

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

GRANT GUIDELINES

2007 - 2008

Grant agreement must have two (2) authorized signatures. A written authorization for these representatives from the grantees governing body must be included with the subgrant agreement.

All expenditures must be supported by invoices. If payment is made from the union to the JATC or the JATC to the union (e. g., space rental, equipment rental, etc.) documentation must be present to support the payment.

All records must be maintained for a period of (6) years for all OITP grants, unless there are any outstanding audit or litigation issues.

All payments will be directly related to an activity (e. g., commencement of training, completion of training, etc.).

Sign-in sheets (indicating attendance) must be submitted to the Foundation along with each subsequent payment request. Payment will not be issued until the Foundation staff is satisfied that documentation is sufficient to support payment.

A detailed budget must accompany the grant agreement.

All signatures appearing on grant paperwork (e. g., subcontractor representatives, participants, etc.) must be in ink.

Any modifications (e. g., change in funding level, number of participants, etc.) to existing grant documents must be in writing. The Subcontractor should indicate in writing the reasons for the requested modification. The Foundation will respond in a similar manner.

Ohio State Building And Construction Trades Training Foundation, Inc.

Permissible Training Costs

Training costs consist of goods and services which directly and immediately affect program participants in a training setting.

Examples of the types of cost generally considered to be training are listed below:

- Salaries, fringe benefits
- Books and other teaching aids
- Supplies of personnel engaged in providing training
- Classroom space and utility costs (During the period training takes place)
- Equipment rental
- Travel Costs (30 cents per mile)

Examples of items not covered by the OITP Grant:

- Equipment
- Infrastructure
- Consumables (no food)
- Trainee wages
- No OJT (On the Job Training)
- No Quality of Life (e.g. Stress Management, Life Enrichment, Ethics, etc.)
- Apprenticeship Courses
- Courses toward a college degree

AGREEMENT
Ohio Industrial Training Program
Program Year July 1, 2007/June 30, 2008

THIS AGREEMENT, made this _____ day of _____, **2007/2008**, by and between the **OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.**, having its principal office and place of business at **222 East Town Street, Columbus, Ohio 43215**, in the City of Columbus, County of Franklin and in the State of Ohio (hereinafter referred to as the “Foundation”) and _____ having its principal office and place of business at _____ in the City of _____, County of _____ and the State of _____, (hereinafter referred to as the “Subcontractor”).

WITNESSETH:

WHEREAS, the foundation has entered into an Ohio Industrial Training Program Grant Agreement with the State of Ohio, Department of Development, under which the Foundation is conducting a program under the Ohio Industrial Training Program (“OITP”); and

WHEREAS, the foundation desires to enter into a cost reimbursement performance-based subcontract with Subcontractor, pursuant to which Subcontractor will be responsible for outreach, enrollment and training of eligible workers within its trade; and

WHEREAS, Subcontractor desires to enter such a subcontract with the Foundation to perform such activities in a manner consistent with the goals of the OITP and the Foundation’s program.

Now, **THEREFORE**, the Foundation and the Subcontractor do hereby mutually agree as follows:

1. Program:

The Subcontractor agrees to establish and conduct a Program entitled _____ in substantial accordance with the Program Narrative, attached to, and incorporated herein and designated “Appendix A” (the “Program”). The definitions, if any, which are applicable to this Agreement shall be those contained in the Program.

AGREEMENT

2. Term:

The parties agree that this Agreement shall begin on _____, **2007** and continue until _____, **2008**, unless such dates are changed in accordance with the provisions of this Agreement.

3. Adherence to Federal, State, and Local Laws, Regulations, Rules and Directives, Issuances and Ordinances:

The Subcontractor agrees to conduct any and all activities under this Agreement in accordance with any and all federal, state, local or departmental statutes, rules, regulations, laws or ordinance applicable to contract of the Foundation in effect or promulgated during the term of this Agreement or any extensions thereof.

