

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:

08/25/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Philadelphia Joint Board, Workers United

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

(b) (6)

* c. Organizational DUNS:

(b) (6)

d. Address:

* Street1:

22 South 22nd Street, Level M

Street2:

* City:

Philadelphia

County/Parish:

* State:

PA: Pennsylvania

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

19103-3005

e. Organizational Unit:

Department Name:

Education and Training

Division Name:

Grants

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

Prefix:

Mr.

* First Name:

Richard

Middle Name:

A.

* Last Name:

Minter

Suffix:

Title:

Assistant Manager/Organizing Director

Organizational Affiliation:

SEIU

* Telephone Number:

215 751 9770

Fax Number:

215 751 0513

* Email:

(b) (6)

Application for Federal Assistance SF-424

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

representing workers

* 10. Name of Federal Agency:

Occupational Safety and Health Administration

11. Catalog of Federal Domestic Assistance Number:

(b) (6)

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.):

1234-Areas affected by project, 2017.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Recognizing and abating chemical hazards and promoting hazard communications in laundry and manufacturing industries

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="76,897.00"/>
* 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="76,897.00"/>

*** 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. Administrative	17.502	\$	\$	\$ 16,818.00	\$	\$ 16,818.00
2. Programmatic	17.502			60,079.00		60,079.00
3.						
4.						
5. Totals		\$	\$	\$ 76,897.00	\$	\$ 76,897.00

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Administrative	(2) Programmatic	(3)	(4)	
a. Personnel	\$ 10,487.00	\$ 46,648.00	\$	\$	\$ 57,135.00
b. Fringe Benefits	2,831.00	3,931.00			6,762.00
c. Travel	3,500.00	1,500.00			5,000.00
d. Equipment					
e. Supplies		6,000.00			6,000.00
f. Contractual		2,000.00			2,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	16,818.00	60,079.00			\$ 76,897.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 16,818.00	\$ 60,079.00	\$	\$	\$ 76,897.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Administrative	\$		\$	
9.	Programmatic				
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$		\$	

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

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.	Administrative	\$	6,455.00	\$	2,955.00	\$	2,955.00	\$	4,453.00
17.	Programmatic		21,812.00		15,002.00		12,306.00		10,959.00
18.									
19.									
20. TOTAL (sum of lines 16 - 19)		\$	28,267.00	\$	17,957.00	\$	15,261.00	\$	15,412.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Lynne Fox	Assistant Manager/Organizing Director
APPLICANT ORGANIZATION	DATE SUBMITTED
Philadelphia Joint Board, Workers United	08/25/2017

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

Areas affected by project (Cities, Counties, States etc.)

Industrial laundries that are located in:

- Greater Philadelphia area, PA
- South Jersey

Additional list of Program/Project Congressional Districts

PA-001

PA-002

PA-013

PA-015

PA-018

DE-001

NJ-001

NJ-002

NJ-007

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

Philadelphia Joint Board, Workers United

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. * First Name: Richard Middle Name:
* Last Name: Minter Suffix:
* Title: Assistant Manager/Organizing Director

* SIGNATURE: Lynne Fox

* DATE: 08/25/2017

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: Philadelphia Joint Board, Workers United

DUNS Number: (b) (6)

* Street1: 22 South 22nd Street

Street2:

* City: Philadelphia County: Philadelphia

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19103-3005 * Project/ Performance Site Congressional District: PA-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: Aramark

DUNS Number:

* Street1: 1178 Marlkness Road

Street2:

* City: Cherry Hill County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08003-2310 * Project/ Performance Site Congressional District: NJ-001

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: McIntosh

DUNS Number:

* Street1: 2255 City Line Road

Street2:

* City: Bethlehem County:

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 18017-2129 * Project/ Performance Site Congressional District: PA-015

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: Atlantic City Linen Supply Company

DUNS Number:

* Street1: 18 N. New Jersey Avenue

Street2:

* City: Atlantic City

County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08401-5236

* Project/ Performance Site Congressional District: NJ-007

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: Atlantic City Linen Supply - Wardrobe

DUNS Number:

* Street1: 30 N. New Road

Street2:

* City: Pleasantville

County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08232-2320

* Project/ Performance Site Congressional District: NJ-002

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: Atlantic City Linen Supply - Pleasantville

DUNS Number:

* Street1: 7 N. Franklin Boulevard

Street2:

* City: Pleasantville

County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08232-2709

* Project/ Performance Site Congressional District: NJ-002

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: Atlantic City Linen Supply - Philadelphia

DUNS Number:

* Street1: 7831 Bartram Avenue

Street2:

* City: Philadelphia

County:

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19153-3230

* Project/ Performance Site Congressional District: PA-001

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: Wildwood Linen Supply Company

DUNS Number:

* Street1: 6021 New Jersey Avenue

Street2:

* City: Wildwood

County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08260-1348

* Project/ Performance Site Congressional District: NJ-002

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: Arway Linen and Uniform Rentals

DUNS Number:

* Street1: 1696 Foulkrod Road

Street2:

* City: Philadelphia

County:

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19124-2739

* Project/ Performance Site Congressional District: PA-013

Project/Performance Site Location(s)

Project/Performance Site Location 9

☐ 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: Clean Rental

DUNS Number:

* Street1: 4334 N. American Street

Street2:

* City: Philadelphia

County:

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19140-2419

* Project/ Performance Site Congressional District: PA-001

Project/Performance Site Location 10

☐ 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: HCSC

DUNS Number:

* Street1: 2224 Broadway Avenue

Street2:

* City: Camden

County:

* State: NJ: New Jersey

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 08104-2402

* Project/ Performance Site Congressional District: NJ-001

Project/Performance Site Location 11

☐ 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: Caledonian Dye Works

DUNS Number:

* Street1: 3300 Emerald Street

Street2:

* City: Philadelphia

County:

* State: PA: Pennsylvania

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 19134-2506

* Project/ Performance Site Congressional District: PA-001

Additional Location(s)

Add Attachment

Delete Attachment

View Attachment

Application Summary

1. Organization Name and Physical Address: Philadelphia Joint Board, Workers United

22 South 22nd Street, Level M

Philadelphia, PA 19103

2. Authorized Organizational Representative:

Richard Minter, Assistant Manager/Organizing Director

22 South 22nd Street, Level M

Philadelphia, PA 19103

Telephone: (215) 751-9770

Email: (b) (6)

