial) will attend the meeting. Quarterly program reports will be submitted to OSHA within 30 days following the end of the fiscal quarter. The reports will include an accounting of training sessions, information of all work performed during the quarter, a summary of training evaluations in the aggregate, and an evaluation of progress of the work plan. All program documents associated with this grant program will be retained by LIUNA Training in accordance with 29 CFR Part 95.53. Financial records, supporting documents, statistical records, and all other documents pertinent to the grant will be retained for a period of three years from the date of submission of the final expenditure report.

5. TRAINING AND EDUCATIONAL MATERIALS

All LIUNA Training affiliated training sites have state-of-the art facilities including classrooms, hands-on training areas, and administrative space. Many of the facilities have dining and residential space. Classroom equipment generally includes a portable computer, Internet access and LCD projector, DVD player, and reference materials. Each site also has the appropriate tools and equipment to conduct simulated work activities. Classroom supplies and personal protective equipment (hard hats and safety vests) will be provided by the training sites.

LIUNA Training has already developed the Work Zone Safety/Traffic Control and Flagger Safety manual. Training funds will use this curriculum in the Susan Harwood grant program after review and approval by OSHA. Course materials meet industry standards and federal regulations. The Instructor Guide outlines how the courses will be conducted and provides clear objectives, lesson plans, and a listing of materials required for the course. The

Participant Guide provides information that the student needs to know in the text and through graphics. Two different exams are provided to improve test security and validity and as an option for re-testing if necessary.

6. RECRUITING PLAN

Recruitment for CCL training begins at the local union level. Training fund directors announce upcoming course offerings at monthly local union meetings. Training funds also mail course schedules to members who then contact the training fund for registration. Training fund staff develops a list of interested participants and conducts telephone follow-up to confirm individual enrollment.

Training fund directors meet regularly with local area contractors/employers to discuss upcoming construction projects and manpower requirements to identify and prioritize workforce training needs. These meetings also include local business managers and other union officials, allowing the three parties (labor, management, and training) to work together. At these meetings, contractors may also identify their training needs and decide whether to include staff members in the training sessions.

LIUNA Training also works with other training organizations, government agencies, and community groups to learn about and to develop solutions to workforce training problems and needs. Through these relationships and those of the training funds, LIUNA Training targets hard to reach or disadvantaged workers (minorities, limited English speaking workers, and young or displaced workers). Often these individuals are directed toward Laborer apprenticeship programs, which will be a significant source of participants in the Traffic Control/Flagger Safety program. Currently there are more than 20,000 LIUNA apprentices. Each of these new workers

