

STATE OF NEW YORK
DEPARTMENT OF LABOR
CONTRACT SIGNATURE SHEET

FUNDING SOURCE Occupational Safety and Health
(include program and year)
Training and Education FY 88-89
(include program and year)

Char Reg # 56593
FEDERAL I.D. #
16-1291438
CONTRACT NUMBER
0004972

A. CONTRACTOR

SECTARIAN

YES

☐

NO

☒

Name

Tompkins Cortland Labor Coalition

Address

109 West State Street

Ithaca, NY 14850

Liaison Person

Name

Coert Bonthius

Address

109 West State Street

Ithaca, NY 14850

Phone (607) 277-5670

B. NEW YORK STATE DEPARTMENT OF LABOR

Liaison Person

Name

Edward J. Gynn

Address

Phone

C. CONTRACTOR FUNDING

\$

27,999.94

D. NYSDOL-NPA

\$

XXXXXXXXXXXXXXXXXXXXX

E. TOTAL OBLIGATION

\$

27,999.94

F. CONTRACT DATES

July 1, 1988

Through June 30, 1989

G. MODIFICATION NUMBER

Type: ☐ Formal ☐ In-House (AFB) ☐ In-House (other)

This Action () Increases, () Decreases, () Does not Change the Amount of
Total Obligated Funds for this Contract by \$ _____ to \$ _____

Changes the Ending Date FROM _____ TO _____

Contractor by:

APPROVED AS TO FORM
NEW YORK STATE
ATTORNEY GENERAL
NYSDOL Dept. of Labor by:

Signature

Al Davidoff, Co-Chair

PRINT Name and Title

July 1, 1988

Date

Signature

PRINT Name and Title

Date

STATE OF NEW YORK
COUNTY OF TOMPKINS

ss.:

On this 15th day of August, 1988 before me personally came AL DAVIDOFF to me known, who, being by me duly sworn, did depose and say that he resides in Ithaca, New York; that he is the Co-Chairman of the Tompkins Cortland Labor Coalition, the corporation described in and which executed the attached CONTRACT; and that he signed his name thereto by order of the Board of Directors of said corporation.

Linda K. Andrew
Notary Public

LINDA K. ANDREW
Notary Public, State of New York
No. 4750761
Qualified in Tompkins County
Commission Expires ~~March~~ 30, 1989
Nov.

SEP 27 1988

APPROVED

Mary Ann R. Redelski

FOR THE STATE COMPTROLLER

BASIC AGREEMENT

This CONTRACT, dated July 1, 1988, is made between the NEW YORK STATE DEPARTMENT OF LABOR, hereinafter referred to as the NYSDOL, and Tompkins Cortland Labor Coalition hereinafter referred to as the Contractor.

Whereas, the NYSDOL has funds available under the DOSH Training and Education program; and

Whereas, the NYSDOL wishes to engage the Contractor to provide occupational training and educational services;

Now, therefore, the NYSDOL and the Contractor do hereby agree as follows:

1. The Contractor will perform the services set forth in the attached Program Narrative.
2. The NYSDOL shall pay the contractor a sum not to exceed \$27,999.94 FOR SUCH SERVICES AS SET FORTH IN THE PROGRAM NARRATIVE.
3. This CONTRACT shall be for the period July 1, 1988 through June 30, 1989.
4. This Contract consists of the following:
 - Contract Signature Sheet
 - Corporate Acknowledgement
 - Basic Agreement
 - Project Narrative
 - Schedule 1 (summary of major budget items)
 - Schedule 2 (detailed line item budget) is not physically attached to the contract. However, it is deemed a part of this Contract as if more fully set forth at length herein. Schedule 2 defines the items and amounts of contractor costs that may be paid or reimbursed from contract funds.
 - Budget Justification explaining the basis for major and detailed budget line items.
 - Project Timetable
 - Terms and Conditions.
 - Appendix A
 - Other provisions agreed to by the NYSDOL and the Contractor.



