



**Governor's Office
of Employee Relations**



**Quality of Work Life
Equipment Replacement Grants Program
for
NYSCOPBA-represented Employees**

**Program Guidelines
for
August 1, 2019 through March 31, 2023**

Quality of Work Life/Equipment Replacement Grants Program

TABLE OF CONTENTS

- A. Program Overview..... 1
- B. Application Process 1
- C. Application Submission 2
- D. Recommended Funding Limits 2
- E. Application Review 3
- F. Purchases 3
- G. Sample Equipment Quote..... 4

Guidelines and Application Form can be found at
www.nyscopba.org/members/nys-programs-grants/nysnyscopba-labor-management-committee/
and
goer.ny.gov/nys-correctional-officers-and-police-benevolent-association-inc-nyscopba

Quality of Work Life/Equipment Replacement Grants Program (QWL/ERGP)

A. Program Overview

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

The QWL/ERGP is intended to provide local labor-management committees the opportunity to replace worn out, broken equipment originally purchased through the Quality of Work Life/Labor-Management Grants Program (QWL/LMGP).

B. Application Process

To be used *only* when requesting funds to *replace* equipment that can be verified as originally purchased through the QWL/LMGP. If the JLMC cannot verify the original purchase, the proposal will be returned to the local committee for submittal as a new initiative on the QWL/LMGP Application (SSU-007).

The application must be discussed with your finance officer/facility steward prior to submittal. This person will be responsible for overseeing the purchase and processing payment with funding codes provided by the JLMC.

Applications will be continually accepted on a first-come, first-served basis determined by the date the application is received by the JLMC, so long as program funds are available.

Equipment purchased through the QWL/ERGP must fall under at least one of three categories: Health/Fitness, Break/Kitchen, QWL Training Activity Center (QWL/TAC) Equipment.

Examples of items eligible to be replaced under the grants program include microwave ovens, refrigerators, tables, chairs, and exercise equipment.

Questions concerning the paperwork should be directed to Sandy DeJohn, sandy.dejohn@lmc.ny.gov or (518) 485-0086, at the NYS/Security Services JLMC.

Instructions

The QWL/ERGP Applications (SSU-008) must be complete and include:

- The quantity and size of items to be replaced
- A description of the item to be replaced and reason for replacement
- The intended location of the requested equipment
- Vendor name (indicate if State contract vendor) and cost per unit
- Total cost

C. Application Submission

Completed applications should be forwarded to the JLMC. Committee staff will acknowledge the receipt of all applications, by letter, to the project coordinator and to the labor and management representatives who signed the application.

Applications can be submitted to the JLMC by any one of the following methods:

Mail	Email	JLMC Contact
NYS/SSU JLMC Attn: Sandy DeJohn 240 Washington Ave. Ext. Suite 502 Albany, New York 12203	SSUPrograms@lmc.ny.gov	Sandy DeJohn (518) 485-0086 Sandy.DeJohn@lmc.ny.gov

D. Recommended Funding Limits

The items most frequently requested through the QWL/ERGP are listed below. The JLMC has established *Recommended Funding* limits on these items. Please keep the guidelines and recommended funding limits in mind when making your equipment requests.

Item	Recommended Funding Up To
Coffee Maker - 12 cup	\$ 45
Commercial Coffee Maker	\$ 250
Toaster Oven	\$ 65
Microwave Oven	\$ 125
Large Microwave Oven	\$ 200
Mini Refrigerator	\$ 125
Medium Refrigerator	\$ 200
Full-Size Refrigerator	\$ 750
Treadmill	\$ 2000
Weight Bench	\$ 180
Elliptical	\$ 600
Universal Gym	\$ 2000
Stationary Bikes	\$ 525
Air Conditioners (QWL/TAC)	\$ 500
Gas Grills (outdoor)	\$ 500

A minimum of three (3) vendor quotes, in writing, for each proposed item requested must be attached to the application. (See example on page 4)

E. Application Review

Once the application is considered complete, it will be placed on the agenda for the next Project Review Committee (PRC) meeting.

In reviewing the application, the PRC considers a number of factors including:

- Cost effectiveness of the proposal
- Number of applications previously approved
- If applicable, previous grant compliance

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 finance officer/facility steward. Project coordinators will access grant awards through their agency/facility finance office. Determinations regarding approval or denial are final and are not reviewable; however, an explanation of the denial may be requested.

Following approval, any change to the project as described in the original grant proposal application requires a written request and approval of the NYS/NYSCOPBA Joint Labor-Management Committee.

F. Purchases

The Department of Corrections and Community Supervision (DOCCS) has determined that the procurement card may be used for items purchased with this grant. All requisitions for grant purchases that are put on the SFS need ad-hoc approval from Roberta Thomas, Chief Budgeting Analyst. Please add her (N01181973) as an Approver, not a Reviewer, to the requisition. If the purchase will be made on the P-Card, then an e-mail needs to be sent to Roberta.Thomas@doccs.ny.gov to get approval prior to the purchase being made.