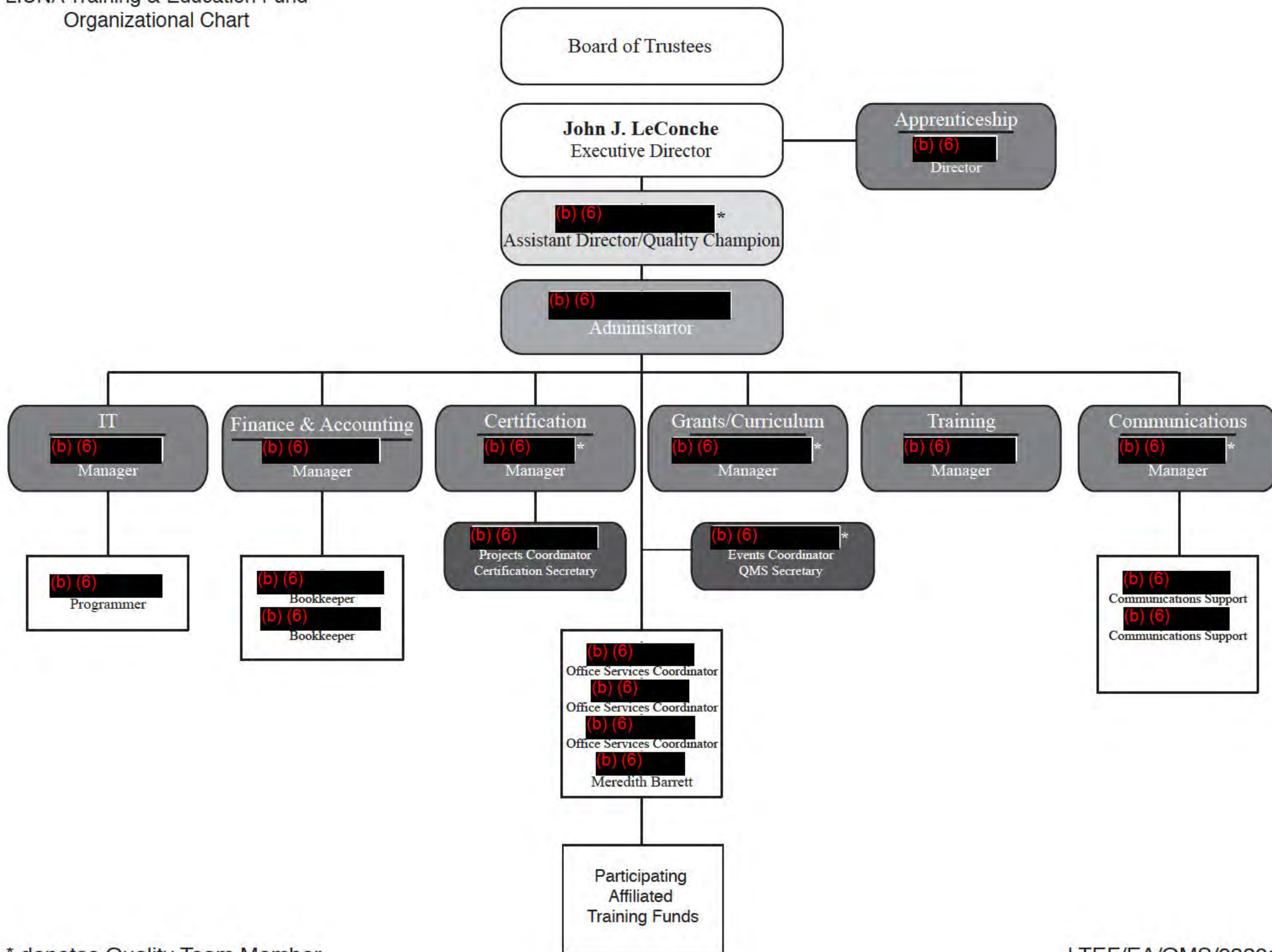
must attend job skills and health and safety training to complete their apprenticeship, and participation in the work zone safety training can help them meet those training requirements.

7. SUMMARY OF BENEFITS

Members of the Laborers International Union of North America (LIUNA) comprise a significant portion of the construction crews who work on roadways on a daily basis across the United States and Canada. To ensure the safety of these Construction Craft Laborers and journeymen in an environment that has proven to be hazardous to many and even deadly to some, proper training is vital. This is the fundamental reason why LIUNA Training proposes to address Work Zone Safety by conducting Traffic Control/Flagger Safety courses at eight of its affiliated training sites.

Without proper funding, however, much of this training, which can mean the difference between life and death for roadway construction workers, cannot be performed. Money from the Susan Harwood Training Grant Program will help LIUNA Training provide the necessary Work Zone Safety to reduce injury risk on the job site and increase opportunities for hard to reach workers who are typically entry level, minority, and limited-English speakers.

LIUNA Training & Education Fund
Organizational Chart



* denotes Quality Team Member

LTEF/EA/QMS/082017



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

018016.642951.0091.003 1 MB 0.382 530



LIUNA TRAINING AND EDUCATION FUND
% ACCOUNTING DEPARTMENT
PO BOX 37
POMFRET CTR CT 06259-0037



018016

RECEIVED

SEP 15 2009

LIUNA TRAINING
ACCOUNTING DEPT

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.



The IRS address must appear in the window.