3. Project Director: Richard Minter, Assistant Manager/Organizing Director

22 South 22nd Street, Level M

Philadelphia, PA 19103

Telephone: (215) 751-9770

Email: (b) (6)

4. Financial Certifying Official: Mildred Saldana, Secretary/Treasurer

22 South 22nd Street, Level M

Philadelphia, PA 19103

Telephone: (215) 751-9770

Email: (b) (6)

5. Grant Type: Targeted Training Topic

6. Grant Topic: Chemical Hazards in manufacturing and industrial laundries

7. Targeted audience: Workers from small manufacturing and industrial laundries that employ less than 250 workers, limited English proficiency workers, non-literate and low-literacy workers, at-risk youth, minority and hard-to-reach workers

8. Federal funds requested: \$76,897

Total program funding: \$76,897

9. Projected number to be trained: 310 (including train-the-trainer); Cost per trainee: \$248

10. Projected contact hours: 660; Cost per contact hour: \$117

11. Affiliations/Alliances: SEIU

12. Targeted cities/counties/states and associated Congressional Districts:

Philadelphia, PA; Bethlehem, PA; Bristol, PA; Camden, NJ; Cherry Hill, NJ; Atlantic City, N.J.; Pleasantville, N.J.; Wildwood, N.J.

Congressional Districts: Pennsylvania Congressional Districts 1, 2, 6, 7, 13 and 16, and New Jersey Congressional Districts 1, 2, and 3.

Program Abstract

A. The Philadelphia Joint Board, Workers United seeks a targeted training grant through the Susan Harwood Grant Training Program.

B. Our proposed targeted audience includes workers from small manufacturing and industrial laundries that employ less than 250 workers, limited English proficiency workers, non-literate and low-literacy workers, at-risk youth, minority and hard-to-reach workers.

C. Our grant topic will be on chemical hazards and hazard communications in the general industry, more specifically, within the manufacturing and laundry industries.

D. The Philadelphia Joint Board, Workers United's key activities include:

1. Developing training materials that are responsive to the needs of our target audience.
Pertinent information will be gleaned from existing OSHA information on chemical hazards and toxic substances, and tailored to address the specific chemicals that our workers are exposed in the manufacturing and industrial laundries. Training will address the recognition and abatement of chemical hazards and exposure prevention.
2. We intend to conduct a train-the-trainer session for 10 people, and train 300 workers.
Each worker training will be two hours. Trainings will be offered in English and Spanish.
3. Trainings will be conducted on-site, to facilitate a walk-through.
4. Proposed trainings will take place at laundry facilities and manufacturing sites in Pennsylvania and New Jersey.
5. In addition to the trainings and evaluations already planned, we intend to continually assess and refine our training, to best meet the needs of our target audience.

Susan Harwood Training Grant Program proposal 2017

A. Proposal Title

- Grant Category: Targeted Training Topic
- Applicant/Organization Name: Philadelphia Joint Board, Workers United
- Training Topic: Chemical Hazards and Hazard Communication in the laundry and manufacturing industries (general industry)
- Targeted Audience: Workers from small manufacturing and industrial laundries that employ less than 250 workers, limited English proficiency workers, non-literate and low-literacy workers, at-risk youth, minority and hard-to-reach workers

B. Proposal Narrative

a. ORGANIZATION BACKGROUND: The Philadelphia Joint Board, Workers United represents a diverse group of workers in hospitality, retail, distribution, manufacturing, and industrial laundries through collective bargaining, employee relations related to employee handling, wages and benefits, employee referrals, grievances, and monitoring of worker conditions.

We have organized within the industries we represent to raise the standards of wage benefits and working conditions. Over time, we have seen the demographics of the workers evolve from low-literacy Caucasian and African American to non-literate and low-literacy minorities, limited English proficiency immigrant workers, and hard-to-reach workers (workers newly-released from prison). As such, we engage our workers through outreach in their language, and in understanding the cultural barriers and work ethics that might prevent them from advocating for their rights. Our partnerships with immigrant organizations, refugee resettlement

organizations and prisoner reentry initiatives have helped us be more responsive to the needs of the populations we serve.

The Philadelphia Joint Board, Workers United is submitting this proposal to train workers within the general industry, particularly within the industrial laundry and manufacturing industries to recognize, avoid, and prevent chemical hazards in the workplace and inform workers of their rights and employers of their responsibilities under the OSH Act. Our target audiences are workers and employers in small businesses with fewer than 250 employees, at-risk and low-literacy workers, particularly youth, and hard-to-reach workers.

Our training experience spans many years. The Philadelphia Joint Board, Workers United has represented members within the industrial laundries since 1999. We have 3,300 members in Philadelphia but our reach extends beyond the Philadelphia region through our Manager, who is also the International President of Workers United, which represents 2.2 million international members.

The Philadelphia Joint Board, Workers United has collective bargaining relationships with 84 employers, 15 of which are in the industrial laundries. Our organizational structure ensures smooth communication and delivery of services. At each laundry and manufacturing location, we have a dedicated servicing representative, and a dedicated shop steward structure. Within this shop steward structure, we have worker representatives from each department, each shift and each language group. This structure ensures we have good, open relationships with all our members, and makes dissemination of materials and recruitment for training run smoothly. Each month, we hold shop steward trainings for all our 300 shop stewards across the union.

These trainings help shop stewards better familiarize themselves with the rights and responsibilities of workers so they can appropriately advocate for them. We provide frequent trainings on problem solving, advocacy, leadership development, and time management.