4. Payments, Fiscal, Limitations and Requirements:

The Foundation agrees to reimburse the Subcontractor for costs incurred for training under the subcontract, in accordance with and limited by the Cost Reimbursement Schedule, attached hereto, incorporated herein and designated Appendix B; provided that the Subcontractor submits the required documentation and the Subcontractor Cost Reimbursement Form to the Foundation upon reaching a specific performance level and maintains all fiscal procedures, attached hereto, incorporated herein and designated Appendix C.

5. Assurances and Certifications:

The Subcontractor and the Foundation acknowledge and agree that the Assurances and Certifications attached hereto as Appendix E, are hereby incorporated into this Agreement.

6. Unusual Circumstances Affecting Performance:

In the event that the Subcontractor cannot meet any or all of the obligating placed upon it by the terms of this Agreement, the Subcontractor shall immediately so notify the Chairman of the Board of Trustees of the Foundation, or his designee, in writing. The Chairman of the Board of Trustees of the Foundation, or his designee, shall make reasonable efforts to assist the Subcontractor in meeting its obligations under the Agreement.

AGREEMENT

7. Amendments or Modifications:

Either party may at any time during the term of this Agreement request amendments or modifications. Request for amendment or modification of this Agreement shall be in writing, specifying the changes sought and the reasons of the request. The parties shall review the request for modification in term of the OITP requirements and Program goals. Should the parties consent to modification of the Agreement, then an amendment or modification will be drafted, approved and executed in the same manner as the Agreement.

8. Termination:

- A) The Foundation may, at any time during the term of this Agreement, or any extension thereof, terminate this Agreement for cause by giving written notice of termination.
- B) In the event the Foundation elect to terminate this Agreement, the Subcontractor shall be paid amounts which may be due from the Foundation at the date of termination, in accordance with the Cost Reimbursement Schedule (Appendix B).

9. Suspension:

The Foundation reserve the right to suspend any and all operations of the Program for violations of the term of this Agreement, or any applicable law, regulation and directive for a period not to exceed thirty (30) days, upon one work day' written notice to the Subcontractor, specifying the reasons for the termination. In the event that such notice of suspension is served, the Subcontractor shall be entitled to a reasonable opportunity within the work day preceding suspension to discuss the reason for the suspension directly with the Chairman of the Board of Trustee of the Foundation or his designee. The decision to impose any and all suspensions shall be within the sole discretion of the Foundation. Nothing in this Section shall be interpreted or construed as preventing the Foundation from exercising its power to terminate concurrently with the suspension.

10. Records:

The Subcontractor shall establish and maintain for at least six (6) years from the termination of this Agreement all records relating to the Subcontractor's Program under this Agreement. These records include, but are not limited to, required fiscal records, as set forth in Appendix C, intake information, and invoices for costs incurred by the Subcontractor to carry out the Program. The Subcontractor further agrees that the records required by the Foundation with respect to questioned costs, audit disallowances, litigation or disputes between the Foundation and the Subcontractor shall be maintained for the time needed for resolution of said question and that in the event of early termination of this Agreement, or if for any other reason the Foundation shall require review of the records related to the Program, the Subcontractor shall, at its own cost and expense, segregate all such records related to the Program from its other records of operation.

AGREEMENT

11. Audits and Inspections:

At any time during normal business hours and as often as the Foundation may deem necessary and in such a manner as not to interfere with the normal business operations of the Subcontractor, the Subcontractor shall make available to the Foundation, and to appropriate state and federal agencies or officials, for examination all of its records with respect to matters covered by this Agreement including, but not limited to, records of personnel and conditions of employment and shall permit the Foundation to audit, examine and make excerpts or transcript from such records.

12. Dispute Resolution:

In the event the Subcontractor desires clarification or explanation of, or disagrees with, any matter concerning the operation of the Program or the interpretation or application of any and all federal, state, local or departmental statutes, rules, regulations, laws or ordinances, the matter must be immediately submitted to the Foundation. After review and consultation with the Subcontractor, the Foundation shall decide the matter. Such decision shall be binding on the parties to this agreement.