BODCD-TE

(b) (6)

Use for payments

Letter Number: (b) (6)
Letter Date : 2009-09-11
Tax Period : 000000



(b) (6)

INTERNAL REVENUE SERVICE
P.O. Box 2508, Room 4010
Cincinnati OH 45201
LIUNA TRAINING AND EDUCATION FUND
% ACCOUNTING DEPARTMENT
PO BOX 37
POMFRET CTR CT 06259-0037

LIUNA TRAINING AND EDUCATION FUND
% ACCOUNTING DEPARTMENT
PO BOX 37
POMFRET CTR CT 06259-0037

(b) (6) AA LAB0 00 2 000000 670 000000000000



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: (b) (6)
Sep. 11, 2009 LTR (b) (6) 0
(b) (6) 000000 00
(b) (6)

BODC: TE

LIUNA TRAINING AND EDUCATION FUND
% ACCOUNTING DEPARTMENT
PO BOX 37
POMFRET CTR CT 06259-0037



018016

Employer Identification Number: (b) (6)
Person to Contact: (b) (6)
Toll Free Telephone Number: (b) (6)

Dear Taxpayer:

This is in response to your request of Aug. 13, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in February 1970, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott
Manager, EO Determinations

Susan Harwood Training Grant - FY 2017
Funding Opportunity # SHTG-FY-17-01
LIUNA Training and Education Fund
Duns # (b) (6)
Budget Detail

Targeted Topic Training - LIUNA Training and Education Fund - Work Zone Safety for Construction Craft Laborers

				Budget		Total	Budget		Total	Total
				Administrative	Program	Federal	Administrative	Program	Non-Federal	Budget
				Federal			Non-Federal			
Staff				Total Annual						
Executive Director - Program Oversight and Compliance	1.35%	187,000		0	2,525	2,525			0	2,525
Administrator - Communications and Financial Oversight	0.96%	170,062		816	816	1,632			0	1,632
Project Director - Grant Management and Training Oversight	11.54%	143,748		0	16,589	16,589			0	16,589
Training - Reporting	1.92%	76,882			1,476	1,476			0	1,476
Information Technology Manager - Survey Development & Analysis, Database Development	0.58%	102,250		297	297	594			0	594
Project Management - Project Planning	0.58%	51,268			297	297			0	297
Office Services - Report Editing and Correspondence	0.38%	76,351		0	290	290			0	290
Office Services - Travel	0.38%	56,578			215	215			0	215
Accounting Manager - Financial Reporting and Accounts Receivable	2.88%	124,282		3,579		3,579			0	3,579
Accounting - Accounts Payable/Accounts Receivable and Tracking Participant Information	3.85%	59,888		2,306	0	2,306			0	2,306
Accounting - Accounts Payable/Accounts Receivable and Tracking Participant Information	3.85%	67,631		2,604	0	2,604			0	2,604
Subtotal Wages				9,602	22,505	32,107	0	0	0	32,107
				71 00%						
Executive Director - Program Oversight and Compliance	1.35%	132,770		0	1,792	1,792			0	1,792
Administrator - Communications and Financial Oversight	0.96%	120,744		580	580	1,160			0	1,160
Project Director - Grant Management and Training Oversight	11.54%	102,061		0	11,778	11,778			0	11,778
Training - Reporting	1.92%	54,586			1,048	1,048			0	1,048
Information Technology Manager - Survey Development & Analysis, Database Development	0.58%	72,598		211	211	422			0	422
Project Management - Project Planning	0.58%	36,400			211	211			0	211
Office Services - Report Editing and Correspondence	0.38%	54,209		0	206	206			0	206
Office Services - Travel	0.38%	40,170			153	153			0	153
Accounting Manager - Financial Reporting and Accounts Receivable	2.88%	88,240		2,540		2,540			0	2,540
Accounting - Accounts Payable/Accounts Receivable and Tracking Participant Information	3.85%	42,520		1,637	0	1,637			0	1,637
Accounting - Accounts Payable/Accounts Receivable and Tracking Participant Information	3.85%	48,018		1,849	0	1,849			0	1,849
Subtotal Fringes				6,817	15,979	22,796	0	0	0	22,796
Total Wages and Fringes				16,419	38,484	54,903	0	0	0	54,903