In 2016, we received a federal grant through the Susan Harwood Grant Training Program. This grant was for the training of recognizing heat stress and ergonomic hazards to industrial laundry workers, and teaching strategies to prevent dire consequences. As of this grant submission, the program is still ongoing. In the grant year, we are proposing training 453 individuals (including three individuals for a train-the-trainer session), totaling 1,368 contact hours. Our level one and level two training evaluations encompass written questionnaires. Level one questionnaires inform us about the quality of our training, and level two questionnaires, conducted at the beginning and at the end of the training session, helps us evaluate learning. Our evaluations thus far have been invaluable in guiding us on best practices, and through lessons learned, will guide us through trainings in the future.

b. STAFF EXPERIENCE: Richard A. Minter, the Assistant Manager and Organizing Director of the Philadelphia Joint Board, Workers United will oversee this training program as the program director. Mr. Minter has more than 20 years of experience developing training materials for shop stewards, as well as leadership development within the hotel, laundry, distribution and manufacturing industries, all of whom employ workers from our target population. As former Chair of the Keystone Industrial Partnership, Mr. Minter had experience overseeing the successful delivery of grants, including standardized training and communications within the hospitality industry, which employs many within our target population.

He is also a board member of the Philadelphia Area Project on Occupational Safety and Health (PhilaPOSH), which focuses on the health and safety issues faced by workers and their unions. Mr. Minter's experiences encompass the development of training materials for shop stewards, leadership and staff development. Through negotiations with the laundry industry and interactions with shop stewards, Mr. Minter is well-versed in the working conditions of laundry and manufacturing workers and is a fierce advocate for their health and safety. His knowledge comes from his interactions with workers and his involvement with PhilaPOSH. PhilaPOSH meets monthly to discuss industry health and safety issues. Additionally, Mr. Minter attends three summits every two years within the laundry industry. During these summits, majority of the time is spent ensuring attendees are well-versed with health and safety regulations in accordance with OSHA standards.

Please see attached resume.

In addition to the program director, our proposed targeted topic training program will be supported by a program coordinator, and the Philadelphia Joint Board's treasurer, who will oversee the financial component of the program.

The work of the program coordinator will average 30 hours per month. The minimum qualifications of the coordinator will be a bachelors' degree, with strong organization, writing and analytical skills, and a proven track record of overseeing the execution and delivery of projects. We hope to continue our relationship with our current program coordinator for the 2016 Susan Harwood Training Program. Our current program coordinator meets our required qualifications, including holding a bachelor's degree, understanding the needs and limitations

of our target audience, and has a proven track record of having strong organization, writing and analytical skills, as well as overseeing the execution and delivery of projects.

Please see attached resume.

From a financial standpoint, the project will be overseen by the Philadelphia Joint Board's treasurer, who has worked for the organization since 1991 in a financial capacity.

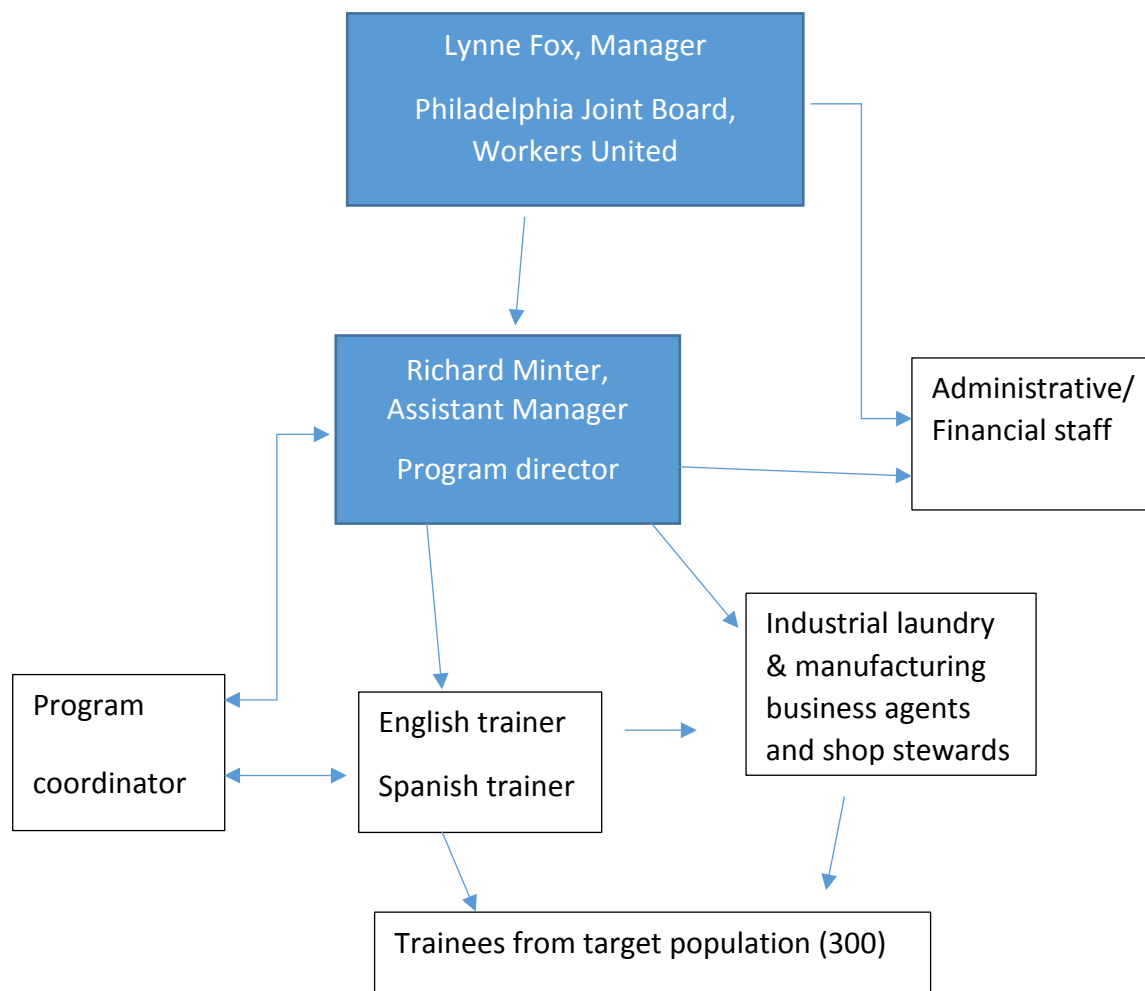
The Philadelphia Joint Board, Workers United institutes a multi-layer financial management process and internal control system to ensure fiscal responsibility. Accounting is done with Quickbooks. All receipts are reviewed by one of the organization's financial clerks, who then submits for disbursement by the Secretary/Treasurer. Two signers are required for every payment issued, and the designated signers are the organization's Manager, Treasurer, and Chairperson of the board of trustees for the Philadelphia Joint Board. The checks are then mailed by the finance clerk. The Treasurer maintains the books, and an annual audit is conducted by an outside firm.