13. Monitoring:

The Foundation will provide a designated representative to monitor the Subcontractor's operation of the Program. Such monitoring may consist of on-site review of Program operations and inspecting of Program reports, documents, records and activities with or without prior notice to the Subcontractor.

14. Servability:

The parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any of the other terms and provisions of this Agreement, which shall continue in force and effect.

15. Subcontracting:

The Subcontractor agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Agreement or any right, title, obligation or interest it may have herein. Such subcontract, assignment, transfer, subletting, conveyance or disposition of the Agreement or any right, title or interest herein will immediately terminate this Agreement and relieve the Foundation of any and all liabilities and obligations growing out of this Agreement to the Subcontractor.

AGREEMENT

16. Appendices:

The parties agree that the following attachment are hereby attached hereto and incorporated herein:

- A. Program Narrative
- B. Cost Reimbursement Schedule
- C. Fiscal Procedures
- D. Participant Reporting
- E. Assurance and Certifications
- F. Affirmative Action Policy
- G. Attachments: Letter of Authorization,
Organizational Chart, Job
Descriptions, Bond & Insurance

16. Subcontractor Staff:

All personnel hired by the Subcontractor to perform work under this Agreement shall be within the employment of the Subcontractor only, which alone shall be responsible for their work, the direction thereof and their compensation. Nothing in this agreement shall impose any liability or duty on the Foundation for acts, omissions, liabilities or obligation of the Subcontractor. Further, neither the Foundation nor the Subcontractor nor their agents shall be considered as or represent themselves to be agents or employees of the other.

18. Indemnification:

The Subcontractor agrees to pay all sums due for labor, materials, the rental or purchase of equipment, if any, for and on account of the services to be performed hereunder. The Subcontractor shall indemnify, assume the defense of, and hold the Foundation, its officers, agents and employees harmless from and against all liabilities, losses, causes of action, suits, penalties, claims, demands, or expenses of any nature whatsoever, including any and all attorneys' fees incurred by the Foundation, in any way arising from any act or omission of the Subcontractor, any person contracting with the Subcontractor, any officer, employee or agent of the Subcontractor, or anyone from whose acts any of them may be liable. The indemnification obligation of the Subcontractor shall not be limited in any way by or for the Subcontractor under workers' compensation acts, disability benefits act or other employee benefit acts.

AGREEMENT

19. Products or Services:

The Subcontractor understands that no product or service rendered or performed by the participants during the training period may accrue to the benefit of the Subcontractor, nor may the Subcontractor profit therefrom. Products produced and services rendered by the participants will be disposed of by the Subcontractor in the manner directed by the Foundation.

20. Notice And Demands:

Any notice, demand or other communication required to be given under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid or delivered personally to the following address:

- A.** For the **Subcontractor** if addressed or delivered personally to:

- B.** For the **Foundation** if addressed or delivered personally to:

Gary E. Dwyer, President
Ohio State Building and Construction Trades
Training Foundation, Inc.
222 East Town Street
Columbus, Ohio 43215

Release:

In consideration of the execution of this Agreement by the Foundation, the Subcontractor agrees that simultaneously with the acceptance of final payment by the Foundation under this Agreement, it will execute and deliver to the Foundation an instrument releasing and forever discharging the Foundation of and from any and all claims, demands and liabilities whatsoever of every name and nature, both in law and in equity, arising from growing out of, or in any way with this Agreement.

AGREEMENT

22. Fiscal Limitations:

The Foundation's fiscal obligations to the Subcontractor under this Agreement are limited to funds allocated and received for the Program by the Foundation pursuant to its grant under the Ohio Industrial Training Program.

23. Authorization:

The Subcontractor agrees to provide to the Foundation a written document authorizing its representatives whose signatures appear on both this Agreement and the required separate checking account, to enter into this Agreement and act on behalf of the Subcontractor in all matters relating to the execution of this Agreement. The Foundation must be notified in writing, by certified mail, of any additions or deletions to the names authorized to represent the Subcontractor of the duration of this Agreement.

