


2012 GRANT Pre-Application

GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a *

Section A - Organization Information

1 - Short Name or Common Acronym *	DWI	
2 - Operating Name *	Development Workshop, Inc.	
3 - Legal Name *	Development Workshop, Inc.	
4 - Physical Address #1 *	555 W. 25th St.	
5 - Physical Address #2		
6 - Physical City *	Idaho Falls	
7 - Physical State *	Idaho	
8 - Physical Zip *	83402	
9 - Mailing Address same as Physical Address? *	YES	
10 - Mailing Address #1		
11 - Mailing Address #2		
12 - Mailing City		
13 - Mailing State		
14 - Mailing Zip		
15 - Business Phone #1 *	208 524-1550 x 104	
16 - Business Phone #2		
17 - Business Fax	208 523-3148	
18 - Business E-Mail	genl@dwinc.org	
19 - Home Page / Web Address	dwinc.org	
20 - What date was this organization formed?	11/14/1972	
21 - Established RPTA? *	NO	
22 - What counties does this organization currently serve?	Bingham, Bonneville, Jefferson, Madison, Fremont, Teton, Lemhi, Butte, Custer, Clark,	
23 - What FTA Programs are associated with each county?		
24 - Congressional District Entity Resides in *	2ND DISTRICT	
25 - Congressional District Served *	2ND DISTRICT	
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	6a	
27 - DUNS Number *	07-301-7113	
28 - Employer ID # EIN *	82-0303456	
29 - Current By Laws? *	YES	Upload a copy with your Pre-application
30 - Current Audit? *	YES	Upload a copy with your Pre-application
31 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your Pre-application
32 - Do you Use a Cost Allocation Methodology? *	YES	
Describe the Methodology (500 Characters Maximum)	DWI financial records (budget) are organized by departments; currently there are six departments. Each department is then divided into individual profit centers such as industrial sewing, injection molding, work services, community employment services, etc. Each profit center is responsible for establishing an annual budget with monthly projections of revenue and costs. Each profit center receives a monthly financial report that reflects actuals for the month in comparison to budget and YTD data. Each profit center is responsible for ensuring actuals and budget are aligned or corrective action taken as needed to ensure fiscal solvency and accountability.	
33 - Do you have a Board of Directors?	YES	Upload a list of your Board members and meeting schedule with your Pre-application
34 - Do you currently have a Vehicle Replacement Plan?	YES	Upload a copy with your Pre-application
35 - Agency Type *	Private Non-Profit	
 *Mandatory!! Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application		
35 - Number of volunteer drivers (annual total)	0	
36 - Number of personal vehicles in service (annual total)		
37 - Average Trip Length (miles)	14.25 avg miles per day; day may consist of 3-5 separate trips to the community	

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38 - TEAM Recipient ID#		
39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	Development Workshop, Inc. is a community rehabilitation program whos mission is to assist individuals who have disabled or who are disadvantaged to recognize and to achieve their chosen level of economic and social independence. Annually, DWI and the three outlying offices (Salmon River Industries, Upper Valley Industries and Development Workshop, Inc. Blackfoot office) serve 600 or more individuals. The scope of services include campus-based work services, product manufacturing (primarily injection molding and industrial sewing), community employment services, campus-based occupational skill training, developmental therapy on campus, community or home, and industrial service contracts. The majority of industrial service contracts are building maintenance or custodial contracts with various governmental agencies. Contracts currently include the Idaho National Laboratory and subcontractors, City of Idaho Falls, Forest Service and Bureau of Land Management, school districts, etc. Annually DWI places more than 100 individuals into competitive employment.	
40 - Governing Board Meeting Schedule * (500 Characters Maximum)	The Board of Directors meets 11 out of 12 months of the year; at the beginning of each board year (Nov-Oct) a calendar is adopted for the year. The BOD is slated to meet once a month with the exception of August 2012. In addition to BOD meetings, Board members are assigned to a standing committee. Committees include executive, external activities, personnel and programs and fiscal. These committees meet once per month prior to the Board of Directors meetings and provide a report to the Board.	
Section B - CERTIFICATIONS AND ASSURANCES		
Instructions: There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: http://i-way.org/Tool%20Box/documentlibrary under the heading of Federal Transit Administration (FTA) Documents & Links .		
1 - Will the organization comply with applicable certifications, assurances, and procedures?		
YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.		YES
NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.		
(NOTE: NO means you will not be eligible to receive funding.)		
Please note: a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references: Audits (Procedure M-2010-20), Open Meeting (Procedure M-2010-19) http://i-way.org/Mobility%20Funding/procedures Procurement http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf http://www.fta.dot.gov/funding/grants_financing_6036.html State Meeting and Travel http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html		
Section C - RESOURCE & COMMUNITY COORDINATION		
1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description. *		NO
Description (700 Characters Maximum)		
2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description. *		NO

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Description (700 Characters Maximum)	
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3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). * (Enter N/A if not applicable)

