

QUALITY OF WORK LIFE GRANT PROGRAM GUIDELINES



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BUILD A BETTER WORKPLACE FOR EMPLOYEES

Working together, state managers and CSEA leaders can apply for Quality of Work Life (QWL) Grants to boost employee morale, productivity, service delivery, and more. Applicants may request up to \$3,000 per grant category per fiscal year and must commit to collaboration throughout all phases of the project.

The following QWL Grant Guidelines outline how to apply for funding and complete the reimbursement process. If you have additional questions after reviewing the information below, contact your Regional Field Associate for guidance and support.

Help make a meaningful impact for CSEA-represented NYS employees and apply today!



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REGIONAL FIELD ASSOCIATES



Contact Your Regional Field Associate – They're here to help! Regional Field Associates cannot complete an application on your behalf. However, they'll offer support throughout the application process.

CSEA REGION 1 & 2:
Long Island, Metropolitan



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IMPORTANT DATES






Application Period: April 1 - December 31

Application Deadline: December 31

A written decision will be received about three weeks after application submission. Applications are not accepted between January 1 - March 31.

KEY REQUIREMENTS

- **Project Coordinator:** This individual fulfills all grant requirements on behalf of the agency/facility and works closely with the agency fiscal officer. *They do not have to be a state manager.* This person can be anyone who is willing to take on the responsibility.
- **Management:** Someone who can obligate and speak on behalf of the State, the agency, and facility or location.
- **CSEA Leaders:** This is the CSEA Local President. In instances where the President is on any extended leave, the Executive Vice President would be allowed to sign. If the CSEA Local is an administrativeship, the Regional President can sign.
- **Agency Fiscal or Procurement Staff:** This person will oversee or delegate the procurement, reimbursement processes, and SFS activity. This could be someone with a procurement/fiscal title or an administrative/clerical title.
- **Joint Labor/Management Support:** CSEA leaders and state management representatives must commit to work together through all phases of the grant project.
- **Exclusive Benefit:** The project or program funded by the grant must be for the exclusive benefit of CSEA-represented NYS employees. However, once the items are purchased, PEF and MC employees are allowed to use them at the discretion of labor/management.

	GRANT CATEGORIES	ELIGIBLE PROJECT EXAMPLES
	Break/Lunchroom Improvement Make improvements at sites that lack sufficient accommodations.	Kitchen furniture, such as tables and chairs. Appliances, including coffee makers, toaster ovens, microwaves, and refrigerators.
	Employee Recognition Develop or complement an existing employee recognition program for length of service, exceptional one-time performance, or outstanding achievement.	Plaques, clocks, certificates, pins, shirts, hats, and meals at recognition events.
	Wellness and Health Education Help employees learn life-enhancing techniques.	Nutrition, stress management or health/fitness trainings/speakers. Heart disease prevention and control.
	Working Conditions Improve the physical working conditions for employees.	Heaters, fans, portable air conditioners, and ice makers.
	Special Projects Bring us your unique and innovative ideas for consideration.	Bulletin boards, nursing mother's lounge, and wellness rooms.

You can apply for up to \$3,000 per grant category, each fiscal year. To apply for more than one grant category, submit a separate application form for each.

INELIGIBLE PROJECTS

The Partnership makes all decisions related to grant funding. Our primary responsibility is to ensure that the grants are used in an appropriate and responsible manner. However, there are certain items which cannot be covered by grant funding. Therefore, we reserve the right to reject any project or item that we consider ineligible for grant funding.

Please note that the following items are ineligible for grant funding:

- Air purifiers or air humidifiers.
- Capital improvements (for example – lockers, cabinets, stoves, ranges, central air).
- Cash or cash equivalent awards (for example – gift cards, savings bonds).
- Dishwasher, hot plate or induction cook top.
- Entertainment items/equipment (for example – televisions, radios).
- Food or beverages for the worksite, including water coolers.
- Gas grills or smoke ventilators.
- Massage chairs/massagers.
- Ongoing projects or recertification courses, exercise equipment, health club memberships, smoking cessation programs, and weight loss classes.
- Replacement microwaves, refrigerators, and any commercial-grade appliances purchased with Quality of Work Life grants within the last four years.
- Signal boosters (cell/internet).

CATEGORY LIMITATIONS

BREAK/LUNCHROOM EQUIPMENT LIMITATIONS			
Number of Employees	Maximum Coffeemaker Size	Maximum Microwave Quantity and Size	Maximum Refrigerator Size
1-4	Household grade with one burner or single-service (for example, Keurig, Nespresso, etc.)	One microwave no larger than 2 cubic feet	Up to 5 cubic feet max
5-10			Up to 11 cubic feet max
11-20	Commercial grade with up to three burners		Up to 16 cubic feet max
21-30			Up to 19 cubic feet max
31+		Up to two microwaves no larger than 2 cubic feet	Up to 21 cubic feet max

EMPLOYEE RECOGNITION AWARD LIMITATIONS	
<p>You may apply for both awards and meals. There are limitations on cost based on the award and/or meal type, per person. You will not receive any amount of reimbursements exceeding the below maximum allowable cost per person.</p>	
Award Type, Maximum \$ Per Person	Meal Type, Maximum \$ Per Person
<ul style="list-style-type: none"> • Special Achievement, \$35 • 10 Years of Service, \$35 • 15 Years of Service, \$40 • 20 Years of Service, \$45 • 25 Years of Service, \$50 • 30 Years of Service, \$60 • 35+ Years of Service, \$75 	<ul style="list-style-type: none"> • Breakfast, \$8 • Lunch, \$15 • Dinner, \$30

Please adhere to these additional limitations:

- All staff awards are at the discretion of the Partnership. We cannot approve meals for holiday parties and membership meetings.
- Meals will be reimbursed for one guest speaker, one CSEA representative, one management representative, and awardees only.
- Alcohol as a gift or as part of a meal will **not** be approved.
- You must submit an award proof to us along with your application when incorporating artwork of any kind, such as engravings and logos. When logos are in use, both the relevant NYS and CSEA logo must appear and maintain equality in size.
- You must complete the required sections of Part D2 when you apply for the grant and then, after delivery of the award or meal, you must complete the Attendance/Receipt and For Reimbursement sections of Part D2. You will be reimbursed based on an attestation of the total number of eligible employees who attended the recognition event. Not everyone who is eligible for an award may be able to attend the event so please plan accordingly.