AFFIRMATIVE ACTION/POLICY OF EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunity to all qualified individuals without regard to the individual's race, color, religion, national origin or sex, in all personnel actions, including recruitment, evaluation, selection, promotion, compensation, training and termination.

It is also our policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin or sex. This policy will include, but not be limited to, the following elements.

1. Policy dissemination;
2. Systematic communication with minority and women organizations;
3. Recruitment efforts through minority and women organizations, gender-neutral advertisements and emphasis on population segments with significant minority and women populations;
4. Systematic encouragement of minority and women participation;
5. Effectiveness review procedures.

The period of this agreement will be from _____ to _____ .

The signature of the Subcontractor assures the Foundation that the Subcontractor will abide by the provisions of this agreement in accordance with OITP rules and regulations.

(Signature of authorized official)

(Type name and title)

(Date)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives (two required, at least one being an elected official) thereunto duly authorized.

SUBCONTRACTOR:

Sign: _____

Print: _____

Sign: _____

Print: _____

Subcontractor Notary

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____ the _____ and _____ the _____ of the _____, an organization formed under the laws of the State of Ohio, on behalf of the organization.

Notary Public

APPENDIX A

INSTRUCTORS' UPGRADING

PROGRAM NARRATIVE

Describe the training that the instructor will receive by answering the following questions. Use this sheet for the program narrative or use a separate sheet.

1. What is the purpose of the training?

2. What are the areas of instruction?

3. Name/s of the person/s to be trained:

4. Where will the training be held?

5. What are the dates of the training?

6. **Itemization of training cost:**

Per Person

Total

Instruction/Seminar

Books/Manuals

Lodging (per day/total)

Travel (type _____)

(Mileage reimbursed at 0.30)

TOTAL COST (for all instructors)

7. How will the performance of the upgrading be measured?

APPENDIX A

Journey Person Upgrading

PROGRAM NARRATIVE

LOCAL/NAME/#: _____

1. Please list the areas of instruction the participants will receive through this grant (be specific):

- A)
- B)
- C)
- D)
- E)

2. Number of Eligible Participants to be trained: _____

3. Location of training: _____

4. Training period:

A) Date training will begin: _____

B) Date training will end: _____

C) Duration of training will be _____ weeks.

5. Length of training:

A) Total number of training hours: _____

B) What day/s of week, and what time of day will training be held:

C) Other relevant details about the training:

PROGRAM NARRATIVE

6. Describe the method/s by which training will be conducted:

7. Estimated funding level for the program is: \$ _____

Subcontractor is required to prepare and submit to the Foundation the Budget Worksheet and Supplemental Budget Worksheets attached to this Appendix A, showing the costs and expenses associated with this program. The total budget must equal or exceed the above amount.

8. Does the Subcontractor agree to provide required documentation for all participants placed? (circle **one**)

YES

NO

9. Does the Subcontractor agree to submit attendance sheets for all classes executed under these grant agreements? (circle **one**)

YES

NO

APPENDIX B

COST REIMBURSEMENT SCHEDULE

LOCAL/NAME/#: _____

PERFORMANCE LEVEL	NUMBER OF PARTICIPANTS	PAYMENT FOR ATTAINING PERFORMANCE LEVEL *
1. Program designed; training facility, equipment, staff and instructor secured; insurance and bonding; needs assessment and identification of participants complete; subcontract executed; participants have started training	_____	\$ _____
2. Participants complete 50% of scheduled training activities or achieve 50% of identified training objectives	_____	\$ _____
3. Participants complete scheduled training activities or achieve final training	_____	\$ _____
4. The subcontractor files in the Foundation office are current and all applicable audits, reports and paperwork are completed	_____	\$ _____
TOTAL MAXIMUM PAYMENT (Budgeted amount)		\$ _____

* Payment will be made to reimburse training costs that have been incurred, provided sufficient documentation is received to support the amount requested. The Subcontractor must submit the Subcontractor Cost Reimbursement Form, this form and copies of applicable invoices when requesting reimbursement.