Description (500 Characters Maximum)	Development Workshop, Inc. and all outreach locations work closely with the wide variety of transportation providers in the district. Many individuals served by DWI access these transportation options to get to and from work provided work schedules are compatible with transportation schedules. At present there are very few options available to individuals who work after 6:00 p.m., weekends or may require wheelchair accessible transportation. This continues to be a major barrier to individuals who are motivated to work but lack access to reliable transportation.
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Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	6A. L004		
3 - Strategy Name *	Mobility Services - Provide demand-response or route service in the Salmon area (taxi, shuttle, or public transportation) during evenings, and/or late night, and/or weekends.		
4 - Project Name *	SRI Transportation Voucher Services		

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<p>5 - Please describe your project * (500 Characters Maximum)</p>	<p>Currently there are a number of individuals with disabilities who reside in or near Salmon, Idaho that are employed through Salmon River Industries as custodians who are responsible for cleaning the Forest Service and Bureau of Land Management office located outside of Salmon. Many of these individuals do not have access to transportation. At present many of them struggle to make these arrangements and rely on the goodness of their co-workers or family members to get them to work. This is not always a reliable means to get to and from work. Development Workshop, Inc. through their outreach location - Salmon River Industries, desires to establish a voucher service that would provide reliable transportation to and from work for these individuals. Salmon River Industries has several vehicles in their current fleet that would meet the current demand. As indicated in the ITD State Management Plan Section 5317 is "designed to assist individuals with disabilities with accessing transportation services, including transportation services to and from jobs and employment support services". The plan further delineates the purpose includes "providing vouchers to individuals with disabilities to purchase rides, including : a) mileage reimbursement as part of a volunteer driver program; b) a taxi trip; or c) trips provided by a human service agency". Development Workshop, Inc. and Salmon River Industries are human service agencies and request support for a door to door voucher system. This service would cover the direct labor, vehicle usage and maintenance costs associated with providing transportation to and from work. Transportation would be available Monday through Friday with pick up times ranging from 4:30 to 5:00 p.m. and return home between 7:30 p.m. to 8:00 p.m. Given the rural nature of this community, the route that is presently needed would be approximately 12 miles from SRI to the various pick up sites then to the Forest Service building. This same route would be used to return workers home. This work opportunity provides an hourly wage of \$11.04 per hour and a limited health care benefit as well as holiday and sick leave pay. It is a great opportunity for many individuals from the community to become financially independent and supporters of their community. However, having a means to access this job is the the only way this independence can be realized. Support of this request would be appreciated by not only those utilizing the service but their families as well.</p>			
<p>6 - What mode will this project use? *</p>	<p>Other</p>			
<p>7 - Which funding program do you intend to apply for? *</p>	<p>5317</p>			
<p>8 - List the Districts this project will serve. *</p>	<p>Six</p>			
<p>9 - List the Local Mobility Networks (LMMN) this project will serve.*</p>	<p>6a</p>			
<p>10 - Is this project dependent on any of your other projects? *</p>				<p>NO</p>
	<p>Identify the other projects that are dependent on this one. (500 Characters)</p>			
<p>11 - Are you submitting other projects as options for this strategy? *</p>				<p><<Select>></p>
	<p>Identify the other projects that are options to this strategy. (500 Characters)</p>			
<p>12 - Does this project directly interconnect with other mobility options? *</p>				<p><<Select>></p>
	<p>Identify the other mobility options. (500 Characters)</p>			

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Section E - Required Documents to Be Submitted With Application - Checklist

Instructions:

Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.

1 - Current Bylaws	• If Applicable	Included
2 - Current Audit	• For any companies which historically have received Federal funds - most recent audit. • For all other companies, audit report will be provided on anniversary date of grant agreement.	Included
3 - Drug Alcohol Policy	• If Applicable - You will need this if you are applying for 5311 funds.	Included
4 - Board of Directors Information	• Meeting Schedule • Board Contact Information	Included
5 - Vehicle Replacement Plan	• If you are purchasing a new vehicle, you will need to have a replacement plan.	Included
6 - IRS Letter of Determination for 501(C)3 non-profit status	• If Applicable	Included

Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:

LG

Name and Title	Lori Gentillon, Vice President of Rehabilitation	Date	1/19/2012
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Development Workshop, Inc.

By-Laws

Amended January 23, 2003

BY-LAWS
OF
DEVELOPMENT WORKSHOP, INC

ARTICLE I

OFFICES

The principle office of Development Workshop, Inc. shall be in the city of Idaho Falls, County of Bonneville, State of Idaho.

ARTICLE II

MEMBERSHIP

Application for membership in this corporation shall be made to the officers thereof in writing and filed with the Secretary of the corporation on an application form which shall be approved by the Board of Directors and supplied by the corporation's Secretary, the Board of Directors and supplied by the corporation's secretary. The Board of Directors of the corporation shall pass upon and, by majority vote, accept, or reject the same. Membership privileges shall become effective ten days after the applicant's approval has been rendered by the Board of Directors.