PURCHASING PROCEDURES

The QWL Grant may be withdrawn if purchases are not completed, and the required documentation is not received within **90 days** from the approval letter OR before the end of the NYS fiscal year in which the grant was awarded, whichever comes first.

- **Do not buy anything before you get formal written approval.**
- Purchases should never be made using a personal credit card.
- NYS agencies are tax-exempt. Therefore, do not include sales tax.
- Always use list/sticker price. Never use the sales price in your quotes.
- Per Executive Order 22, applicants are encouraged to purchase Energy Star appliances (most notably refrigerators and air conditioners) whenever possible.
- Be sure the vendor's name is clearly visible on all price quotes.
- For each item \$499 or less - Submit two different vendor price quotes.
- For each item \$500 or more - Submit three different vendor price quotes or single source justification.
- Enter the lowest quote in the budget worksheet. The amounts listed in the worksheet must match the supporting vendor price quotes. Be sure to include any delivery, set-up, or removal fees.
- Keep all invoices, original receipts, procurement card statements, and copies of purchase orders (including screenshots showing proof of payment).



The Partnership retains ownership of any equipment purchased with grant funds.

AGENCY/FACILITY RESPONSIBILITIES	
Equipment Inventory	Security and Maintenance
Your Regional Field Associate will setup a visit to your site to tag grant-purchased items. An inventory tag must remain on all grant-purchased equipment.	The security, maintenance, repair, and/or replacement of equipment purchased with grant funds is the responsibility of CSEA leaders and management representatives. Keep all equipment warranties on file.

REIMBURSEMENT

Failure to submit all necessary documentation may result in the grant being withdrawn.

Reimbursement for approved project expenses will occur through a funding expense transfer process. This happens via a **General Ledger Journal Entry** in the Statewide Financial System (SFS), following NYS Finance Law and Office of the State Comptroller's rules and regulations. Agencies will need to coordinate with their agency staff who are able to enter SFS General Ledger Journals. Once entered, the required reimbursement documents listed in your approval letter should be attached to the Journal. Once the journal is approved by the agency, it will automatically be routed to Office of Employee Relations for approval.

HOW TO APPLY

Once you've discussed your grant proposal with your [Regional Field Associate](#) and reviewed the QWL Grant Guidelines, the next step is to complete the Application.

1. Download the QWL Grant Application.



Scan or click the QR code to download the fill-form PDF application from the [Partnership website](#). Print and complete the application by hand or complete the application on a computer (recommended).

If using a computer, be sure to save the file to your computer or network drive before completing it. Once you add digital signature(s) and save the file, you cannot make any further edits to the document. To that end, we recommend saving an unsigned version of the PDF to your files. View the [QWL Grant Tips](#) for file handling and price quote attachment guidance.

Go to our [QWL Grant Resources webpage](#) to view the QWL webinar, application examples, and frequently asked questions to help guide you in the application process. Reach out to your Regional Field Associate for additional support.

2. Complete Part A – Part C.

Part A – Applicant Information: Identify a project coordinator. Include signatures from both the labor and management representative.

Part B – Purchasing Information: Identify the entity that will make the purchase – an agency, along with the appropriate contact information and signature. The agency fiscal officer or procurement staff is instrumental in providing the required forms and documentation for reimbursement.

Part C – Project Narrative: Explain the full scope of the project. Answer all questions and fields.

3. Next, complete Part D1 or D2 based on your selected grant category.

Be sure to adhere to the [Category Limitations \(pg. 5\)](#) and [Purchasing Procedures \(pg. 6\)](#) outlined in these Quality of Work Life Grant Guidelines. Verify accuracy of the calculated worksheet totals, the project narrative, and any other supporting materials (price quotes).

4. Submit the completed application with attachments to the Partnership Field Associate assigned to your CSEA region.

Provide all relevant supplemental information. For example – award proofs, consultant resumes, vendor price quotes, removal fees, and single source justification.

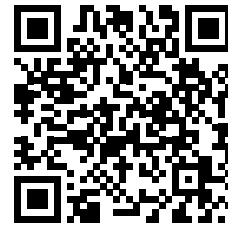
5. Wait for written approval; otherwise, purchases will not be reimbursable.

Once formal written approval is received, follow the instructions on the approval letter. All required documents must be received within 90 days of your approval letter or by March 1, whichever is sooner. If the required documents are not received within this time frame, the grant may be withdrawn.

NYS & CSEA Partnership

Visit our website for more information
on all Partnership Grant Programs

www.nyscseapartnership.org



Achieve Workplace Goals With Grant Funding Three Grant Programs Available

Successful grant initiatives can help build cooperation and trust among NYS managers and CSEA leaders, and strengthen a willingness to work together on a day-to-day basis.



Labor-Management Workforce Development

Address large scale issues, such as reorganization, consolidation, new technology, changing customer needs, legal or regulatory requirements, or specialized training.



Quality of Work Life

Purchase break room equipment, conduct employee recognition programs, implement health and wellness projects, and improve working conditions.



Safety and Health

Improve workplace safety and health programs, reduce employee injuries and illnesses and enhance organizational safety and health knowledge.