PROJECT NARRATIVE

Project Title: Health and Safety Training Program

A. Goals & Objectives:

This project is designed to assist in the elimination of needless occupational health and safety hazards in the workplace. This will be done by focusing on two specific areas of concern: asbestos in the workplace; and, hazardous substances related to custodial occupations. The project will increase the awareness of workers to these hazards and encourage their active participation in activities which will bring these hazards to the attention of management and labor. Further, the Health and Safety Training Program will concentrate on the problems of two local unions, United Auto Workers Local # 2300 and Teamsters Local # 65. Both unions want to focus on health and safety concerns which may be unique to their membership.

B. Program Design/Implementation:

GOAL # 1:

To educate workers in Tompkins and Cortland counties about occupational hazards associated with asbestos and hazardous cleaning/maintenance substances used in custodial and housekeeping occupations.

Objective # 1: To hold at least one 2 to 4 hour training workshop on both of the above stated hazards with 15 to 30 workers from occupations effected by these specific problems. Technical expertise for these training workshops will be obtained from organizations such as Cornell University's Chemical Hazard Information Program (CHIP) and/or the Central New York Council on Occupational Safety and Health (CNYCOSH). ✓

Objective # 2: To aggressively work with at least five (5) different unions (see Objective # 5) to obtain their membership's participation and attendance at the workshops listed in Objective # 1. To have three (3) or more trainees from each union participate in the workshops. ✓

Objective # 3: At the completion of each training workshop, the Training Coordinator will assist trainees from each union to present the information they have learned to the membership of their local unions. ✓

Objective # 4: In conjunction with participating unions, to produce an easy-to-read brochure about specific health and safety hazards which should be of concern to their members. The brochure will be oriented toward problems experienced by workers at specific worksites.

Objective # 5: To raise the level of health and safety awareness among union members by assisting local unions to develop a plan for the dissemination of training materials listed in Objective # 4.

Objective # 6: To work with unions, including the following, to train their members on the following hazards: ✓

A. Asbestos and its' potential hazards.

B. Hazardous substances used by cleaning and custodial employees.

(American Postal Workers Union Local # 1151, Cornell Security Employees Association, International Association of Machinists Local # 1607, Service Employees International Union Local # 200A)

USE ADDITIONAL PAGES 21 SHEETS OF PAPER AND ATTACH, IF NECESSARY

PROJECT NARRATIVE (2)

GOAL # 2:

To assist 250 dairy workers, represented by Teamsters Local # 65, to identify the hazards associated with their occupations; and, to increase labor and management efforts to reduce the health and safety risks at the worksites.

Objective # 1: To conduct at least two 2 hour group interviews with dairy workers from different worksites, so as to identify health and safety problems associated with their employment. The interviews will focus on working conditions and chemicals perceived by the employees as dangerous and harmful. ✓

Objective # 2: To confer with experts, from organizations such as CHIP and/or CNYCOSH, so as to evaluate employees' perceptions of health and safety hazards at their job sites and to determine the extent of the risks faced by the employees. ✓

Objective # 3: To conduct at least two 2 to 4 hour training workshops with 10 to 20 dairy workers who have been interviewed. At least 2 workers from each dairy represented by Teamsters Local # 65 will attend the training workshops and relay this information to other workers at the different dairies. Professional and technical expertise to develop the training workshops will be secured from such groups as CHIP and/or CNYCOSH.

GOAL # 3:

To assist United Auto Workers Local # 2300 with development of a comprehensive program to deal with health and safety concerns of its' 900 members employed at Cornell University. Because of the diverse tasks performed by the UAW members the health and safety program will focus on 2 distinct occupational groupings. A comprehensive survey of 140 laboratory attendants/custodians and 60 farmhands/groundscrew will be conducted.