We also intend to hire a bilingual trainer, who will deliver the chemical hazard training in Spanish. The minimum qualifications of our ideal trainer will be that they have a general health and safety background, are native Spanish speakers, who have experience working with our target populations, have worked in the industrial laundry or manufacturing industry for at least five years, and have demonstrated leadership and advocacy abilities.

Staff members of the Philadelphia Joint Board, Workers United are trained to work with health and safety committees, and as such, are knowledgeable to the needs of the workers we represent. All our organized units have health and safety committees that meet monthly to

discuss and address concerns that arise from regular walkthroughs conducted by a health and safety coordinator from the committee. The coordinator identifies potential hazards, and makes sure all health and safety conditions are appropriate for the workers.

The following chart reflect our organizational structure as it relates to our proposal:



c. PROBLEM, PURPOSE, AND FUNDING NEEDS STATEMENT: Across the country and in Philadelphia each year, thousands of workers are unnecessarily exposed to chemicals in the

workplace that cause them to be temporarily sick and out of work. Over time, if not addressed, these illnesses could become more severe, and potentially cause permanent neurological and respiratory damage, in addition to other possible diseases such as cancer.

Workers that are most affected by chemical hazards are those in the general industry, including the manufacturing and laundry industries. Many of these workers have low literacy skills; some are non-literate, and others face language and cultural barriers that prevent them from understanding the importance of protecting themselves from chemical hazards.

According to the Occupational Employment Statistics division of the Bureau of Labor Statistics, under its chemical manufacturing sub-sector, there were more than 200,000 people employed in the chemical manufacturing sub-sector, and more than 207,000 people employed in the industrial laundries (Occupational Employment Statistics, Bureau of Labor Statistics, May 2016).

The Philadelphia Joint Board, Workers United seeks funding from OSHA for the Targeted Training Topic category, to provide quality on-site chemical hazard and hazard communication training in the manufacturing and industrial laundries in Pennsylvania and New Jersey.

The injuries occurred through chemical exposure are preventable. With proper training and education, workers can take steps to prevent chemical exposure, thereby preventing illness and lost wages for employees, and increasing productivity and output for employers.

The Occupational Safety and Health Administration (OSHA) website provides extensive information about chemical hazards and toxic substances. Guidance for safe handling exists, and employers understand their obligation to provide the necessary hazard communication information to protect their employees.

However, oftentimes, such important information is often glossed over or lost in translation when it is imparted, particularly to our target audience.

The Philadelphia Joint Board, Workers United believes that proper education and training of our target workers on chemical hazards will further impart to them the importance of protection from avoidable illnesses.

The goals of the proposed chemical hazard and hazard communication training are to ensure workers recognize the signs and symptoms of chemical exposure, understand how to interpret the Material Safety Data Sheets (MSDS) of each chemical and how to access the MSDS logs, how to correctly use Protective Personal Equipment (PPE), understand OSHA's Right-to-know standards regarding chemical hazards in the workplace. We believe such training will reduce the potential of claims of lost time, and subsequent serious injuries that could be permanent.

Over the years, the demographics of the industrial laundry and manufacturing worker has evolved from English speaking Caucasians and African Americans who had low-literacy skills to mostly Spanish speaking workers, immigrants from Southeast Asia, and hard-to-reach workers through prisoner reentry programs. For many, English is not their first language. Almost all have low literacy skills and some are non-literate.

Oftentimes, workers also face language and cultural barriers which often result in workers not understanding their rights to a safe workplace, and not understanding how to advocate for safe, healthy working conditions.

The Philadelphia Joint Board, Workers United is proposing utilizing much of the information on chemical hazards and hazard communications readily available on the OSHA as well as from the

Centers for Disease Control and Prevention's National Institute for Occupational Safety and Health (NIOASH) websites and adapting and developing training materials that "speak" to our target audience. The materials will be developed to recognize and reflect the cultural and language barriers of immigrants, non-native speakers, non- and low-literacy workers, at-risk youth and hard-to-reach workers, all of whom are our target audience.

The materials, with the help of federal funding, will be developed so that it can be replicable and easily adapted to all manufacturing and laundry facilities across the United States. The Philadelphia Joint Board is at organizational capacity and federal funding would allow us to hire a program coordinator on a consulting basis to develop the materials and ensure the delivery of this much-needed training. Federal funding will also add to the credence and importance of the topic and will act as a reminder to help employers understand that chemical hazard training is an important topic that needs to be addressed with appropriate sensitivity to reflect the demographics of the worker population.

For this proposed training, our target population encompasses workers from small manufacturing and industrial laundries that employ fewer than 250 workers, limited English proficiency workers, non-literate and low-literacy workers, at-risk youth, minority and hard-to-reach workers. As such, training materials will be written in a simple, understandable format.

The Philadelphia Joint Board, Workers United currently represents more than 1,575 workers from the manufacturing and industrial laundry facilities in Pennsylvania and New Jersey. Since 1999, we have seen the evolution of the workers employed change from mostly English speaking Caucasian and African American to now mostly Spanish speaking workers, African

workers and Southeast Asian workers. Recognizing this shift and the need to address the populations we serve, we will deliver our trainings in English and Spanish.

d. WORK PLAN (include work plan activity table, detailed narrative)

1) The following is a work plan activity table divided by program quarters. It reflects the activities and tasks to be accomplished for each performance quarter, as well as numbers trained, and contact hours fulfilled:

Federal Quarter	Activity Period	Task/Activities	Responsible personnel	# of Trainees	# of contact hours
Quarter 1	Sept. 30 – Dec. 31	1. Attend OSHA training 2. Develop materials for OSHA approval 3. translate materials into Spanish 4. print training materials 5. Training session to validate content	program director and coordinator	0	0
Quarter 2	Jan. 1 – March 31	1. Train-the-trainer session	delivered by program	10 (servicing representatives	60