ARTICLE III

MEETINGS OF MEMBERS

Section 1. Annual Meeting

The annual meeting of the members shall be held during the month of October with the actual date determined yearly by the Board of Directors for the purpose of electing directors and for the transaction of such other business as may come before the meeting. A majority of the directors may designate the place they may desire for said meeting.

Section 2. Special Meetings

Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute may be called by the chairman or by a majority of the directors, and shall be called by the chairman at the request of not less than 33 1/3% of all members of the corporation.

Section 3. Place of Meeting

The directors may designate any place as the place of meeting for an annual or special meeting called by the directors. If no designation is made, the place of the meeting shall be at the registered office of the corporation. A waiver of notice signed by all members entitled to vote at a meeting may designate any place as the place for holding such a meeting.

Section 4. Notice of Meeting

Written or printed notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered not less than five days before the date of the meeting, either personally or by mail, by or at the direction of the chairman, or the secretary, or the directors or persons calling the meeting, to each member of record. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the membership books of the corporation with postage thereon prepaid.

Section 5. Voting List

The officer or agent having charge of the membership book of the corporation shall make, at least ten days before each meeting of the members, a complete list of the members.

Section 6. Quorum

At any meeting of the members, 6 or more members of the Board of Directors or membership shall constitute a quorum.

Section 7. Robert's Rules of Order

Robert's Rules of Order shall govern all action taken at meetings of the members except as such rules may be abrogated by the provisions of these by-laws.

Section 8. Voting

Each member entitled to vote in accordance with the terms these by-laws shall be entitled to one vote. Upon the demand of any member, the vote for directors and upon any question before the meeting shall be by ballot. All elections for directors shall be decided by plurality votes; all other questions shall be decided by majority vote except as otherwise provided by the certificate of incorporation or the laws of this state.

Section 9. Order of Business

The order of business at all meetings of the members shall be as follows:

1. Roll Call
2. Proof of Notice of meeting or waiver of notice.
3. Report of Minutes of preceding meeting.
4. Report of Officers
5. Report of Committees
6. Report of Directors
7. Unfinished Business
8. New Business

Section 10. Informal Action by Members

Unless otherwise provided by law, any action required to be taken at a meeting of the members, or any other action which may be taken at a meeting of the members, may be taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

ARTICLE IV

Board of Directors

Section 1. General Powers

The business and affairs of the corporation shall be managed by its Board of Directors. The directors shall in all cases act as a board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the corporation, as they may deem proper, not inconsistent with these by-laws and the laws of the state.

Section 2. Number of Directors

The number of the directors of the corporation shall be no less than seven nor more than twenty-five.

Section 3. Board Rotation

Each director shall be elected for a three-year term and may be elected for an additional three-year term. No director may serve more than two successive three-year terms. After an individual has been off the Board of Directors for at least one year, that individual may be elected for up to two successive three-year terms. The new members of the Board of Directors shall be elected by the Board of Directors at the regular meeting immediately after the annual meeting of the membership.

Section 4. Regular Meetings

A regular meeting of the directors shall be held without other notice than this by-law immediately after, and at the same place, as the annual meeting of the members. The directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

Section 5. Special Meetings

A special meeting of the directors may be called by or at the request of the chairman or any three directors. The person or persons authorized to call special meetings of the directors may fix the place for holding any special meeting of the directors called by them.

Section 6. Notice

Notice of any special meeting shall be given at least five (5) days previous thereto by written notice delivered personally or mailed to each director at his/her registered address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting.

Section 7. Quorum

At any meeting of the Board of Directors, six members shall constitute a quorum for the transaction of business.

Section 8. Manner of Acting

The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the directors.

Section 9. Newly Created Directorships and Vacancies

Newly created directorships resulting from an increase in the number of directors and vacancies occurring because of resignation, death, cause or expiration of a term may be filled by a vote of the majority of the directors then in office, although less than quorum exists. A director elected to fill a vacancy caused by resignation, death removal shall be elected to hold office for the unexpired term of his predecessor which shall not count as a successive three-year term. A director elected as a result of an increase in the number of directors which increase occurs at a time other than at the annual meeting of members, shall be elected for an initial term to expire at the next annual meeting of the members. A term of the director elected as a result in an increase in the number of directors shall not count as a successive three year term.

Section 10. Removal of Directors

Any or all of the directors may be removed for cause by 2/3 vote of the Board of Directors.

Section 11. Resignation

A director may resign at any time by giving written notice to the board, the chairman, or the secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

Section 12. Compensation

No compensation shall be paid to directors, as such, for their services as directors.

Section 13. Presumption of Assent

A Director of the corporation who is present at a meeting of the directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his/her dissent shall be entered in the minutes of the meeting or unless he/she shall file his written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by certified mail to the secretary of the

corporation immediately following the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 14. Executive and other Committees

The board, by resolution, may designate from among its members an executive committee and other committees, each consisting of three or more directors. Each such committee shall serve at the pleasure of the board.