Objective # 1: To conduct a telephone/questionnaire survey of laboratory attendants/custodians and farmhands/groundscrew to identify health and safety problems which are unique to their employment. ✓

Objective # 2: To conduct at least four 2 hour group interviews with laboratory attendants/custodians in the Agricultural and Veterinary Schools to identify health and safety problems associated with their employment. These employees may have unique concerns, since their worksites are experimental research laboratories. Research conducted in the laboratories, and to which the employees are associated, include: animal diseases, plant mutation, genetic research, and other clinical-type research. ✓

Objective # 3: To conduct at least two 2 hour group interviews with farmhands/groundscrew from different worksites to clarify and identify health and safety problems associated with their employment. These employees are required to work with different types of pesticides and chemicals, which may be hazardous to their health.

Objective # 4: After group interviews are completed, research Federal, State, University, and UAW documents to further identify and clarify health and safety hazards associated with occupations listed in Objectives 1-3. ✓

PROJECT NARRATIVE (3)

Objective # 5: To hold at least three 2 to 4 hour training sessions with workers from Objectives 1-3 (each group will attend a training session designed to meet their specific concerns). Professional and technical expertise for the training sessions will be obtained from groups such as CHIP and/or CNYCOSH. 1/2

Objective # 6: To assist UAW Local # 2300 to establish a Health and Safety Committee. The Committee will be organized to: determine future training needs; develop and disseminate health and safety information to the general membership; and to communicate to management the potential health and safety hazards at the various worksites. ✓

C. Project Outcome:

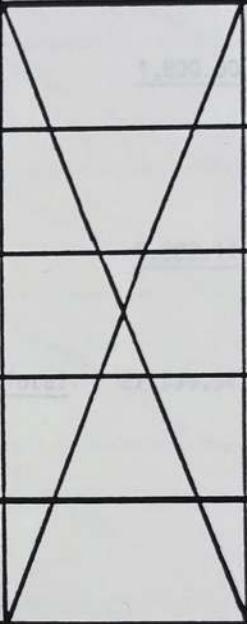
The Health and Safety Education Program is unique, since it is designed to directly reach working men and women. The program will actively involve workers in the identification of specific health and safety issues at diverse worksites and the development of training sessions which are appropriate for each worksite.

Implementation of the proposed project will produce the following results:

1. Health and safety issues which are unique to the workers represented by UAW Local 2300 and Teamsters Local 65 will be identified, with training sessions based on these issues being provided to effected workers. 1/2
2. Through the activities of project staff, there will be an increase in the understanding of health and safety issues within Tompkins and Cortland counties. This will be accomplished by the development and implementation of training sessions, publication and distribution of educational literature, attendance at local union general membership meetings, and community presentations on health and safety.
3. Through the program design of involving workers in the development and implementation of health and safety training there will be an increase in local training programs. This will be facilitated by the attendance of project staff at local union meetings and their assisting workers in development of presentations to be given at the local meetings.
4. The project staff, to ensure participation in the health and safety training sessions, will contact the leadership of at least 50% of the local unions within Tompkins and Cortland counties.

New York State Department of Labor
Schedule I
BUDGET SUMMARY

CONTRACTOR Tompkins Cortland Labor Coalition CONTRACT DATES 7/1/88 THRU 6/30/89

1	2	3	4	5
Expense Categories	Total	Administration	Participant Support	Training
1. Personal Services	18,000.00	1,850.00		16,150.00
2. Staff Fringe Benefits	1,917.80	195.62		1,722.18
3. Contracted Services	1,800.00	-0-		1,800.00
4. Other Costs	6,282.14	944.30		5,337.84
5. Total Funded Costs	27,999.94	2,989.92		25,010.02
6. Total In-Kind Matching Funds				

Schedule I Budget Summary

Personal Services:

18,000.00

The contractor will charge two part-time positions, Coordinator of Training and Training Assistant, at 75% of a full-time position.

Fringe Benefits:

1,917.80

Fringe benefit rate at 10.65% of total salaries

Contracted Services:

1,800.00

Technical/Educational consultants on health and safety training issues and services.