		2. Implement up to 10 trainings 3. Submit first quarter report	director, coordinator, and by servicing representatives for specific plants	for train-the-trainer) 150 (workers)	300
Quarter 3	April 1 – June 30	1. Implement at least 6 trainings 2. Submit second quarter report	delivered by program director, coordinator, and by servicing representatives for specific plants	100	200
Quarter 4	July 1 – Sept. 30	1. Implement at least 3 trainings 2. Submit third quarter report	delivered by program director, coordinator and servicing representatives for specific plants	50	100

Closeout	Oct. 1 – Dec. 29	In-house evaluation and reporting of results	Program director and coordinator	0	0
----------	---------------------	--	--	---	---

The planned components of this 12-month project include:

i) September 30 through December 31, 2017: attend mandatory orientation held by OSHA, researching, reviewing and adapting existing information on chemicals relating to industrial laundries and the manufacturing plants we will train at, and the hazards they pose. In this development phase, we will create the appropriate Powerpoint presentation, along with level 1 and level 2 evaluation forms.

On or before Oct. 30, we will validate our materials within our organization with one two-hour session with our ten identified service representatives who will subsequently be our trainers after they undergo a train-the-trainer session in January with the approved materials.

Materials will be completed for validation by OSHA by Nov. 10. Upon approval, materials will be translated into Spanish, and printed by Dec. 31.

The development of the training program will be conducted by the program director and the program coordinator. They will collaborate with shop stewards and staff.

ii) January 1 – March 31: In early January, we will conduct one six-hour train-the-trainer session or two three-hour train-the-trainer sessions, to be completed within the first two weeks of January. Understanding the seasonal nature of the laundry industry and based on the

experiences gleaned from our ongoing grant, we are proposing conducting a large portion of our training during this quarter, before the busy spring and summer seasons, when employers have a more challenging time releasing their workers for training. Between January and March, we propose training 150 workers.

iii) April 1 – June 30: We will continue providing weekly training sessions, particularly in April and May, and anticipate a slowdown in available workers to be trained come June because it will be the busy season for employers. We expect to train 100 workers during this quarter.

iv) July 1 – September 30: We anticipate a further slowdown in training because it will continue to be the busy season for the laundry industry, and will concentrate our efforts during this period with the manufacturing industry. We expect to train 50 workers during this quarter.

In total, we are proposing conducting 15 to 20 training sessions, serving 300 workers, for a total of 600 contact hours.

v) October 1 – December 29, 2018: The Philadelphia Joint Board, Workers United will submit a program closeout report. The report will include all activities conducted, explain how the activities enabled us to accomplish our goals of the grant, discuss our successes and problems encountered, and provide the results of our Level 1 and Level 2 evaluations. We will include a written self-certification that the grant-funded programs and materials were not provided to ineligible audiences and that all materials developed are free from copyright infringements. A financial closeout report (SF-425) will be submitted by Dec. 29, 2018.

We will recruit workers for our trainings with the help of our shop stewards and servicing representatives. Trainings at each site will occur concurrently in English and Spanish.

In the grant year, including the training session to assess content feedback, and the train-the-trainer session, we will train a total of 310 individuals, totaling 660 contact hours. This is calculated based on the fact that the ten servicing representatives will serve first to help validate content in a two-hour training session in October/November, and then also undergo a six-hour train-the-trainer session upon approval of the materials by OSHA.

2) Our planned program activities: The Philadelphia Joint Board, Workers United will adapt appropriate chemical hazards and hazard communications materials currently available on the OSHA site, as well as develop additional materials that speak to our target population in the industrial laundries and manufacturing industries. There does not appear to be existing chemical hazard training materials available online that are appropriate to our specific target populations. We will sift through the extensive information provided on the OSHA site, and select information on the chemicals that are specific to the industries we will work with.

Components of the proposed training will address the recognition, abatement and prevention of chemical hazards to include: OSHA's right-to-know standards regarding chemical hazards in the workplace, recognizing the signs and symptoms of chemical exposure, understanding how to interpret the Material Safety Data Sheets (MSDS) of each chemical and how to access the MSDS logs, and how to correctly use Protective Personal Equipment (PPE). In addition to trainer and student training manuals, we will develop a Powerpoint presentation, as well as promotional and program flyers for recruitment purposes, level one and level two evaluations, and student sign-in sheets.

All materials will be developed to also include the anti-retaliation provisions of Section 11(c) of the OSH Act, the whistleblower protection provisions covering employee rights, employer

responsibilities, whistleblower laws enforced by OSHA, and OSHA's Complaint Investigation Procedures. Materials will also include acknowledgement of Department of Labor funding and the necessary disclaimer.

As required, we will provide a list of any acquired training materials, and adhere to all copyright laws and provide written certification that materials are free from copyright infringements. All materials will be submitted to OSHA for review and approval.

Our target audiences are workers and employers in small businesses with fewer than 250 employees, limited English proficiency workers, non-literate and low-literacy workers, at-risk youth, minority and hard-to-reach workers.

Training will be delivered onsite through PowerPoint presentations, student handouts, and participatory exercises. Trainings will be offered in English and in Spanish. Training will include a train-the-trainer component for ten trainers who are servicing representatives of the Philadelphia Joint Board, Workers United. These ten trainers have established relationships with the employers and workers at each plant, and thus will be able to effectively address the specific training needs and recruitment for each site. Several of the trainers will deliver the trainings in Spanish as needed.

Understanding our audience, we will develop training materials that are catered to limited English proficiency workers, and those who are non- and low-literate. Strategies include using plain language and common words, shorter sentences, simple layouts, and bold visual cues, particularly as they relate to hazardous chemical identification.

We propose training 300 workers over the 12-month grant period, and project trainings will be two hours in duration.

Each training session will be on site, and our proposed class size will be between 15 and 20. As such, we anticipate holding one training session per week. On-site training will allow for training sessions to be participatory in nature and actively involve workers in the training through a walk-through, where we identify chemical hazards, and speak to abatement strategies. Through previous experience, we understand that modeling, and visual presentations are much more effective to our worker populations.