Susan Harwood Training Grant - FY 2017
Funding Opportunity # SHTG-FY-17-01
LIUNA Training and Education Fund
Duns # (b) (6)
Budget Detail

Targeted Topic Training - LIUNA Training and Education Fund - Work Zone Safety for Construction Craft Laborers

		Total Annual	Budget Administrative Federal	Program Federal	Total Federal	Budget Administrative Non-Federal	Program Non-Federal	Total Non-Federal	Total Budget
Staff									
TRAVEL									
Staff Travel									
Monitor curriculum presentations (1 staff, two nights, one trip)				1,480	1,480			0	1,480
One OSHA Awardee meeting and Grantee Exchange meeting (two staff, two nights, three days)		4,410		0	4,410				4,410
Total Staff Travel		4,410		1,480	5,890	0	0	0	5,890
Non-Staff Travel									
Monitor curriculum presentations (1 non-staff, two nights, one trip)			0	1,480	1,480			0	1,480
Total Non-Staff Travel		0		1,480	1,480	0	0	0	1,480
TOTAL TRAVEL		4,410		2,960	7,370	0	0	0	7,370
SUPPLIES									
Office Supplies			0	50	50			0	50
TOTAL SUPPLIES		0		50	50	0	0	0	50
OTHER									
Shipping & Postage				100	100				100
Telephone - conference calls		0		600	600			0	600
Trainee Insurance - 2070 trainees		0		890	890			0	890
TOTAL OTHER		0		1,590	1,590	0	0	0	1,590
TOTAL NON-CONTRACTUAL		20,829		43,084	63,913	0	0	0	63,913
CONTRACTUAL									
Instructor Monitor (one monitoring visit to a training site for one day)			0	1,500	1,500		0	0	1,500
		0		1,500	1,500	0	0	0	1,500
Work Zone Safety Training sites									
IA, Des Moines									
Personnel: Four Work Zone/Traffic Control and Twelve Flagger Safety courses at 10 per class				3,354	3,354		0	0	3,354
Instructor @ 100% (\$353 per day, 9 50 days)		460		0	460		0	0	460
Secretary/Bookkeeper @ 20% (\$242 per day, 1.90 days)		460		3,354	3,814	0	0	0	3,814
Illinois - Southern									
Personnel: Five Work Zone/Traffic Control and Seventy Flagger Safety courses at 10 per class				17,168	17,168		0	0	17,168
Instructor @ 100% (\$436 per day, 39.375 days)		2,111		0	2,111		0	0	2,111
Secretary/Bookkeeper @ 20% (\$268 per day, 7.875 days)		2,111		17,168	19,279	0	0	0	19,279

Susan Harwood Training Grant - FY 2017
Funding Opportunity # SHTG-FY-17-01
LIUNA Training and Education Fund
Duns # 081064305
Budget Detail

Targeted Topic Training - LIUNA Training and Education Fund - Work Zone Safety for Construction Craft Laborers

Total Annual	Budget		Total Federal	Budget		Total Non-Federal	Total Budget
	Administrative Federal	Program Federal		Administrative Non-Federal	Program Non-Federal		
Staff							

LA, Livonia							
Personnel: Three Work Zone/Traffic Control and Three Flagger Safety courses at 10 per class							
Instructor @ 100% (\$306 per day, 4.125 days)							
Secretary/Bookkeeper @ 20% (\$355 per day, .825 days)							
		1,262	1,262		0	0	1,262
	293	0	293		0	0	293
	293	1,262	1,555	0	0	0	1,555

		4,444	4,444		0	0	4,444
	619	0	619		0	0	619
	619	4,444	5,063	0	0	0	5,063

		3,311	3,311		0	0	3,311
	519	0	519		0	0	519
	519	3,311	3,830	0	0	0	3,830

		13,830	13,830		0	0	13,830
	2,124	0	2,124		0	0	2,124
	2,124	13,830	15,954	0	0	0	15,954