ARTICLE V

OFFICERS

Section 1. Number

The officers of the Board shall be a chairman, vice chairman, and a secretary, each of whom shall be elected by the directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the directors.

Section 2. Election and Term of Office

The officers of the Board shall be elected by the directors annually at the first meeting of the directors held after each annual meeting of the members. Each officer shall hold his/her office until his/her successor shall have been duly elected and shall have qualified or until death or until each shall resign or shall have been removed in the manner hereinafter provided.

Section 3. Removal

Any officer or agent elected or appointed by the directors may be removed by the directors whenever, in their judgement, the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. Vacancies

A vacancy in office because of death, resignation, removal, disqualification, or otherwise, may be filled by the directors for the unexpired portion of the term.

Section 5. Chairman

The chairman shall be the principal executive officer of the corporation and, subject to the control of the directors, shall in general supervise and control all of the business and affairs of the corporation. He/she shall, when present, preside at all meetings of the members and of the directors. He/she may sign, the with secretary or any other proper officer of the corporation thereunto authorized by the directors, any deeds, mortgages, bonds, contracts, or other instruments which the directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the directors or by these by-laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident of the office of chairman and such other duties as may be prescribed by the directors from time to time.

Section 6. Vice-Chairman

In the absence of the chairman or in the event of his/her death, inability or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. The vice-chairman shall perform such other duties as from time to time may be assigned to him/her by the chairman or by the directors.

Section 7. Secretary

The secretary shall keep minutes of the members' and of the directors' meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these by-laws or as may be required by the board of directors, and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chairman or by the directors.

ARTICLE VI

CONTRACTS. LOANS, CHECKS, AND DEPOSITS

Section 1. Contracts

The directors may authorize any officer or officers, agent or agents, to enter into any contact or execute and deliver any instrument in the name of on behalf of the corporation, and such authority may be general or confined to specific instances.

Sections 2. Loans

No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the directors. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall time to time be determined by resolution of the directors.

Section 4. Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or such depositories as the directors may select.

Section 5. Books

The books of the corporation shall be audited at least annually by an independent CPA firm.

ARTICLE VII

WAIVER OF NOTICE

Unless otherwise provided by law, whenever any notice is required to be given to any member or directors of the corporation under the provisions of these by-laws or under the provisions of the articles of incorporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

The by-laws of this corporation may be altered, amended, or new by-laws adopted at any regular meeting or at any special meeting of the Board of Directors thereof, called for that purpose, by the affirmative vote of two-thirds of the members present at such meeting; provided that a quorum as specified in the by-laws is present.

ARTICLE IX

BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its member, Board of Directors, and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records and records of the corporation may be inspected by any member, or his/her agent or attorney for any proper purpose at any reasonable time.

ARTICLE X

FISCAL YEAR

The initial fiscal year of the corporation shall begin on the date of incorporation and expire on June 30 of 1973. Thereafter, the fiscal year of the corporation shall begin on the 1st day of July and end on the 30th day of June in each year.

ARTICLE XI

MEMBERSHIP

It is the objective of this organization to retain an active membership. Members serve at the pleasure and sole discretion of the Board of Directors.

ARTICLE XIII

MISCELLANEOUS

Section 1. Fidelity Bonds

The Board of Directors may require fidelity bonds of other employees of the corporation as it sees fit.

Section 2. Payment of Funds and Activities of the Corporation

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except that legislation which is favorable for the corporation), and the corporation shall not participate in, or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these by-laws, this corporation shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Section 3. Distribution of Assets upon Dissolution of the Corporation

Upon the dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 and any amendments thereto (or the corresponding provision of any future United States Internal Revenue law), as the board of directors shall determine. Any of such assets not so disposed of shall be disposed of by the district Court of the State Judicial District of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Development Workshop, Inc.

Drug Free Workplace Policy

DWI: 6/89
REV: 3/92
REV: 1/00
REV: 2/02
REV: 3/02
REV: 2/08
REV: 5/08
REV: 12/11

DEVELOPMENT WORKSHOP, INC.
GUIDELINES AND PROCEDURE REGARDING ALCOHOL AND DRUGS

POLICY: It is the policy of the corporation to be a Drug Free Workplace. As such, guidelines have been established to assist in achieving this goal.

1. **PURPOSES:** The purposes of these guidelines and policies are as follows:
 - a. To establish and maintain a safe, healthy working environment for all employees.
 - b. To ensure the reputation of the corporation and its employees as good, responsible citizens worthy of the responsibilities, licenses and franchises entrusted to them.
 - c. To reduce the incidence of accidental injury to persons or property.
 - d. To reduce absenteeism, tardiness and indifferent job performance.
 - e. To provide reasonable assistance toward rehabilitation for any employee who seeks the corporation's help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