Training content will include:

- OSHA's right-to-know standards regarding chemical hazards in the workplace
- recognizing the signs and symptoms of chemical exposure
- how to interpret the Material Safety Data Sheets (MSDS) of each chemical and how to access the MSDS logs
- how to correctly use Protective Personal Equipment (PPE)
- educating workers on their rights and employers' obligations
- whistleblower protections
- empowering workers to advocate
- level 1 and level 2 evaluations

Before and after each training, we will disseminate questionnaires to measure the knowledge our trainees have gleaned from the trainings. At the end of each training session, we will also

conduct evaluations to measure trainees' perceptions of the quality and usefulness of the training.

Our target audience and recruitment grounds are from the 1,575 members we represent in the laundry and manufacturing industries in Pennsylvania and New Jersey. We will disseminate flyers, and train our service representatives and business agents with language to encourage workers to sign up for the trainings. In addition, we will work with employers to ensure workers are compensated for attending trainings, as an incentive for attendance. Strategies such as offering incentives like raffles and food will also be employed. We will work with employers on most conducive times for training, be it on weekends, on employees' days off, or after hours to ensure attendance.

The following table reflects our training projections by training type and audience:

Audience	Type of training	Length of training (hours)	Projected number of trainees	Total contact hours
Limited English, non- and low literate, at risk, hard-to-reach	Worker	2	300	600
Limited English	Train-the-trainer	6	10	60
		TOTAL	310	660

Based on our training projections, the following table illustrates our trainee numbers, contact hours, and projected costs, in accordance with the guidelines:

Quarter	Performance Period	Projected Trainees	Projected Contact Hours
Quarter 1	September 30 – December 31	0	0
Quarter 2	January 1 – March 31	160	360
Quarter 3	April 1 – June 30	100	200
Quarter 4	July 1 – September 30	50	100
Totals		310	660
Total funding (federal and non-federal)		\$76,897	\$76,897
Cost per trainee/Contact hour		\$248	\$117

Quantifiable activities that will take place in Q1:

- ✓ Program director will work with part-time program coordinator to assist with overseeing project, developing reports
- ✓ Program coordinator and treasurer will attend two-day orientation meeting
- ✓ Program coordinator will attend grantee exchange
- ✓ Program director and program coordinator will review existing OSHA information and glean pertinent information for use in training
- ✓ Program director and program coordinator will conduct two meetings with business agents and shop stewards to adapt training to target audience. This will include validating content

- ✓ Program director and program coordinator will work to adapt materials, training plan, and evaluation for OSHA validation
- ✓ Upon validation, materials and student handouts will be translated into Spanish and copies will be made
- ✓ Program director will identify Spanish trainers
- ✓ Program director will train the trainers totaling six hours. Sessions will encompass cultural sensitivity, activity based teaching, and evaluation implementation.

Quantifiable activities that will take place in Q2, Q3 and Q4:

- ✓ Each training session will last 2 hours, totaling 360 training hours in quarter two, 200 training hours in quarter three and 100 training hours in quarter four
- ✓ 15 to 20 students per training session
- ✓ Total contact hours for three quarters will be 660
- ✓ Quarterly 2-hour meeting of program director, program coordinator, and trainers to validate training quality and reporting accuracy
- ✓ Total contact hours for meeting with program director, coordinator and trainers over three quarters will be 6 hours

With federal support for our proposed training on chemical hazards and hazard communication within the manufacturing and industrial laundry sectors, we believe we can effectively prevent unnecessary illnesses and injuries, and decrease lost time and wages for employees, and increase productivity and output for employers.

Detailed Project Budget Support and Narrative, 2017

The total budget of this proposed targeted topic training program is \$76,897 as detailed:

A) Administrative:

i) Financial accounting (approx. 1 day/month of secretary/treasurer)	\$4,000
(financial and cash management, payroll functions, financial report preparation)	
ii) Management and administration of project (approx. 2 hrs/wk)	\$4,987
(review resolution, development for administrative functions, personnel management)	
iii) Fringe benefits (31.5%)	\$2,831
iv) Close out reporting (avg 20 hrs. of program coordinator @ \$75/hr)	\$1,500
v) Travel for OSHA orientation meeting and grantee exchange	\$3,500
TOTAL ADMINISTRATION COST	\$16,818

B) Programmatic

i) Program Director (avg 5hrs/wk)	\$12,480
ii) Fringe benefits (31.5%)	\$3,931
iii) Trainers (2 trainers @ \$28/hr, @ 4hrs/training, including prep and reporting)	\$7,168
iv) Project coordinator (avg 30 hrs/mo @ \$75/hr consultant rate)	\$27,000
v) Travel (mileage reimbursement 2 trainers @ 53.5 cents per mile)	\$1,500

vi) Supplies (printing of 500 sets of training materials, supplies & posters)	\$6,000
vii) Contractual (translations of training, evaluation & informational materials)	\$2,000
TOTAL PROGRAMMATIC COST	\$60,079
TOTAL PROPOSAL BUDGET	\$76,897

A.i) Under the administrative expenses, the financial accounting will be closely monitored by the Philadelphia Joint Board, Workers United treasurer. Using Quickbooks, she will closely monitor the grant finances, and will issue all program related payments. We estimate her average time spent will be about 2 hours per week or the equivalent of one day per month.

A.ii) The Assistant Manager of the Philadelphia Joint Board, Workers United will be the program director. He will dedicate an average of 2 hours per week or 1 day per month overseeing the administrative component of the program.

A.iii) We have calculated the fringe benefits of these two administrative positions at 31.5%.

A.vi) The closeout reporting will be predominantly fulfilled by the program coordinator, in collaboration with the program director. As this is a one-year grant, we will contract with a consultant to be the program coordinator. We have budgeted a rate of \$75/hr.

A.v) The \$3,500 budgeted for administrative travel represents the estimated round trip travel and overnight hotel stay for two to attend the OSHA orientation meetings. This is an estimate, since we do not know where the meeting will take place.

B.i) Under the programmatic expenses, we estimate that the program director will average 5 hours per week on the program. However, we anticipate a large portion of the time will be

dedicated to the first three months to adapt and develop training material, and train the trainers, as well as time spent at the end of the grant for closeout reporting.

B.ii) Fringe benefits are calculated at 31.5%.

