



**Office of  
Employee Relations**



**Quality of Work Life  
Labor-Management Grants Program  
for  
NYSCOPBA-represented Employees**

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

# Quality of Work Life/Labor-Management Grants Program

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Guidelines and Application Form can be found at  
[www.nyscopba.org/members/nys-programs-grants/nysnyscopba-labor-management-committee/](http://www.nyscopba.org/members/nys-programs-grants/nysnyscopba-labor-management-committee/)  
and  
[oer.ny.gov/nys-correctional-officers-and-police-benevolent-association-inc-nyscopba](http://oer.ny.gov/nys-correctional-officers-and-police-benevolent-association-inc-nyscopba)

# Quality of Work Life/Labor-Management Grants Program (QWL/LMGP)

## A. Program Overview

The QWL/LMGP 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/LMGP provides 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 (PRC) approval are submitted.

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

## B. Application Process

Grant funds are awarded to State agencies/facilities that actively involve a labor-management process in the development, administration, and evaluation of the project. Prospective applicants are encouraged to contact the JLMC staff to obtain assistance with grant development.

The QWL/LMGP Application (Form SSU-007) *must* be:

- Used for all grant proposals.
- 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.)
- Signed by the appropriate NYSCOPBA and management representatives.

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

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

Applicants may be contacted by JLMC staff for clarification of project information or to request additional information. If the application is incomplete, paperwork will be returned to the local labor-management committee.

### 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

NYS/SSU JLMC  
Attn: Melissa Bombard  
2 Empire State Plaza  
7<sup>th</sup> Floor  
Albany, New York 12223

#### Email/Fax

[SSUPrograms@lmc.ny.gov](mailto:SSUPrograms@lmc.ny.gov)

#### JLMC Contact

Melissa Bombard  
(518) 474-6772  
[Melissa.Bombard@oer.ny.gov](mailto:Melissa.Bombard@oer.ny.gov)

### D. Recommended Funding Limits

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

| Item                       | Recommended Funding<br>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 5)

## **E. Proposal Review**

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

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

- Cost effectiveness of the proposal and documentation of need
- Number of NYSCOPBA-represented employees who will benefit by the project
- Level of labor and management contribution to the overall project
- Degree of innovation
- Number of projects previously approved
- If applicable, QWL/TAC Committee insurance subscriber status and previous grant compliance

Additionally, the Committee encourages pilot or experimental projects that meet the needs and unique demands of NYSCOPBA members.

Maintenance and minor improvements to QWL/TACs are the responsibility of the facilities or local committees involved. However, major improvements or modifications will be addressed on a case-by-case basis.

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 approval of the NYS/NYSCOPBA JLMC.

## **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, 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.

Facility management and local labor-management committees are responsible for the security, maintenance, and/or replacement of the equipment with grant funds.

Purchases made 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.

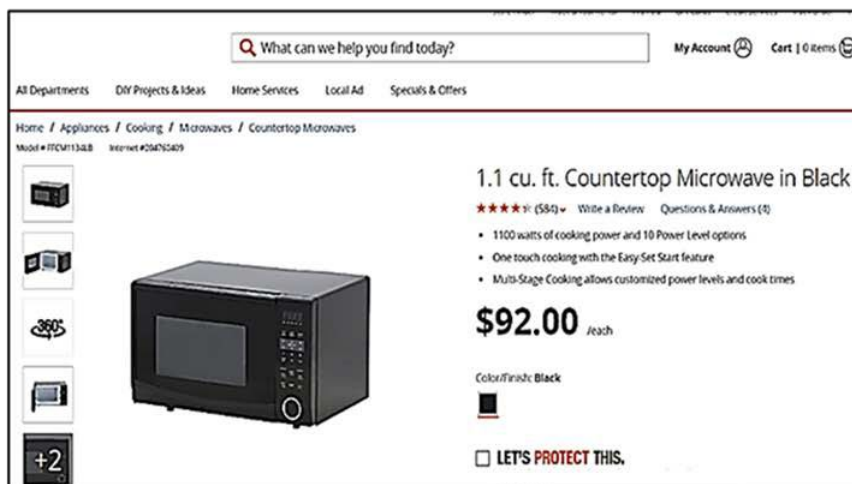
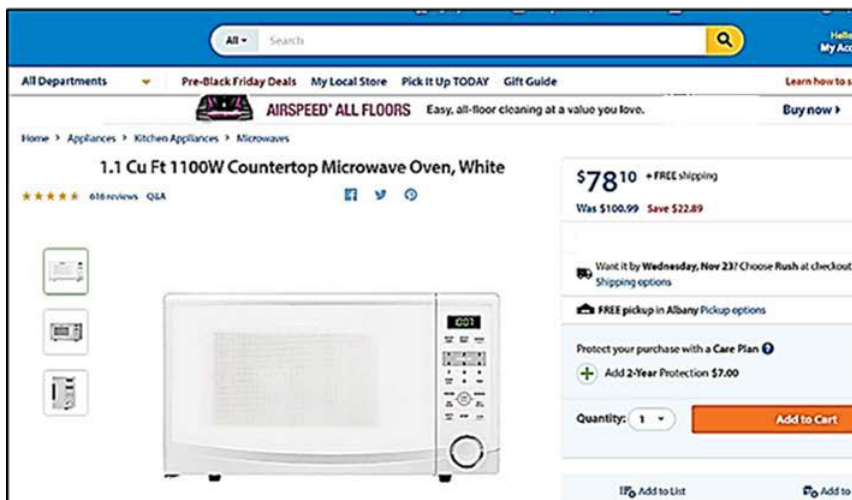
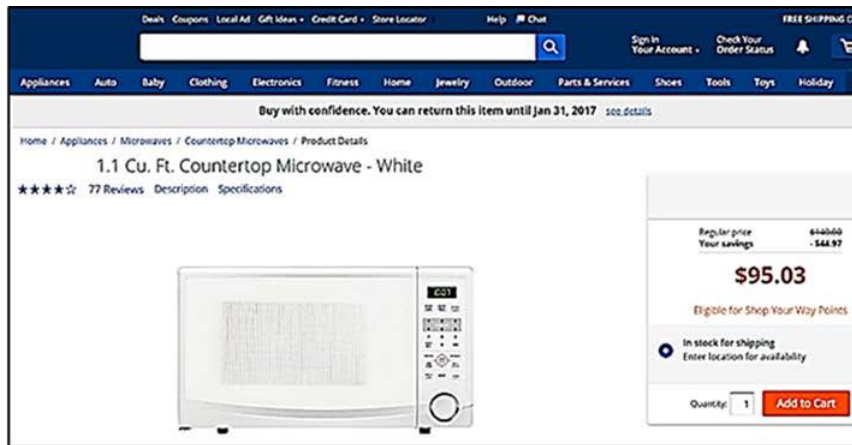
Projects may be monitored and audited by staff of the NYS/NYSCOPBA JLMC through on-site visits to verify data, progress, completion of project, and equipment inventory records. Failure to comply with program guidelines will prejudice consideration of subsequent grant proposals.

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.

It is recommended that, whenever possible, a financial contribution by the local labor-management committee be made to show commitment to the project.

## 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.