2. **DEFINITIONS**
 - a. Alcohol or alcoholic beverage – means any alcoholic beverage that may be legally sold and consumed.
 - b. Drug – means any substance (other than alcohol) capable of altering the mood, perception, pain level or judgement of the individual consuming it.
 - c. Prescribed drug – means any substance prescribed for the individual consuming it by a licensed medical practitioner,
 - d. Illegal drug – means any drug or controlled substance, the sale or consumption of which is illegal.
 - e. Under the influence –any verifiable abuse or excess of any prescription or “over the counter” drug, or controlled substance or a blood alcohol content of .04 or more, or any combination thereof, in the blood.
 - f. He or his – also means “she” or “hers” in appropriate context.
 - g. “Reasonable suspicion” implies a belief or opinion based upon facts or circumstances which do not necessarily amount to proof such as two or more of the “Physical and Emotional Signs of Drug or Alcohol Abuse”.
 - h. Employee Assistance Program- Referral by the Vice President or President/CEO to programs that assist individuals who have a problem with alcohol or drugs.

3. DRUG AND ALCOHOL FREE WORKPLACE

- a. No alcoholic beverages or illegal drugs will be brought onto or consumed upon corporate premises.
- b. Being under the influence of alcohol, illegal drugs or misusing prescription drugs while on duty is grounds for treatment or disciplinary action up to and including discharge.
- c. Any employee whose off duty abuse of alcohol results in excessive absenteeism or tardiness, is the cause of accidents or poor work or impairs the employers reputation, customer, parent or referral source reputation will be referred to the Employee Assistance Program for rehabilitation.
- d. Employees are required to notify the employer within 5 calendar days of any arrest, plea of guilty or conviction resulting from the use of alcohol, illegal drugs or the misuse of prescription drugs.
- e. No prescription drug shall be brought upon corporate premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner and shall be used only in the manner, combination and quantity prescribed.
- f. The illegal use of drugs or controlled substances or the possession of illegal drugs off duty is cause for treatment or disciplinary action up to and including discharge.
- g. The illegal sale, trade, manufacture or delivery of drugs is cause for termination and for referral to law enforcement authorities.
- h. Employees working at any DOE facility who are convicted of any drug related violation will receive disciplinary action as outlined in 10 CFR 707 (a)5.
- i. The corporation will provide written notification to our DOE contractor of any employee working at any DOE facility who is convicted of a drug-related violation within 10 calendar days of the conviction.

4. EMPLOYMENT OF PERSONS ADDICTED TO OR DEPENDENT UPON ALCOHOL OR DRUGS.

- a. A person presently using illegal drugs or having a history of alcohol or drug dependency will not knowingly be employed unless there is evidence of rehabilitation satisfactory to the corporation.
- b. Dependent upon the position for which the individual has applied, applicants for employment may be required to take a pre-employment drug/alcohol screening examination (including urinalysis and/or blood test). Applicants whose examination and interviews, combined with general reference and background checks, indicate present alcohol or drug abuse will not be hired.

5. DEPARTMENT OF ENERGY CONTRACTS

- a. Individuals required by contracts with the Department of Energy will comply with all guidelines established by 10 CFR Part 707 of the Federal Code of Regulations at Department of Energy Sites as well as all policies outlined in Development Workshop, Inc.'s Drug and Alcohol Free Workplace Policy.
- b. The use, possession, sale, distribution, or manufacture of illegal drugs is prohibited at sites owned or controlled by DOE.

- c. All applicants for positions within the Testing Designated Positions as outlined in 10 CFR 707 (a)5 will be required to have a favorable drug test prior to final selection. This also applies to current employees who may be moved into TDS.
- d. Any applicant for security clearances who has been determined to have used illegal drugs within twelve months preceding their application for security clearance will be disqualified for further consideration until they can demonstrate no use of illegal drugs for twelve consecutive months.
- e. DOE will receive notification of any positions that are determined to be covered under the testing requirements of DOE.
- f. Individuals who have an L or Q clearance or who are working at the Department of Energy facilities will be included in the DOE random drug testing pool and will be required to complete drug testing based on the direction of the requirements of 10 CFR 707.
- g. Positions to be tested under the 10 CFR 707 regulations will be required to test at Department of Transportation standards.

6. DRUG AND ALCOHOL AWARENESS PROGRAM

In order to inform employees of the dangers of work place alcohol and drug use and to emphasize Development Workshop's commitment and intent to maintain a drug free work place, Development Workshop will establish a drug and alcohol awareness program. Supervisors will receive adequate training to assist them in recognizing signs of drug and alcohol abuse. This training will be provided at the time of employment, annually and at other times deemed necessary or valuable.

The responsibility for coordinating the employee drug free awareness program is vested in the President/CEO. Human Resources will be assigned the specific responsibility to be knowledgeable as to the availability of various rehabilitation, drug counseling, public and private programs that may be of assistance to our employees who desire more information about drug and alcohol matters or have developed an addiction to, dependence upon or problem with alcohol or drugs.