APPENDIX C

FISCAL PROCEDURE

LOCAL/NAME/#: _____

Record Keeping Systems

A. Cash Receipts

1. All monies received from the Ohio State Building and Construction Trades Training Foundation, Inc. through this subgrant must be deposited immediately into the bank business checking account that will be exclusively used for the purpose of receiving and disbursing monies received from the Foundation. The checking account must require at least two (2) signatures for the deposit and expenditure or grant funds, preferably the same two people that appear as signatories to the subgrant agreement.

B. Procedures

1. Bank statements must be reconciled monthly (canceled checks and deposit slips should be kept with the bank statement).

2. There should be an invoice or equivalent document that supports the check written for each expenditure. All paid invoices and documents should show date paid, check number and description. The documents should be filed numerically according to check number.

3. Payroll records should show position of individual. Their name, address and social security number. The record should detail the gross wage, tax withholdings and net pay.

4. If payment is made to a individual relative to the training program, but the payment is made without withholding the relevant taxes, the said individual is responsible for the payment of those taxes (i. e., filing of a 1099 tax form, social security form, etc.).

5. Copies of all invoices for costs incurred must be submitted to Foundation for cost reimbursement in order to receive payments for attaining each required performance level. Reimbursements will not be made until each performance level is reached and costs have been incurred.

6. A “For Deposit Only” stamp must be used for all checking account endorsements.

7. Required records must be available for examination by Foundation Staff or designated representative during usual business hours.

APPENDIX D

PARTICIPANT REPORTING

Each participant enrolled in the training program must complete a Participant Reporting Form. A copy of the required Participant Reporting Form is attached. Copies of all Participant Reporting Forms must be sent to:

OITP For Construction
Ohio State Building and Construction Trades
Training Foundation, Inc.
222 E. Town Street
Columbus, Ohio 43215

The number of Participants Reporting Forms submitted to the Foundation must equal the total number of participants involved in the training program.

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

OITP FOR CONSTRUCTION PARTICIPANT REPORTING FORM

2007 – 2008

***** Must Be Filled Out Completely *****

CRAFT/LOCAL/#: _____ CITY _____

COURSE TITLE _____

LAST NAME _____ FIRST _____ M. I. _____

SOCIAL SECURITY # _____ PHONE # () _____

ADDRESS: Street _____ City _____
State _____ Zip _____ County _____

AGE _____ SEX (Male or Female) _____

Check one (1) in each column:

- | | | |
|---|---|--|
| <input type="checkbox"/> White (not Hisp.) | <input type="checkbox"/> School Dropout | <input type="checkbox"/> Not in Work Force |
| <input type="checkbox"/> Black (not Hisp.) | <input type="checkbox"/> H. Schl. Grad. | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Am. Ind./Alaskan | <input type="checkbox"/> P. High Schl. | <input type="checkbox"/> Empl. (full time) |
| <input type="checkbox"/> Asian/Pacific Isl. | <input type="checkbox"/> College Grad. | <input type="checkbox"/> Empl. (part time) |
| <input type="checkbox"/> Other | | |

IF EMPLOYED:

CONTRACTOR'S NAME

MUST FILL OUT

\$ _____

HOURLY WAGE

MUST FILL OUT

Participant Signature _____ Date _____

The above listed trainee has participated and met the training objective of this class.