		4,635	4,635		0	0	4,635
	776	0	776		0	0	776
	776	4,635	5,411	0	0	0	5,411

		3,090	3,090		0	0	3,090
	518	0	518		0	0	518
	518	3,090	3,608	0	0	0	3,608

7,420	52,593	60,013	0	0	0	60,013
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TOTAL CONTRACTUAL							
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Susan Harwood Training Grant - FY 2017
Funding Opportunity # SHTG-FY-17-01
LIUNA Training and Education Fund
Duns # (b) (6)
Budget Detail

Targeted Topic Training - LIUNA Training and Education Fund - Work Zone Safety for Construction Craft Laborers

		Total Annual	Budget Administrative Federal	Program Federal	Total Federal	Budget Administrative Non-Federal	Program Non-Federal	Total Non-Federal	Total Budget
Staff									
			28,249						
				95,677					
					123,926				
Cost per trainee = 123,926/2070 = 59.87						0			
Cost per training hour = 123,926/9,920 = 12.49							0		
								0	
									123,926
			22.8%	77.2%	100.0%	0.0%	0.0%	0.0%	

**TARGETED TOPIC TRAINING
LIUNA TRAINING & EDUCATION FUND
WORK ZONE SAFETY FOR CONSTRUCTION CRAFT
LABORERS
DUNS # (b) (6)**

OPPORTUNITY # SHTG-FY-17-01

PRIOR GRANT GOVERNMENT EXPERIENCE

Grant Experience

LIUNA Training & Education Fund's grants for the past 5 years are summarized below.

Project Title	Funding Agency	Years Funded	Award Amount
DOL-ETA Green Jobs Innovation Fund	US DOL	2011-2015	5,507,602
DOL-OSHA Capacity Building Grant	US DOL	2012-2013	181,390
DOL-OSHA Capacity Building Grant	US DOL	2013-2014	176,776
DOL-OSHA Traffic Control and Flagger Safety	US DOL	2015-2016	139,561
DOL-OSHA Silica Exposure	US DOL	2016-2017	139,514
NIEHS Hazardous Waste Worker Training	HHS-NIEHS	2012 - Present	18,830,633
NIEHS DOE Worker Training	HHS-NIEHS	2012 - Present	7,715,653

**TARGETED TOPIC TRAINING
LIUNA TRAINING & EDUCATION FUND
WORK ZONE SAFETY FOR CONSTRUCTION CRAFT
LABORERS
DUNS # 081064305**

OPPORTUNITY # SHTG-FY-17-01

LETTERS OF SUPPORT

(b) (6)

(b) (6)

EXPERIENCE

Thirty-eight years experience in the labor field. Diverse experience in the construction trade including supervisory experience, organizing, recruitment, training and operations; and development and implementation of programs, strategic planning and administration.

Summary of Administration and Teaching Positions

- **Executive Director** – (b) (6)

Oversees all phases of the Fund's operation including but not limited to: reporting to the Board of Trustees; budgeting; programs and services development and implementation; recruitment, selection; supervision of staff; primary liaison with all affiliated training funds and related (b) (6) and management organizations; and strategic planning/implementation for Laborers' training.

- **Training Director** – (b) (6)

Overall administration of the fund, including the day-to-day operations of the fund's two locations in Hopkinton, MA and Pomfret Center, CT. Responsibilities included planning, organizing and directing all activities of training.

- **Assistant Director/Area/Coordinator** – (b) (6)

Assisted with planning, development and implementation of all training programs; setting and establishing program goals, objectives, performance criteria, project policies, procedures and/or protocols. Trained instructors, developed curriculum, wrote and administered grants. Served as (b) (6) representative at meetings of government agencies. Supported the Project Coordinator and Project Directors in the day-to-day management of programs/projects.

- **Field Coordinator** – (b) (6)

Promotion and development of subcontracts in training, supervision of training, coordination of activities related to training with appropriate labor and management officials and government agencies.

- **Laborer Foreman** – (b) (6)

Summary

Results oriented professional with over 15 years experience in executive support, employee relations, internal and external customer relations, organizational administration, and communications.