7. SAFETY OF WORK FORCE, WORK RULES; BLOOD AND URINE TESTS

- a. In order to ensure the safety of the work place and the work force, the following work rules will apply to all employees effective upon receipt of the notice of this policy.
 - 1. Each employee, as a condition of continued employment, will be required, upon request of corporate supervisory personnel, to:
 - a. Submit to search of any vehicle brought upon or parked upon corporate premises.
 - b. Submit to search of their persons, any pocket, package, purse, briefcase, toolbox, lunch box, backpack or other container brought upon corporate premises.
 - c. Submit to search of desk, file cabinet, etc.
 - 2. The employee may be present during the search and the search will be conducted in the presence of two or more employees.
 - 3. It shall be the policy of the corporation to utilize appropriate outside public agencies in conducting searches.

4. Each employee, as a condition of employment, will also be required to, upon request of corporate supervisory personnel, submit to tests for determining use of alcohol and/or drugs.
5. Upon hire, each employee will be required to sign the Drug Free Workplace Policy statement certifying that they understand the possession, sale or use of illegal drugs are grounds for termination of employment.

8. REPORTING

- a. Any employee who has reasonable suspicion that another employee has developed an addiction to, dependence upon or problems with alcohol or drugs is encouraged to confidentially bring the employee's name and the reasons why he feels there is reasonable suspicion to the attention of their vice president or the President/CEO. The report may be accomplished by writing in confidence or asking for a personal interview with the President/CEO or the vice president in charge of the program or department where the reporting employee is employed.
SPECIAL NOTE: Any frivolous reports will result in disciplinary action against the person submitting the report. Breaches of confidentiality by the person reporting or receiving the report will result in disciplinary action up to and including discharge.
- b. Each situation reported will be treated as confidential by the President/CEO or vice president receiving the report. Only those persons "needing to know" will be made aware of the report.
- c. The vice president or President/CEO will evaluate the report, along with any other evidence, as part of his investigation to determine whether or not there is reasonable suspicion to require testing.
- d. If there is adequate evidence to have "reasonable suspicion" that there may be a drug or alcohol problem, the individual will be required to submit to a drug or alcohol screening test.
- e. If the employee refuses to submit to testing for the purpose of determining the use of alcohol and/or drugs, such refusal is grounds for discharge.
- f. If the employee agrees to submit to testing and the results are negative, no further action will be required. The employee will be informed of the results of the test and thanked for his cooperation in keeping DWI a drug free work place.
- g. If the employee's tests are positive with blood alcohol content of .04 or greater or if the test reveals any detectable level of illegal drugs, or controlled substance or any combination thereof, in the employee's system, they will be referred to the Employee Assistance Program.

9. EMPLOYEE ASSISTANCE PROGRAM

- a. Any employee who feels they have developed an addiction to, dependence upon or problems with alcohol or drugs is encouraged to seek assistance. Assistance may be sought by writing in confidence or asking for a personal appointment with the President/CEO or Vice President in charge of the program or department where the employee is employed.
- b. Each request for assistance will be treated as confidential by the President/CEO or Vice President receiving it and only those persons "needing to know" will be made aware of such request.

NOTE. This policy becomes obsolete upon printing. Current policies are found in the corporate internal web site – [http //companyweb](http://companyweb)

- c. The President/CEO will be responsible for referring employees needing assistance to an appropriate treatment organization.
- d. Rehabilitation itself is the responsibility of the employee. Any employee needing medical attention for alcoholism or drug addiction will be entitled to benefits under the cooperation of the corporation's existing group medical insurance plan on the same basis and with the same restrictions and limits as for other illnesses.
- e. For employees enrolled in a formal treatment program, the corporation will grant leave as outlined in the Employee Handbook. To be eligible, the employee must meet the corporate criteria for any of the available leaves including APL, FMLA or leave of absence as outlined in the Employee Handbook, must maintain at least weekly contact with the Vice President to whom they report; and must provide certification that they are continuously enrolled in a treatment program and actively participating in that program.
- f. Upon successful completion of treatment and depending on corporate need, the employee will be returned to active status within the corporation without reduction of pay or seniority.

10. REJECTION OF TREATMENT – FAILURE OF REHABILITATION

Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged will be immediately terminated. No employee will be eligible for the Employee Assistance Program more than one time. The recurrence of an alcohol or drug problem may be cause for termination.

11. TESTING

- a. It will be the policy of Development Workshop to conduct testing under the following circumstances:
 - a. Upon the recommendation of the supervisor and Vice President or President/CEO based on reasonable suspicion.
 - b. Post-accident testing, in the event of a vehicle accident
 - c. Post-accident testing for accidents other than vehicular will be conducted at the discretion of the supervisor and Vice President or President/CEO.
 - d. When required by the terms of a work contract.
- b. Urine and/or blood testing will be conducted by an outside medical laboratory.
- c. A breath test to determine blood alcohol content may be conducted by a staff member.
- d. The employee may choose to have the testing laboratory forward the sample to another laboratory of their choice for re-evaluation in the event of a positive test. The cost for re-testing of the sample will be the responsibility of the employee.
- e. The test results remain the property of Development Workshop. However, it will be the policy of the corporation to notify the employee of the results of the test.
- f. Positions to be tested under the 10 CFR 707 will be tested at the Department of Transportation standards. Other individuals will undergo a Quick Urinalysis. If the test is positive, further testing may be determined appropriate.
- g. Individuals required to take a test will be escorted to the drug testing site by the President/CEO, Vice President, or Human Resources.