B.iii) We have estimated that the trainers we contract will dedicate a total of about 128 hours each for the duration of the grant. This will include preparations before each training, reporting after each training, and regular meetings with the program director.

B.iv) The program coordinator will be hired at an hourly rate based on the duration of the grant. This program coordinator will assist the director with the adapting and development of materials, help with the day-to-day coordination of training, and liaise with the shop stewards for recruiting, setting up trainings, and ensuring availability of materials. The coordinator will also closely monitor the program to ensure targets are met, and will collect data throughout the program and collaborate with the director and treasurer for quarterly and end reports.

B.v) Travel expenses will cover mileage reimbursements, especially for trainers who will deliver trainings onsite at laundry facilities. The facilities span the Philadelphia region and New Jersey. We have followed 2017 federal guidelines for a reimbursement rate of 53.5 cents per mile.

B.vi) We estimate supplies will include the printing of at least 50 pages of material, surveys, and evaluation forms per trainee, and will include printing of posters and writing materials.

B.vii) We will contract with a translation company to help with translating all materials into Spanish.

Form **990**Department of the Treasury
Internal Revenue Service**EXTENDED TO NOVEMBER 16, 2015**
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2014

Open to Public Inspection

A For the 2014 calendar year, or tax year beginning

and ending

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PHILADELPHIA JOINT BOARD, WORKERS UNITED**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

22 SOUTH 22ND STREET

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

PHILADELPHIA, PA 19103**F** Name and address of principal officer: **LYNNE FOX****SAME AS C ABOVE****D** Employer identification number

(b) (6)

E Telephone number

(b) (6)

G Gross receipts \$

(b) (6)

H(a) Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

H(c) Group exemption number **5890****I** Tax-exempt status: ☐ 501(c)(3) ☒ 501(c)(5) (Insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **N/A****K** Form of organization: ☐ Corporation ☐ Trust ☒ Association ☐ Other**L** Year of formation: **1961** **M** State of legal domicile: **PA****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: THE OBJECTS OF PHILADELPHIA JOINT BOARD WORKERS UNITED ARE TO ORGANIZE, SUPERVISE AND COORDINATE	
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3	Number of voting members of the governing body (Part VI, line 1a)	8
	4	Number of independent voting members of the governing body (Part VI, line 1b)	1
	5	Total number of individuals employed in calendar year 2014 (Part V, line 2a)	44
	6	Total number of volunteers (estimate if necessary)	0
Revenue	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0
	7b	Net unrelated business taxable income from Form 990-T, line 34	0
	8	Contributions and grants (Part VIII, line 1h)	
	9	Program service revenue (Part VIII, line 2g)	
Expenses	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
	14	Benefits paid to or for members (Part IX, column (A), line 4)	
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	
	16a	Professional fundraising fees (Part IX, column (A), line 11a)	
	16b	Total fundraising expenses (Part IX, column (D), line 25)	0
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	
	20	Total assets (Part X, line 16)	
	21	Total liabilities (Part X, line 26)	
22		Net assets or fund balances. Subtract line 21 from line 20	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: **(b) (6)** Secretary-Treasurer Date: **9.04.15**

Paid Preparer Use Only: Print/Type preparer's name: **(b) (6)** CPA Preparer's signature: **(b) (6)** Date: **09/03/15** Check ☐ self-employed PTIN: **(b) (6)**