Skills and Accomplishments

Executive Support

Possesses extensive experience in all facets of executive support. Able to manage the day-to-day operation of an executive office with ease and efficiency. Works well within the corporate culture to promote the mission of high-level executives. Oversees and coordinates executive scheduling, board relations, and report and presentation preparation. Acts as a liaison to internal and external stakeholders.

Employee Relations

Hands-on manager with highly developed problem solving and problem analysis skills. Works diligently to facilitate open communication between management and employees, partners with management to ensure fairness in the resolution of all issues, and is consciously aware of employee morale. Created and implemented an Employee Relations Program that resulted in reduction of major conflicts between managers and employees and among employees from 8 to 2 over an 8-month period.

Internal and External Customer Relations

Has comprehensive knowledge of strategies for the development, implementation, and management of projects and programs that address the needs of internal and external stakeholders and promote the overall mission of the organization. Works closely with community based organizations, foundations, agencies, and charities to support vital programs and services, advance corporate appreciation for customers and stakeholders, and ensure community recognition of organizational objectives.

Organizational Administration

Detail oriented and flexible professional capable of overseeing multiple functions in a multi-faceted and diverse operating environment. Developed and executed a performance evaluation system that articulated and provided benchmarks for standards and expectations among employees and sub-grantees, fostered partnerships to achieve business goals and focused on the alignment of organizational and external goals and objectives.

Communications

Persuasive oral and written communicator with excellent presentation skills. Able to develop productive relationships with colleagues, customers, and staff at all levels. Developed and implemented an organizational communications program that keeps all levels of staff current on important information related to organizational goals and objectives which dramatically increased employee morale according to the results of two consecutive employee surveys. Responsible for the development and approval of all internal and external communications including newsletters, fax-lines, reports, speeches, presentations, and correspondence, in order to safeguard and consistently promote the organization's mission.

(b) (6)

Page Two

Work Experience:

1995-present

(b) (6)

(b) (6)

Presently serves as the Administrator of this non-profit labor-management trust fund.

1988-1995

(b) (6)

(b) (6)

Served as business manager of this large volume funeral service provider.

Education:

Villanova University- Human Resource Professional Certificate
American University, Rome, Italy
Providence College, Providence, RI
Our Lady of Providence Seminary, Providence, RI
Our Lady of Providence Preparatory Seminary, Providence, RI

Other Relevant Course Work:

Fundamentals of Human Resources
Human Resources and the Law
National Labor College – Labor/Management Relations
National Labor College- Leadership Training

Other Relevant Course Experience:

Chairman, Board of Directors-Saint Mary's School, Cranston
Chairman, Memorial Golf Classic-Saint Mary's School, Cranston
Member, Saint Mary's Church Finance Council
Chairman, Catholic Charity Fund Appeal
National Director- Nolite Timere Foundation
Former Member, Board of Directors – Federal Hill House, Providence

Affiliations:

Society for Human Resource Management
American Society of Training and Development

Awards:

National Outstanding Graduate- NECA

References available upon request.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: (b) (6)

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE: Grants Manager

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
(b) (6)	BA	1979	Geography
(b) (6)	MA	1983	Geography/Land Use Analysis

A. Positions and Honors

Positions and Employment

1996 – Present

(b) (6)

Grants Manager – Administers all (b) (6) Training grant programs including the (b) (6) Hazardous Waste Worker and Hazmat Disaster Preparedness grant training programs. Responsible for:

- program planning and development
- program reporting, tracking, evaluation, and monitoring/quality control
- assistance to/oversight of training providers and other consultants
- policy and procedures development
- working with program advisory board
- incorporating program feedback into program improvements
- curriculum management

Curriculum, Quality Management System, Organizational Advancement – Responsible for:

- curriculum development/review; college credit applications
- standards development
- policy development/review, program education, and participant monitoring
- Quality Management System development, documentation, and auditing
- organizational advancement: accreditation, certification, strategic planning, rebranding
- program management and vendor oversight
- development: requests for proposals, bid solicitations, and funding proposals

1993 – 1996

(b) (6)