NOTE. This policy becomes obsolete upon printing. Current policies are found in the corporate internal web site – [http //companyweb](http://companyweb)

- h. Refusal to submit to drug or alcohol testing will be grounds for discharge.

PROCEDURE FOR OBTAINING TEST RESULTS

If an individual is escorted to a drug test facility, the results of the test will be obtained by the escort and brought back to Development Workshop for filing. If the results are not immediately available, the medical lab can mail the test results to corporate headquarters or contact the VP, President/CEO or Human Resources when the tests are available and the results will be picked up in person.

12. EFFECTIVE DATE – NOTICE TO EMPLOYEES – STATE LAWS

The policies set forth in this Policy Guide are effective immediately upon notice to employees. Each employee will be furnished a copy of this policy and will sign a receipt for same. Newly hired employees will each be furnished with a copy before hiring and will also sign a receipt indicating they have received a copy of the policy.

13. CONFIDENTIALITY

The results of all polygraph examinations, physical examinations and blood and urine tests will be treated as confidential and distribution limited to those who have a “need to know”.

- a. Negative tests will have the name redacted and kept in a separate drug testing file and not in the employee’s personnel file.
- b. Positive tests will be maintained in a separate individual file and not in the employee’s personnel file.

Board of Directors Information

Contact Information

Meeting Calendar

DEVELOPMENT WORKSHOP, INC.
BOARD OF DIRECTORS (Rev. 01/03/2012)

EXECUTIVE COMMITTEE
GERALD W. SEARLE, IMMEDIATE PAST CHAIR
TERRY BROOKS, CHAIR
BRENDA PASSMORE, VICE CHAIR
BRET ACOR, SECRETARY

MAYOR JARED FUHRIMAN - EXTERNAL ACTIVITIES
308 CONSTITUTION WAY
P.O. Box 50220, 83405-0220, CITY OF IDAHO FALLS
IDAHO FALLS, ID 83402
BUS: 612-8235 FAX: 612-8560
E-MAIL: jfuhriman@ci.idaho-falls.id.us
rmtaylor@ci.idaho-falls.id.us

SHEILA OLSEN - EXTERNAL ACTIVITIES
1367 HOMER, IDAHO FALLS, ID 83404
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MACK SHIRLEY – EXTERNAL ACTIVITIES
1045 N. 5TH W, REXBURG, ID 83440
IDAHO LEGISLATOR
HOME: 356-3831
E-MAIL: mshirley@house.idaho.gov

SHIRLEY PROXY – EVAN TIBBITTS
700 S. WOODRUFF, IF 83401
REALTOR
HOME: 624-7937 BUS: 535-0350
E-MAIL: etibbs@fretel.com CELL: 709-0608

JACK BARRACLOUGH – EXTERNAL ACTIVITIES
3018 WESTMORELAND CIRCLE, IDAHO FALLS 83402
LEGISLATOR-STATE OF IDAHO
HOME: 523-4463
E-MAIL: barracloughjt@cs.com

KAREN LEDBETTER – EXTERNAL ACTIVITIES
2164 BROOKCLIFF DR., IF 83402
RES: 520-8385 WORK 528-7692 EXT. 1874
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GERALD SEARLE, FISCAL
229 W. 97 S., IDAHO FALLS, ID 83404
ACCOUNTANT
HOME: 523-5761 BUS: 524-3880
E-MAIL: gsearle@searlehart.com

BRET ACOR – FISCAL
333 NORTHGATE MILE, IDAHO FALLS, ID 83401
POST REGISTER
BUS: 542-6734
E-MAIL: bacor@postregister.com

BRYAN LARSON – FISCAL
1121 COUNTRY ROAD
IDAHO FALLS, ID 83402
ACCOUNTANT
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E-MAIL: larson1121@q.com

BOB COPE - FISCAL
1610 MAIN ST., SALMON, ID 83467
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DANA HEWIT – PERSONNEL & PROGRAMS
3780 NATHAN DR., IDAHO FALLS, ID 83404
BEA/INL
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DAVE RADFORD - PERSONNEL & PROGRAMS
605 N. CAPITAL, IDAHO FALLS, ID 83402
COUNTY COMMISSIONER
BUS: 529-1350, EXT. 1360 CELL: 589-1295
E-MAIL: dradford@co.bonneville.id.us
commsec@co.bonneville.id.us

KEVIN E. SWEARINGEN - PERSONNEL & PROGRAMS
845 N. 900 E., SHELLEY, ID 83274
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PERSON WITH DISABILITY
E-MAIL: kevinswearingen25@hotmail.com