INSTRUCTOR'S SIGNATURE _____ DATE _____

SUB-CONTRACTOR REP. _____ DATE _____

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

INSTRUCTOR'S TIME SHEET

Local/Name/#: _____ City _____

Course Title _____

Instructor's Name _____ S.S.N. _____

Number of Weeks on this Invoice _____

Number of Hours on this Billing _____

XXXX

Total Wage Per Hour (including fringe benefits) \$ _____

Amount Billed on this Time Sheet/Invoice \$ _____

WEEK BEGINS

ROW TOTALS

DAYS								
M								
T								
W								
TH								
F								
SA								
SU								
WEEKLY TOTAL HOURS								
								INVOICED TOTAL HOURS

INSTRUCTOR _____
DATE

SUBCONTRACTOR REPRESENTATIVE _____
DATE

APPENDIX E

ASSURANCES AND CERTIFICATIONS

These Assurances and Certifications are a part of, and incorporated by reference into, the subcontract between The Ohio State Building and Construction Trades Training Foundation, Inc. (the “Foundation”) and the _____ (the “Subcontractor”) dated _____, **2006/2007**. The obligations contained herein are continuing and binding upon both parties hereto.

1. The Subcontractor assures and certifies that program/s funded under the Ohio Industrial Training Program (OITP) shall be administered in full compliance with all applicable federal, state and local laws and regulations and the policies of the Foundation. Any program to be operated shall be consistent with the program design, mandated performance standards, level of service and budgetary information as outlined in the subcontract.

2. It is understood by and between the parties that in the event the Foundation’s funding is terminated by the State of Ohio, Department of Development, neither the Foundation nor the Subcontractor is obligated to continue performance of the subcontract after receiving notice that funding has been terminated.

3. The Subcontractor shall ensure that all costs incurred in the operation of the OITP program are necessary and proper for the efficient operation and administration of the program/s.

4. To the extent that a state worker’s compensation law is applicable, worker’s compensation benefits in accordance with such law shall be available with respect to injuries suffered by participants. To the extent such law is not applicable, each Subcontractor of funds under OITP shall secure insurance coverage for injuries suffered by such participants, in accordance with regulations prescribed by the Secretary of Labor.

5. Subcontractor accepts full responsibility for prompt payment of all applicable unemployment contributions or reimbursements, insurance premiums, workers compensation premiums, all income tax deductions, social security deductions and any and all other employer taxes and payroll deductions required for all employees, trainees, work experience participants and anyone receiving monetary benefits as a result of all programs.

APPENDIX E

ASSURANCES AND CERTIFICATIONS

6. Subcontractors will comply with the provisions of Title VI and VII of the Civil Rights Act, (42 USC 2000 d and 2000 e), the Age Discrimination in Employment Act (29 USC 620 et seq.), the Equal Pay Act (29 USC 2069d), the Rehabilitation Act (29 USC 794). Title IX of the Education Amendments Act of 1972 (20 USC 1681), The Age Discrimination Act (42 USC 6101) and other applicable nondiscrimination laws. The Subcontractor assures further that no portion of its OITP program will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the ground of race, color, national origin, religion, age, sex, handicap or political affiliation or belief and that it will target employment and training services to those most in need of them. Efforts shall be made to make programs and facilities accessible to eligible qualified handicapped persons.

7. The Subcontractor shall ensure that every officer, director, agent or employee acting as a signatory to the subgrant agreement and/or checking account relative to subgrant agreement is authorized to act on behalf of the Subcontractor. The written authorization shall be signed by enough members of the Subcontractor's governing board to ensure awareness of any actions the signatories take on behalf of the Subcontractor. If there are any changes concerning the situation, the Subcontractor is to notify the Foundation by certified mail indicating the changes that will occur.

8. The Subcontractor shall ensure that every officer, director, agent or employee authorized to act on behalf of the Subcontractor in receiving or depositing funds into program accounts, or in issuing financial documents, checks or other instruments of payment for program costs shall be bonded to provide adequate protection against loss.

9. Subcontractor shall retain all records pertaining to the program for a period of six (6) years from the submission of the final expenditure report or until resolution of any audit or litigation begun within the six (6) year period.

APPENDIX F

ATTACHMENTS

LOCAL/NAME/#: _____

1. **ORGANIZATION CHART** showing each position involved in the training program.
2. **JOB DESCRIPTIONS** of all positions funded totally or partially by subcontract.
3. **COPY OF FIDELITY BOND** showing the names of all persons who will handle subcontract funds (such as those persons signing checks from the separate checking account).