Environmental Coordinator - Responsible for:

- environmental training program oversight
- developing strategies for program development and implementation
- tracking program progress and developing and implementing quality control plans
- working with training sites, government agencies and subgrantees on program implementation

1985 – 1993

(b) (6)

Director of Development Services, Director of Planning and Special Assistant to the President – Responsible for:

- policy analysis and stakeholder outreach/input on relevant legislative issues
- strategic planning
- established development program; served as development director
- corporate and foundation grant proposals
- donor prospecting, maintaining prospect and donor records
- stakeholder presentations and donor cultivation events

1984 – 1985

(b) (6)

Research Fellow – Responsible for:

- research and quality assurance for environmental manuscripts

1981 – 1983

(b) (6)

Habitat Specialist – Responsible for:

- established habitat preservation program for the California Condor
- land use research for habitat identification and preservation
- generated local support for endangered species recovery efforts and habitat preservation
- presentations and educational outreach for local Audubon chapters

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: (b) (6)

eRA COMMONS USER NAME (credential, e.g., agency login): GAVIN_CALDWELL

POSITION TITLE: Accounting Manager – LIUNA Training & Education Fund

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
(b) (6)	BA	1990	Accounting/Philosophy

A. Positions and HonorsPositions and Employment

(b) (6) coordinates the daily operations of the accounting system and supervises the activities of the accounting staff. He provides the LIUNA Training & Education staff with grant related accounting information including expenses incurred to date and actual vs. budget data for the different grants. He also maintains the general and technical aspects of the accounting system and the accounting related programs.

1998 – Present Accounting and Finance – (b) (6)

1993 – 1998 (b) (6) – Senior Accountant – Provided consulting and computer support services to non-profit, corporate and individual clients. Worked as an interim comptroller for several clients and helped to upgrade and maintain their accounting systems.

1992 – 1993 (b) (6) – Staff Accountant – Assisted with audits of local governmental and educational clients.

Other Experience and Professional Memberships

American Institute of Certified Professional Accountants

Iowa Laborers'



Education and Training Trust Fund

(b) (6)

Director of Training

August 21, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Iowa Laborers' Education and Training Fund is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

Iowa Laborers trained over 130 workers in traffic control and excavation work for the DAPL pipeline that crossed Iowa in 2016-17. In Iowa, a flagger's license expires on December 31 of the year following training, meaning the DAPL pipeline workers will have to be retrained if they wish to retain their licenses.

The Iowa Laborers' Education and Training Fund can outreach and train more workers at locations throughout the state through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

(b) (6)

Training Director



**ILLINOIS LABORERS' & CONTRACTORS
JOINT APPRENTICESHIP & TRAINING PROGRAM**

(b) (6), Administrator

1730 750 N Avenue
Mount Sterling, Illinois 62353

Phone: (b) (6)

Fax: (b) (6)

August 21, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Illinois Laborers' and Contractors Joint Apprenticeship and Training Program is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

The traffic control course is a mandatory portion of our apprenticeship program, and a number of locals in the state require all members to have a current traffic control certification in order to be eligible to be employed by a contractor.

Through participation in this grant program the Illinois Laborers' and Contractors Joint Apprenticeship and Training Program can outreach and train more workers. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

(b) (6)

Fund Administrator

SOUTH CENTRAL LABORERS' TRAINING & APPRENTICESHIP FUND

August 24, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

South Central Laborers Training and Apprenticeship Fund is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

Flagger safety is required by contract for all our members here in Louisiana as well as in Mississippi, where many of our members are employed. A new terminal is under construction at Louis Armstrong International Airport in New Orleans, offering a wide variety of opportunities for Laborers seeking work. We certify members for three years after successful completion of the flagger course, unless the contractor or site engineer requests retraining at shorter intervals.