Other Costs:

6,282.14

Total: 27,999.94

	Total	Administrative	Participant Support	Training
Personal Services:				
The contractor will charge two part-time positions, Coordinator of Training and Training Assistant, at 75% of a full-time position.				
Fringe Benefits:			1,917.80	
Fringe benefit rate at 10.65% of total salaries				18,000.00
Contracted Services:			1,800.00	
Technical/Educational consultants on health and safety training issues and services.				1,722.18
Other Costs:				
			6,282.14	
Total:	27,999.94	2,989.92		18,016.82

New York State Department of Labor
Schedule II
DETAIL BUDGET COST SUMMARY

CONTRACTOR Tompkins Cortland Labor Coalition CONTRACT DATES 7/1/88 THRU 6/30/89

A	B	C	D	E
Expense Categories	Total	Administration	Participant Support	Training
1. Staff Salaries From Detail Budget Page 1	18,000.00	1,850.00		16,150.00
2. Staff Fringe Benefits From Detail Budget Page 1	1,917.80	195.62		1,722.18
3. Contracted Services From Detail Budget Page 2	1,800.00	-0-		1,800.00
4. Other Costs From Detail Budget Pages 4, 5, 6, 7, 8, 9	6,282.14	944.30		5,337.84
5. Participant Wages & Fringe Benefits From Detail Budget Page 6 Items J, K				
6. Allowances From Detail Budget Page 7 Item L				
7. Total Funded Costs	27,999.94	2,989.92		25,010.02
8. Total In-Kind Matching Funds				

STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

FOR DEPARTMENT USE ONLY

DETAILED BUDGET PAGE (2)
BUDGET JUSTIFICATION

STAFF DESCRIPTIONS: Briefly describe functions, duties and credentials for each staff member listed previously. (HAB TE 110.1)

Coordinator of Training: Will have the primary responsibility for the development and implementation of the training program. The Coordinator will determine training needs, confer with Health and Safety experts/subcontractors, develop some training materials, set up some training sessions, contact local labor leaders, supervise the day-to-day operation of the project, and ensure compliance with the general terms and conditions of the contract.

Training Assistant: Will do the bookkeeping for the project and perform all other tasks related to financial operations. The Assistant will collect statistical data, prepare monthly and quarterly reports, perform administrative tasks required of the project, assist in setting training sessions, developing training materials, contacting labor leaders, and publishing of training literature.

Contracting Services Contract Total

-0-

1,800.00

1,800.00

BUDGET JUSTIFICATION

CONTRACTED SERVICES (to include design, construction, materials, and labor) - Also include specific services which constitute the project. Describe each item with a brief description.

Technical/Educational Consultants

Will be from such groups as CHIP and/or ONYCHS. The consultants will serve as resource persons for the Coordinator of Training and provide technical expertise which may be necessary to develop some of the job-specific training sessions. The cost is based on the estimated number of hours of contact with the consultants and their offering of training sessions times their usual hourly/daily rates. Consulting fees will be paid on a random basis and not on a daily basis.

STAFF FRINGE BENEFITS: Where the fringe benefit package exceeds 20%, itemize and explain.

ATTACH ADDITIONAL SHEETS IF FURTHER INFORMATION IS NECESSARY.



STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

FOR DEPARTMENT USE ONLY

DETAILED BUDGET PAGE (3)

II. CONTRACTED SERVICES:

Include in this category service contracts for legal, accounting/bookkeeping services, and technical/educational consultants. Fee should include all related program costs excluding out of town travel expenses.

TYPE OF SERVICE	RATE	PER *	ADMINISTRATION	TRAINING/ EDUCATION	TOTAL
Technical/Educational Consultants	75.00	hr.	\$ -0-	\$ 1,800.00	\$ 1,800.00
NIOSH/OSHA Handbook for Hazardous Chemicals (purchase)		(1)	5.00		5.00
Worker's Rights (purchase)		(1)	20.00		20.00
Toxicology of Commercial Products (purchase)		(1)	30.00		30.00
Hazards of Industrial Materials (1-504) (purchase)		(1)	20.00		20.00
Law & Painters Unions (purchase)		(1)	20.00		20.00
Contracted Services Contract Total			\$ -0-	\$ 1,800.00	\$ 1,800.00

* Rate per day, week, month, etc.

