

TO: Participants/Sub-Contractors

FROM: Elizabeth Conrad, Project Director

RE: Safety Training Grant

Enclosed is a **Standard Subcontract** for your organization’s participation under this grant contract period. Please sign, date and return to me ASAP. It is important that I have this subcontract on file for all reimbursements.

Attached is a new instructor packet and a list of the courses covered under this year’s safety training grant awarded to our Labor-Management Committee by the NYS DOL Occupational Safety and Health Hazard Abatement Board.

***OTHER REIMBURSEMENT AVAILABLE:***

\* Equipment Rental reimbursement.

\* Reproduction of training documents or purchasing manuals.

\* Mileage over standard commute.

***PLEASE NOTE some IMPORTANT requirements of the Grant Manager:***

1. Monthly reports of class schedules (Planned Activity Schedule form) must be submitted by the first of each month. If adding a scheduled class there must be **two weeks** advance notice to the Grant Manager.

**If the Grant Manager has not received two week notice, the class will not be paid for. If there is a cancellation, the Grant Manager must be notified as soon as it occurs. Please notify me to pass the information on to the Grant Manager.**

2. The OSH T&E SIGN-IN SHEET must be used for all classes you intend to submit an invoice under this grant. You must use the SIGN-IN SHEET for each session. Example: if you have an OSHA 10 Hour class with 2 sessions, you need a Sign-In Sheet for each session with date, start time and end time. Also, if there's a lunch break, there will need to be a new sign in sheet for the afternoon session of the class.

3. Evaluation Forms must be completed by each student attending the class. Please photocopy enough copies of the Evaluation Form in your instructor packet for the number of students.

4. FOR NEW INSTRUCTORS: The CEA office must have on file an instructor resume for all instructors teaching classes covered under this grant. There is a simplified resume form included in your instructor packet for this purpose or you may submit a formal resume if you have one. This only needs to be file once to have on record.

5. A PAYMENT RECEIPT is required. When a check is issued to pay for instruction, a form must be signed and returned indicating receipt as soon as possible.