TERRY BROOKS, CHAIR - PERSONNEL & PROGRAMS
1140 E. 1300 N., SHELLEY, ID 83274
Work: 526-2915 HOME: 357-2468 CELL: 313-0500
E-MAIL: Terry.brooks@inl.gov

BRENDA PASSMORE, VI CE CHAIR - PERSONNEL &
PROGRAMS
4554 S. 35 W., IDAHO FALLS, ID 83401
PARENT/TEACHER
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E-MAIL: bmore7@msn.com

TERRI HILL – PERSONNEL & PROGRAMS
950 PIER VIEW DRIVE, SUITE B, IF 83402
HUMAN RESOURCES
PHONE: 542-5024 CELL: 313-0538
E-MAIL: terri.hill@bbsihq.com

Board of Directors committee meetings are as follows:

- External Activities Committee on Monday the week prior to the fourth Thursday at 2:30 p.m.
- Personnel and Programs Committee on Wednesday the week prior to the fourth Thursday at 2:30 pm
- Fiscal Committee on the fourth Thursday at 11:00 am
- Board of Directors on the fourth Thursday at 12:00 pm
- August is our summer Board vacation and no meetings are planned.

*If a board or committee meeting falls on a holiday, advance notice of the rescheduled meeting will be given.

External Activities - DWI CONFERENCE ROOM 25 TH ST.	Personnel & Program - - DWI CONFERENCE ROOM 25 TH ST.	Fiscal Committee and Board of Directors meeting dates GRIFFITH BLDG. LESLIE AVENUE
Monday, January 16, 2012	Wednesday, January 18, 2012	Thursday, January 26, 2012
Monday, February 13, 2012	Wednesday, February 15, 2012	Thursday, February 23, 2012
Monday, March 12, 2012	Wednesday, March 14, 2012	Thursday, March 22, 2012
Monday, April 16, 2012	Wednesday, April 18, 2012	Thursday, April 26, 2012
Monday, May 14, 2012	Wednesday, May 16, 2012	Thursday, May 24, 2012
Monday, June 18, 2012	Wednesday, June 20, 2012	Thursday, June 28, 2012
Monday, July 16, 2012	Wednesday, July 18, 2012	Thursday, July 26, 2012
No meeting	No meeting	August- no meeting
Monday, September 17, 2012	Wednesday, September 19, 2012	Thursday, September 27, 2012
No meeting	No meeting	Thursday, October 25, 2012 (no Fiscal mtg.)
Monday, November 12, 2012	Wednesday, November 14, 2012	Thursday, November 29, 2012
Monday, December 17, 2012	Wednesday, December 19, 2012	Thursday, December 20, 2012

Development Workshop, Inc.

Vehicle Replacement Plan

DWI VEHICLE REVIEW AND REPLACEMENT PLAN

HISTORY

Development Workshop maintains a fleet of sedans, van and trucks to meet the day to day operations of the Corporation. This includes all outreach locations i.e. Upper Valley Industries, Salmon River Industries and Development Workshop, Inc. office in Blackfoot.

The vehicles are related to specific departmental needs, such as trucks for production needs, vans and sedans for the community and facility based services offered through the rehabilitation department and vans for community janitorial contracts. Historically, vehicles have been purchased, donated or acquired from grants to meet our fleet and program requirements.

ANNUAL EVALUATION

Development Workshop completes an annual review of each vehicle in its vehicle fleet. Throughout the year data is logged and used during the annual reviewed to determine vehicle needs for the coming year. Data collected includes:

1. Age of vehicle
2. Maintenance cost for each year
3. Gasoline cost for each year
4. Miles driven annually
5. Odometer mileage
6. Condition of vehicle
7. Insurance cost
8. Cost for miles driven

At the annual review of all the information gathered is reviewed and decisions are made by the management team to determine if the vehicle is still meeting our department utilization requirements, and if the cost to continue use is feasible. The annual goal is to have fleet that is safe and reliable. If the decision is made that the vehicle needs to be replaced, a plan is developed to make that replacement based on department needs and budget restraints.

During the course of the year, if a vehicle requires repairs beyond general maintenance the above data points are reviewed by management and decision made to complete the repairs or seek a replacement.

DWI recognizes that the current fleet of vehicles does not meet the demand. This is most evident in community employment services where half of the employees are using corporate vehicles and the other half are being compensated for use of their personal vehicle. DWI is working to reduce the dependency on use of personal vehicles. This is dependent on available corporate resources, grant opportunities and funding options that can be secured.

IRS Letter of Determination

501(c) 3

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

▷ DEVELOPMENT WORKSHOP, INC
555 WEST 25TH STREET
IDAHO FALLS, ID 83402-4527

Person to Contact: L. Barragan

Telephone Number: (213)894-2336

Refer Reply to: EO(0425)96

Date: MAY 30, 1996

EIN: 82-0303456

Dear Taxpayer:

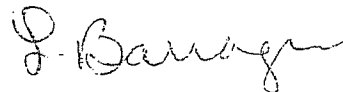
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in JANUARY 1974 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in JANUARY 1974 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Disclosure Assistant