BUDGET JUSTIFICATION

CONTRACTED SERVICES: Briefly describe consultants credentials, and function. Also indicate specific services which consultant will provide the programs. Demonstrate how costs were calculated.

Technical/Educational Consultants:

Will be from such groups as CHIP and/or CNYCOSH. The consultants will serve as resource persons for the Coordinator of Training and provide technical expertise which may be necessary to develop some of the job-specific training sessions. The cost is based on the estimated number of hours of contact with the consultants and their offering of training sessions times their usual hourly/daily rates. Consulting fees will be paid on a random basis and not on a daily basis.

ATTACH ADDITIONAL SHEETS IF FURTHER INFORMATION IS NECESSARY.

STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

FOR DEPARTMENT USE ONLY

DETAILED BUDGET PAGE (4)

EDUCATIONAL MATERIALS (includes books, technical references, manuals, films, tapes, etc.) Indicate whether rental or purchase, and group accordingly.

EDUCATIONAL MATERIALS	NO./ AMOUNT	UNIT COST	TRAINING/ EDUCATION	TOTAL
New Jersey Department of Health Fact Sheets (purchase)	\$ (set) 50.00	\$ 50.00	\$ 50.00	\$ 50.00
The VDT Book (NYCOSH) (purchase)	(1) 10.00	10.00	10.00	10.00
NIOSH/OSHA Handbook for Hazardous Chemicals (purchase)	(1) 5.00	5.00	5.00	5.00
Worker's Rights (purchase)	(1) 20.00	20.00	20.00	20.00
Toxicology of Commercial Products (purchase)	(1) 50.00	50.00	50.00	50.00
Hazards of Industrial Materials (I.Sax) (purchase)	(1) 240.00	240.00	240.00	240.00
Health and Safety Fact Sheets on Asbestos by UAW & Painters Unions (purchase)	(10) 20.00	2.00	20.00	20.00
Reference material associated with the concerns UAW 2300 and Teamsters 65 (purchase)	80.00	80.00	80.00	80.00
Educational Materials Contract Total	\$ 475.00	\$ 457.00	\$ 475.00	\$ 475.00

BUDGET JUSTIFICATION

Where known, show source (publisher, distributor) and exact titles. If not yet identified, indicate subject to be covered. Describe intended use.

The educational materials, which will be stored at the Health and Safety Education Training Program office, will serve as a reference library for the Coordinator of Training and will be available for use by local union leaders and their members. The reference materials related to the UAW and Teamsters represents the training materials which may have to be purchased, if unusual or unique health and safety problems are identified.

STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

PROJECT TIMETABLE

FISCAL YEAR 19

ACTIVITY	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Employ and orient staff	X											
2. Needs Assessment: -Identify Unions for training sessions, meet with Unions -Establish training dates	X--X X--X											
3. Preparation for Training Sessions: -Logistics, identify trainers, work with unions, etc.		X--X					X--X					
4. Hold Training Sessions			X						X			
5. Follow up on Training Sessions: -Attend union meetings, publish/distribute brochures and literature -Evaluation of Training Sessions				X--X		X				X		X--X
6. Teamsters Project: -Meet with Union officials and dairworkers at/near worksites -Conduct focus group interviews with selected dairyworkers -Consult with experts and plan training, prepare literature -Logistics for training -Conduct training sessions -Followup and evaluation of training sessions		X--X X--X		X--X		X	X		X--X			
7. U.A.W. Project: -Meet with Union officials and workers -Construct and administer survey instrument (in-person/telephone) -Conduct focus group interviews with selected workers -Research problem areas and concerns -Consult with experts and plan training, prepare literature -Logistics for training -Conduct training sessions -Follow up contacts with Union officials and workers -Develop Health and Safety Committee -Evaluation of Training Sessions/Development of Committee		X--X X--X		X--X		X	X	X	X		X--X	X
8. Continual Evaluation of Project	X--X											X

verizon
Summary
Previous charges
Amount of last
payments through
current charges
Amount of current charge
Amount due
Amount due on