

**ANNUAL CERTIFICATION – QUALIFIED NONPROFIT AGENCY
SERVING PEOPLE WHO ARE SEVERELY DISABLED**

APPROVED OMB NO. 3037-0002

EXPIRES: 08/31/2015

TO: THE COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

1824

1. NAME OF AGENCY: Trace, Inc.

2. ADDRESS: P.O. Box 140309

Garden City, ID 83714-0309

3. PHONE:
(208) 939-4390

4. FISCAL YEAR ENDING:
9/30/2012

5. WE CERTIFY THAT:

- A. Data in items 6A and 7A are the direct labor hours paid to employees of the agency who are blind or have other severe disabilities as defined in 41 CFR 51-1.3 of the Committee regulations. Data in items 6B and 7B are the direct labor of people who do not meet the Committee's definition of blind or otherwise severely disabled. Both sets of hours include vacation, holiday and paid sick leave. Any direct labor performed by temporary employees or agencies is included. (If direct labor hours were performed at addresses other than that in item 2, list all additional location(s) on a separate page.)
- B. There is a file containing adequate evidence of disability and an annual review for competitive employability on each direct labor employee who is blind or has other severe disabilities, including both AbilityOne and non-AbilityOne, verifying that the individual meets the Committee's criteria per 41 CFR 51-4.3. (If any of these files are located at an address(es) other than that in item 2, list additional location(s) on a separate page.)
- C. An ongoing placement program as required by 41 CFR 51-4.3 is operated by or for the agency.
- D. The agency is in compliance with applicable Occupational Safety and Health Act (OSHA) standards as prescribed by the Secretary of Labor. The agency has, at a minimum, a hazard safety plan. (If the agency was inspected and citations were received, attached the inspector's report.)
- E. Have there been any changes to your corporate Articles/State Statutes or Bylaws/Implementing Regs. During the most recent fiscal year? Yes No X. If yes, 1) Dates(s) of change: Articles/State Statutes ___ Bylaws/Implementing Regs. ___; and 2) Copies of changes are attached ___ OR changes were submitted to the Committee on ___.
- F. The data on the reverse side reflect agency operations for the fiscal year indicated in item 4.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION BY REPRESENTATIVES OF THE AGENCY IDENTIFIED IN ITEM 1 ABOVE MAY RENDER THEM SUBJECT TO PROSECUTION UNDER TITLE 18 USC 1001. IN ADDITION, PROVIDING FALSE INFORMATION TO THE COMMITTEE VIA THIS FORM COULD JEOPARDIZE THE CONTINUED QUALIFIED STATUS OF THE NONPROFIT AGENCY IN THE ABILITYONE PROGRAM.

SIGNATURE – OFFICER OF BOARD	DATE	SIGNATURE – AGENCY EXECUTIVE	DATE
(SIGN) <i>Steven M. Brandvold</i>	10/19/12	(SIGN) <i>Cheryl L. Harris</i>	10-18-12
NAME: (PRINT) STEVEN M. BRANDVOLD		NAME: (PRINT) CHERYL L. HARRIS	
TITLE: (PRINT) Board Member		TITLE: (PRINT) President	
		EMAIL ADDRESS: CHERYL.H@TRACE.CC	

NISH REVIEW

SIGNATURE – NISH OFFICER	DATE
(SIGN) <i>Elizabeth Goodman</i>	12/10/12
NAME: (PRINT) Elizabeth Goodman	

TITLE: (PRINT) Chief Finance Officer

ANNUAL AGENCY OPERATIONS
Fiscal Year Ending September 30, 2012

0765

6. INCLUDE IN THIS SECTION DATA FOR TOTAL AGENCY

	HOURS	PERCENT
A. Direct labor hours paid to people with severe disabilities	160,873	86.69%
B. Direct labor hours paid to people without severe disabilities	24,699.28	13.31%
C. Total direct labor hours (A + B)	185,572.26	100%
	<u>Blind</u>	<u>Total</u>
D. Total number of severely disabled direct labor employees (Regardless of hours worked)	1	124
E. Total Number of Veterans included in item 6D	0	0

7. INCLUDE IN THIS SECTION DATA FOR WORK PERFORMED UNDER JAVITS-WAGNER-O'DAY (JWOD) ACT ONLY

	PRODUCTS	SERVICES	TOTAL
A. Direct labor hours paid to people with severe disabilities	82,303.47	0	82,303.47
B. Direct labor hours paid to people without severe disabilities	23,215.26	0	23,215.26
C. Total direct labor hours (A + B)	105,518.73	0	105,518.73
D. Percent of direct labor by people with severe disabilities (A/C)	78%	0%	78%
E. Number of people who are blind working in:	0	0	0
F. Total number of people with severe disabilities: (Regardless of hours worked and including those in 7E)	61	0	61
G. AbilityOne direct labor wages paid to people with severe disabilities: (Include Health and Welfare [cash payments only], vacation, holiday and sick leave pay)	\$292,506.76	\$0.00	\$292,506.76
H. Total number of Veterans included in item 7F	0	0	0
I. AbilityOne direct labor wages paid to the Veterans in item 7H	\$0.00	\$0.00	\$0.00

8. INCLUDE IN THIS SECTION INFORMATION ON AGENCY AND ABILITYONE PLACEMENT AND PROMOTION OF PEOPLE WITH SEVERE DISABILITIES

	AbilityOne	NON-AbilityOne	DIRECT PLACEMENT	TOTAL
A. Placed into competitive employment from	0	0	6	6
B. Placed into supported employment from	2	1	11	14
C. Promoted into a new job, other than supervisory or management positions, that included increased wages and/or benefits, not cost of living raises or productivity increases	1	0		1
D. Promoted into a new job requiring supervisory, management or technical skills, that included increased wages and/or benefits, not cost of living raises or productivity increases	0	0		0

9. AGENCY AND JWOD SALES DATA

A. Sales of Procurement List Items	
1. Military Re-sale (Direct)	\$0.00
2. Sales from AbilityOne Products	\$2,052,962.05
3. Sales from AbilityOne Services	\$0.00
4. Total AbilityOne Sales	\$2,052,962.05
B. Base Supply Centers	\$0.00
C. Other Federal Sales	\$25,415.04
D. Other Sales and Subcontracting (Includes State Use Sales)	\$153,085.25
E. Total Agency Sales	\$2,231,462.34