

OHIO STATE BUILDING AND CONSTRUCTION TRADES TRAINING FOUNDATION, INC.

Grant Checklist

- Agreement
- Affirmative Action/Policy of Equal Employment Opportunity
- Two Signatures and Notarized
- Appendix A
 - Program Narrative – Instructor Upgrading
 - Program Narrative – Journey Person Upgrading
- Appendix B
- Appendix C
- Appendix D
 - Participant Reporting Forms
 - Instructor Time Sheets
 - Attendance Sheet
- Appendix E
- Appendix F
 - Organization Chart/Job Description
 - Copy of Fidelity Bond
 - Copy of Liability Insurance Policy
 - Letter of Authorization
- Appendix G
- Subcontractor Cost Reimbursement Form
 - Supporting Documentation
- OITP Budget Worksheet
 - Administration
 - Books/Manuals
 - Expendable Instructional Material
 - Instructors
 - Rental Costs
 - Safety Equipment
 - Space Rental
 - Utilities