The South Central Laborers Training and Apprenticeship Fund can outreach and train more workers through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

(b) (6)

Training Director



Michigan Laborers' Training and Apprenticeship Institute

11155 Beardslee Road • Perry, MI 48872 • Phone: (b) (6) • fax: (b) (6)

August 24, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Michigan Laborers Training and Apprenticeship Institute is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

Business is booming here in Michigan and we are experiencing a perceptible shortage in labor, which has required us to register over 600 new apprentices for each of the past two years. With Detroit Edison planning to build a \$1 billion natural gas plant in 2019, bridge construction between Detroit and Canada scheduled to begin later this year, and major infrastructure projects on tap for 2018 and beyond, Work Zone training for apprentices will be in high demand.

The Michigan Laborers Training and Apprenticeship Institute can outreach and train more workers through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

(b) (6)

Director



3100 Horseshoe Bend Rd. Helena, Montana 59602 • Phone: (b) (6) Fax: (b) (6)

(b) (6)



August 23, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Laborers-AGC Training Program for Montana is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents. One is too many!

The Montana Laborers Training Program covers all 147,040 square miles of this state and trains approximately 200 flaggers each year to ensure the contractors and state have an adequate number of laborers to complete their projects safely and efficiently, regardless of where in Montana the job site may be. In addition, those receiving certification thru us are automatically certified for Washington, Idaho, and Oregon.

The Laborers-AGC Training Program for Montana can outreach and train more workers at locations throughout the state through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

(b) (6)

Training Director



Laborers' District Council *Benefit Funds*

Reply to: 500 East Lincoln Highway, Exton Pa 19341

August 21, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Laborers' District Council of Philadelphia and Vicinity Education and Training/Apprenticeship Fund is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

We appreciate the opportunity to provide this vital safety training to workers in our area. We have seen an increase in requests from our local union halls and employers to offer Traffic Control and Flagger courses for work associated with the Mariner 2 Pipeline and infrastructure work in a number of municipalities in southeastern Pennsylvania. We expect this need to grow as additional infrastructure projects receive approval over the next several years.

The Laborers' District Council of Philadelphia and Vicinity Education and Training/Apprenticeship Fund can outreach and train more workers through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely

(b) (6)

Training Director



Laborers' District Council
of the Metropolitan Area of
Philadelphia and Vicinity

For Pension and Health and Welfare
Fund Services, please call:
Tel: 1-877-LABOR-77 or
215-236-6700 or 215-765-4633
Fax: 215-236-1765

For Education and Training/
Apprenticeship Fund
Services, please call:
Tel: 610-524-0404
Fax: 610-524-6411

For Prepaid Legal Fund Services,
please call:
Tel: 215-236-2800
Fax: 215-236-7431

■ *Laborers' District Council*
Construction Industry
Pension Fund

◆ *Laborers' District Council*
Education and Training/
Apprenticeship Fund

■ *Laborers' District Council*
Building and Construction
Health and Welfare Fund

▲ *Laborers' District Council*
Plasterer Tenders and Laborers'
Health and Welfare Fund

★ *Laborers' District Council*
Heavy and Highway
Construction Health
and Welfare Fund

❖ *Laborers' District Council*
Prepaid Legal Fund



LABORERS' DISTRICT COUNCIL
Of Eastern Pennsylvania **TRAINING FUND**

August 25, 2017

Mr. John J. LeConche
Executive Director
LIUNA Training and Education Fund
PO Box 37
37 Deerfield Rd.
Pomfret Center, CT 06259

Dear John:

The Laborers' District Council of Eastern Pennsylvania Training Fund is pleased to offer its support for the proposed Work Zone Training Susan Harwood Grant program. The need to provide training for highway workers is demonstrated every time we hear about tragic and often avoidable accidents and injuries that continue to occur in construction work zones. Sadly, we lose members each year to these accidents.

We have two high-profile natural gas transmission pipeline jobs, Atlantic Sunrise and Atlantic Coast, in progress until at least 2019. This uptick in employment has increased the need for flagger and traffic control classes for the Laborers at these job sites.

The Laborers' District Council of Eastern Pennsylvania Training Fund can outreach and train more workers through participation in this grant program. As always, our goal is to keep our workers safe and this program will help ensure that they have the information and skills they need to meet that goal.

Sincerely,

(b) (6)

Training Director