Equipment purchased with grant funds are subject to compliance with the Office of General Services, the Office of State Comptroller, and the NYS Procurement Council's rules, regulations, and pertinent laws, and the internal control system of each agency. Requirements may vary depending on the type and amount of the purchase.

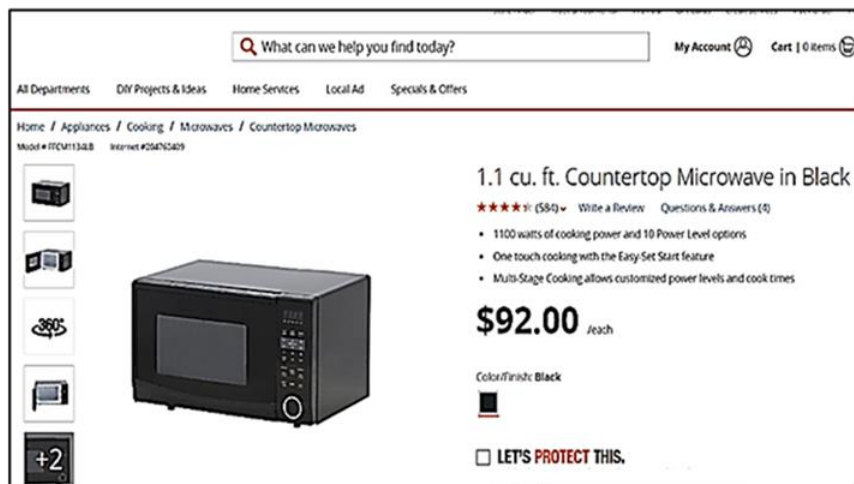
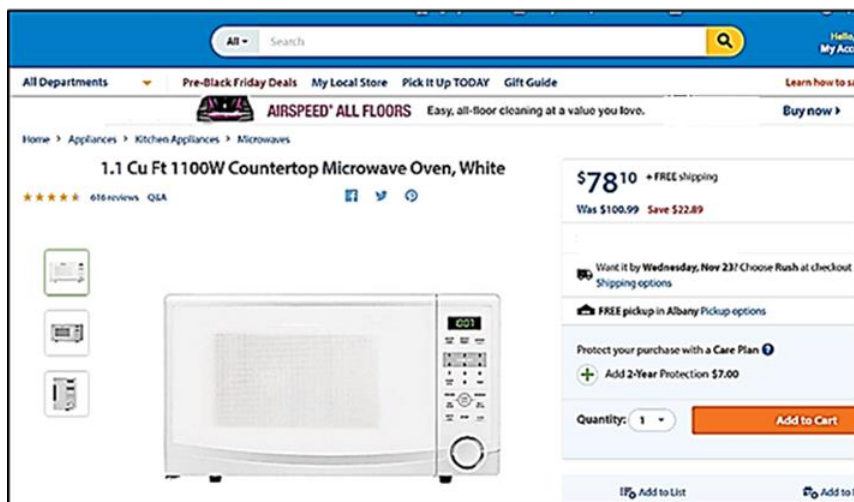
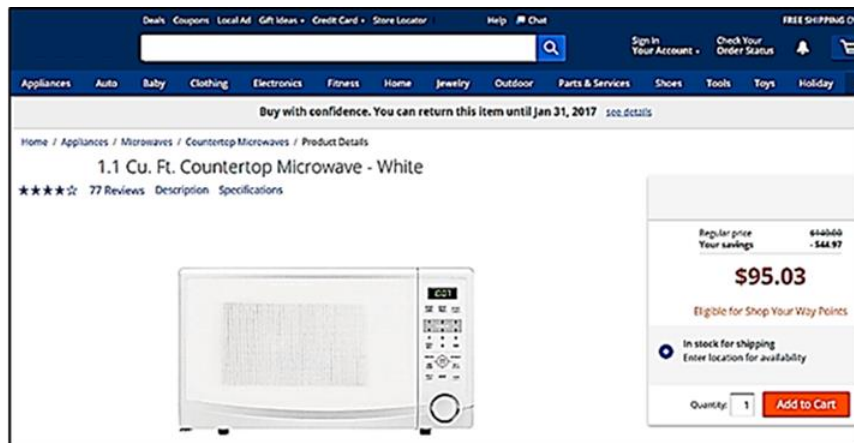
Equipment purchased with grant funds, in full or in part, is the sole property of the NYS/NYSCOPBA JLMC. Equipment purchased with grant funds may not be removed from the property without the express permission of the JLMC.

Projects may be monitored and audited by staff of the NYS/NYSCOPBA JLMC 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 subsequent grant proposals.

If any item requested will be purchased from a State contractor, include the contract number. If the item can be purchased for a better price on the open market using appropriate bidding procedures, the item does not need to be purchased from the State contract.

G. Sample Equipment Quote

A minimum of three (3) vendor quotes, in writing, for each proposed item requested must be attached to the application.



The quotes can either be hard copy from the vendor and scanned or internet quotes such as the ones shown above.