The total value of the Fidelity Bond must equal or exceed the total funding level for the program. Also, the period of time covered by the Fidelity Bond must cover the entire period of the subcontract. Note: If the Fidelity Bond is being used for a subcontract that has not ended or has not been “closed out”, the Subcontractor may be required to purchase a separate Fidelity Bond specifically related to this subcontract.

-
4. **COPY OF LIABILITY INSURANCE POLICY** for the actual site of the training class.

Note: If participants in the training program are covered under Workers Compensation, include a **COPY OF THE WORKERS COMP CERTIFICATE**. The Liability Insurance Policy must cover and all participants in the program not covered by Workers Comp (in the event an injury occurs during training). The policy must cover the training site and all equipment used in the training program.

5. **LETTER OF AUTHORIZATION** signed by members of the Subcontractor’s governing board authorizing the signatories to the subcontract and/or the checking account to act on behalf of the Subcontractor on all actions required under the subcontract.

APPENDIX G
AFFIRMATIVE ACTION PLAN AGREEMENT
OHIO INDUSTRIAL TRAINING PROGRAM

Subcontractor _____

It is hereby agreed that the Subcontractor will adhere to the Affirmative Action Plan Agreement for ensuring equal employment opportunity and affirmative action planning in OITP programs as established by The Ohio State Building and Construction Trades Training Foundation, Inc. (the "Foundation"). The Subcontractor is allocated positions or awarded monies and is authorized by the Foundation to fill all positions to expend monies in accordance with the Ohio Industrial Training Program (OITP), which prohibits discrimination under any program funded in whole or part discrimination under any program funded in whole or part with the OITP funds because of race, creed, color, national origin, sex, age, handicap, veteran status, political affiliation or beliefs. If the Subcontractor fails to comply, it is the responsibility of the Foundation to initiate whatever action is necessary to assure compliance.

The Subcontractor is delegated the administration responsibility for developing, implementing, and monitoring its program with respect to Personnel Policies and Procedures in its efforts to achieve equal employment opportunities. All personnel actions such as rate of pay or other forms of compensation, employee benefits, demotions, transfers, layoffs, or terminations (OITP related) shall be administered without regard to race, color, national origin, sex, age, handicap, veteran status, political affiliation or beliefs.

The Subcontractor assures and certifies that it will comply with the following requirements:

1. Designate a top-level staff member to act in the capacity of EEO/Complaint Officer, as well as an alternate, in accordance with guidelines established in the OITP EEO Complaint Procedure Manual.
2. Designate an impartial individual to act in the capacity of Hearing Officer, as well as an alternate, in accordance with guidelines established for the OITP complaint procedure.
3. Utilize the proper OITP complaint procedure for resolving issues between the Subcontractor, provider, and complainants.
4. Notify all participants of their rights, benefits, and responsibilities during orientation.
5. Publish the EEO Policy Statement.

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

SUBCONTRACTOR COST REIMBURSEMENT FORM 2007 - 2008

Local/Name/#: _____ Phone # _____

Street/City/Zip _____

Person Completing Invoice _____

Title _____ This invoice

date from _____

to _____

Total Amount Available \$ _____

Cost Category	Budget	Current Period	Year to Date	Balance
Administration	\$ _____	\$ _____	\$ _____	\$ _____
Books/Manuals	\$ _____	\$ _____	\$ _____	\$ _____
Expendable Instructional Materials	\$ _____	\$ _____	\$ _____	\$ _____
Instructors	\$ _____	\$ _____	\$ _____	\$ _____
Rental Costs	\$ _____	\$ _____	\$ _____	\$ _____
Safety Equipment	\$ _____	\$ _____	\$ _____	\$ _____
Space Rental	\$ _____	\$ _____	\$ _____	\$ _____
Utility Costs	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total Amount				
Current Period/Requested		\$ _____		

