

# **NYS/NYSCOPBA Joint Labor-Management Committee**

## **Grant Proposal Guidelines**

### **BACKGROUND**

The Labor-Management Grants Program is administered by the New York State/ New York State Correctional Officers & Police Benevolent Association (NYSCOPBA) Joint Labor-Management Committee (JLMC), which was established through the negotiated collective bargaining agreement.

The grants program is intended to provide a special opportunity for labor-management committees to develop new and creative program ideas and identify specific projects that will improve the work life of NYSCOPBA-represented employees. To receive grant funds, active labor-management cooperation must be demonstrated.

Local labor-management committees are encouraged to discuss their proposals with a committee representative prior to formal submission. Discussing the proposal with a representative will ensure that only those ideas most likely to receive the Project Review Committee's approval are submitted. This practice saves valuable time and money.

A committee staff member is available to work with local labor-management committees and agency personnel on proposal development, and to offer assistance in such areas as evaluation methods and budgeting.

### **GENERAL GUIDELINES**

The following apply to all proposals funded through the Joint Labor-Management Committee:

- Grant funds are awarded to State agencies/facilities that actively involve a labor-management process in the development, administration, and evaluation of the project. The application must be signed by the appropriate NYSCOPBA and management representatives.
- Equipment purchased with grant funds, in full or in part, is the property of the NYS/NYSCOPBA Joint Labor-Management Committee.
- Facility management and local labor-management committees are responsible for the security, maintenance, repair, and/or replacement of the equipment purchased with grant funds.

- Grant funds are subject to the usual purchasing practices of individual State agencies, the provisions of the State Finance Law, the State Comptroller's Rules and Regulations governing purchasing and expenditure of State funds, and the internal control system of each agency.
- The Grant Proposal Application Form (SSU-007) must be used to apply for all grant proposals. An application form is provided at the end of this document. Additional copies may be photocopied or obtained from the JLMC. Proposals must follow the format and respond to all items listed in the application.
- Following approval, any change to the project as described in the approved grant proposal application requires approval of the NYS/NYSCOPBA Joint Labor-Management Committee.
- Projects will be monitored and audited by staff of the NYS/NYSCOPBA Joint Labor-Management Committee through on-site visits to verify data, progress, completion of project, and equipment inventory records.
- Failure to comply with program guidelines will prejudice consideration of any subsequent grant proposals.
- It is recommended that, whenever possible, a financial contribution be made to show commitment to the project.

## **TRAINING ACTIVITY CENTERS**

- Due to current financial limitations, it is general policy that construction of new Training Activity Centers will no longer be funded.
- Generally, maintenance and minor improvements to Training Activity Centers are the responsibility of the facilities or local committees involved. However, major improvements or modifications will be addressed on a case by case basis. Additional information is available from committee staff.

## **Training Proposals**

- All training proposals should be addressed at the agency level first. Documentation should be provided to indicate why the agency was unable to fund the project.
- A commitment must be secured from the agency indicating initial approval, provision for release time for attendees, and required evaluation and follow-up.

## **PILOT/EXPERIMENTAL PROGRAMS**

- The Committee encourages projects that meet the needs and demands of NYSCOPBA employees. Possible topics include:

Infectious Disease

Education and Training

Cultural Diversity

Employee Recognition

Stress Associated with Security and Law Enforcement Positions

## **SUBMISSIONS AND REVIEW OF PROPOSALS**

Prospective applicants are encouraged to contact the JLMC staff to obtain assistance with grant development. Completed applications should be forwarded to the JLMC at the address listed on page 4. Committee staff will acknowledge the receipt of all proposal applications by letter to the project coordinator and to the labor and management representatives who signed the application. Applicants may be contacted by JLMC staff for clarification of project information or to request additional information, if required. Once the proposal is considered complete, it will be placed on the agenda for the next Project Review Committee meeting.

In reviewing proposals, the Project Review Committee considers a number of factors including:

- the cost effectiveness of the proposal
- documentation of need
- the number of NYSCOPBA-represented employees who will benefit by the project
- the level of labor and management contribution to the overall project
- the degree of innovation
- the number of projects previously approved

Recommendations of the Project Review Committee are forwarded to the Executive Committee for approval. A decision letter will be sent by the JLMC staff to the project coordinator, the NYSCOPBA Chief Sector Steward, and the management representative who signed the application. A letter concerning grant funding information will be sent to the facility steward or agency fiscal officer. Project coordinators will access grant awards through their agency/facility finance office.

**SUBMIT GRANT APPLICATION PROPOSALS TO:**

NYS/SSU Joint Labor-Management Committees  
Corporate Plaza East, Suite 502  
240 Washington Ave Extension  
Albany, NY 12203

Phone: (518) 457-9420

Fax: (518) 457-9445