Firm's name: **(b) (6)** Firm's EIN: **(b) (6)**

Firm's address: **(b) (6)** Phone no: **(b) (6)**

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

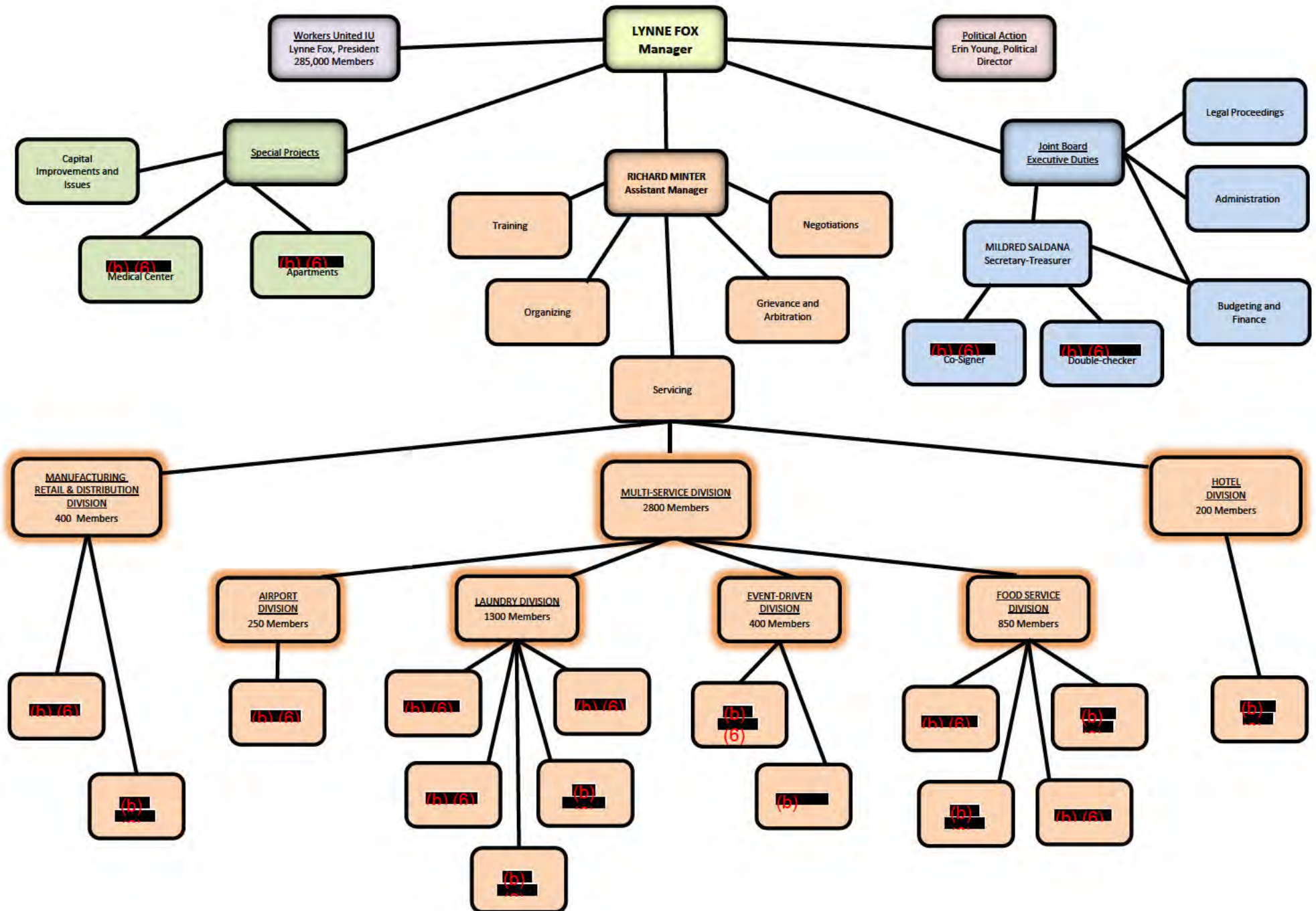
432001 11-07-14

LHA For Paperwork Reduction Act Notice, see the separate instructions.

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Form 990 (2014)

PHILADELPHIA JOINT BOARD



(b) (6)

(b) (6)

Professional Profile

Assistant Manager – Philadelphia Joint Board, Workers United. (2014 to present)

Assist the Joint Board Manager in the oversight, planning, and implementation of all internal and external union programs and activities covering both our current membership as well as future members. Responsibilities include the daily oversight and direction of 10 staff business representatives/organizers and 33 volunteer organizers, as well as lead contract negotiations and enforcement for various locals. Also serve as Union Trustee for several Joint Employer Funds including the Local 274 Health and Welfare Fund (2005 to present), the John Fox Scholarship Fund (2005 to present), the Local 10 Welfare and Security Fund (2013 to present), and the Philadelphia Joint Board Legal Services Plan (2005 to present).

Chief of Staff/Organizing Director – Philadelphia Joint Board, Workers United. (2005-2014)

Responsible to oversee organizational staff and ensure performance of joint board standards and personnel development. This included the development and implementation of internal and external servicing and growth programs. Directly responsible for Shop Steward and Leadership Development Training for all union members. Served as chair of the Hospitality Industry Partnership engineered to cultivate standardized training and communication within the hospitality industry and our members. Principle problem solver within the organization. Provide weekly progress briefs to the manager.

Assistant Director – Unite/ Unite HERE International Union (1999 – 2005) Reported directly to the International Union President. Responsible for the advancement of the organizational agenda across all union affiliates, including international. Responsible for the direction of international organizing on various campaigns. Led industry wide negotiations within the laundry, distribution, and manufacturing industries. Conducted yearly staff development training for all new affiliate staff. Assisted affiliate leaders with internal goals development and program implementation. Served as Union Trustee for several locals placed into trusteeship by the international union.

Education Specialist – ACTWU/Unite International Union (1994-1999) Responsible for the development, delivery, and follow up of training material related to leadership development, shop steward training, staff development, and contract negotiations/enforcement. Lead organizer as part of national and international organizing programs. Led affiliate union internal problem solving program under the direction of the president.

Education Profile

Virginia Polytechnic Institute, B.S. Electrical Engineering and Economics, 1990
University of Oklahoma, B.S. Bio Medical Chemistry Pre Med, 1987

(b) (6)

(b)

Profile

Committed, seasoned **consultant** with **persuasive writing skills**, **proven fund-raising success**, and a **knack for opening doors**.

Adept at **research and writing - crafting messaging for appropriate audiences**, **writing proposals** to meet potential funders' specifications, **communicating effectively** with both internal and external contacts, **navigating complex application processes** and **writing succinctly** for manuals and websites.

Non-profit accomplishments

- Raised over \$2 million in grants and special events with various non-profit organizations in the education, social service and immigration sectors.
- Planned and executed 10th International Moebius Syndrome Foundation conference, the largest ever for the organization. Duties included securing speakers, fundraising, negotiating hotel contract, public relations and marketing. Keynote speaker was Dr. Francis Collins, Director of the NIH.

Experience

- Consultant Nov. 2012 – current
 - Philadelphia Joint Board, Workers United, program management
 - University of Pennsylvania Graduate School of Education freelance writer
 - Area Consultant, International Professional Relations
 - Hope Partnership for Education, grant writing (completed)
 - Duke of Edinburgh Philadelphia program, website creation (completed)
 - Federation Early Learning Services, grant writing (completed)
- Director of Development Jan. 2010 – Nov. 2012
 - Hope Partnership for Education
- Consultant/Contract writer 2007 – 2011
 - Painted Bride Art Center (annual budget \$700,000)
 - Prevention Point Philadelphia (annual budget \$1.9 million)
 - Keystone Development Partnership (annual budget \$1.3 million)

- Nemours Foundation, Delaware
- Development director 2005 -- 2006
Welcoming Center for New Pennsylvanians

Volunteer activities

- Treasurer, Albert M. Greenfield Home and School Association 2014-2016
- Liberty Resources Inc. 2014-2016
- Board of managers, Christian Street YMCA 2008-2014
- Board of directors, Kun-yang Lin Dancers 2007-2013
- Chair, 10th International Moebius Syndrome Conference 2010-2012
- Development committee co-chair, Independence Charter School 2008

Journalism experience

- The News Journal, Wilmington, Del. *June 1999 – June 2000*
- Bucks County Courier Times, Levittown, Pa. *October 1998 – March 1999*
- Dow Jones Newswires, Singapore, New York *August 1996 – October 1998*
- Providence Journal-Bulletin, Providence, R.I. *June 1995 – August 1996*
- Decatur Daily, Decatur, Ala. *January 1995 – May 1995*
- Anniston Star, Anniston, Ala. (intern) *May 1994 – August 1994*

Education

- Western Kentucky University, BA in journalism and psychology 1994

Continuing education

- Philadelphia Citizens Planning Institute
- AFP Fundamentals of Fundraising, Villanova University; credits toward CFRE
- The Foundation Center's Securing Corporate Partnerships
- The Foundation Center's Grant Writing course