Subcontractor Representative Date

SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS INVOICE

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

OITP BUDGET WORKSHEET

CRAFT/LOCAL/#: _____ City _____

CATEGORY _____ AMOUNT _____

Administration (_____ % of grant) \$ _____
Limit Administration to no more
than 10% of the total grant

Books/Manuals * \$ _____

Expendable Instruct Material * \$ _____

Instructor/s * \$ _____

Rental Costs * \$ _____

Safety Equipment * \$ _____

Space Rental * \$ _____

Utility Costs * \$ _____

Other (please list and explain): \$ _____

_____ \$ _____

_____ \$ _____

TOTAL BUDGET \$ _____

* **SUPPORTIVE DOCUMENT ATTACHED**

ADMINISTRATION

SUB-RECIPIENT _____

CITY _____

Administrative Title	Wage Per Hour	+ Fringes Per Hour	+ Total Hours	+ Total Costs
Training Coordinator	\$ _____	\$ _____	_____	\$ _____
Program Coordinator	\$ _____	\$ _____	_____	\$ _____
Business Manager	\$ _____	\$ _____	_____	\$ _____
Secretary	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____

TOTAL ADMINISTRATIVE COST
 (transfer total to page one) \$ _____

BOOKS/MANUALS

SUB-RECIPIENT _____

CITY _____

Item	Cost Per Item	x	Quantity	=	Total Cost
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____

TOTAL BOOKS/MANUAL COST \$ _____
(transfer total to page one)

EXPENDABLE INSTRUCTIONAL MATERIAL

SUB-RECIPIENT _____

CITY _____

Item	Cost Per Item	x	Quantity	=	Total Cost
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____

TOTAL EXPENDABLE INSTRUCTIONAL MATERIALS
 (transfer total to page one) \$ _____

USE ADDITIONAL PAGES AS NECESSARY

INSTRUCTORS

SUB-RECIPIENT _____
 CITY _____

Instructor	Wage Per Hour	x	Fringes Per Hour	x	Total Hours	=	Total Cost
_____	\$ _____		\$ _____		_____		\$ _____
_____	\$ _____		\$ _____		_____		\$ _____
_____	\$ _____		\$ _____		_____		\$ _____
_____	\$ _____		\$ _____		_____		\$ _____
_____	\$ _____		\$ _____		_____		\$ _____

TOTAL INSTRUCTOR COST \$ _____
 (transfer total to page one)

RENTAL COSTS

SUB-RECIPIENT _____
 CITY _____

Item	Cost Per Day/Week/Month	Number Of Day/Week/Month	=	Total Cost
------	----------------------------	-----------------------------	---	---------------

Please indicate if the cost of rental is by the day, week or month.

Equipment:

_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____

Tools:

_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____

Other:

_____	\$ _____	_____	=	\$ _____
_____	\$ _____	_____	=	\$ _____

TOTAL RENTAL COST \$ _____
 (transfer total to page one)

USE ADDITIONAL PAGES AS NECESSARY

SAFETY EQUIPMENT

SUB-RECIPIENT _____

CITY _____

Item	Cost Per Item	x	Quantity	=	Total Cost
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____
_____	\$ _____		_____		\$ _____

TOTAL SAFETY EQUIPMENT COST \$ _____
 (transfer total to page one)

SPACE RENTAL

SUB-RECIPIENT _____

CITY _____

Date used & Type of Space	Cost	Number of Days/Weeks/Months	Total
------------------------------	------	--------------------------------	-------

Will reimburse for the time the training took place.
Please indicate if the cost of rental is by the day, week, or month.

_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____

TOTAL SPACE RENTAL COST \$ _____
(transfer total to page one)

UTILITIES

SUB-RECIPIENT _____

CITY _____

Item	Approximate Cost Per Week/ Month	x Number of Periods	=	Total Cost
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____
_____	\$ _____	_____		\$ _____

TOTAL UTILITY COST \$ _____
 (transfer total to page one)