Susan Harwood Training Grant Program

Targeted Topic Training Grants
Mission

To educate and train at-risk workers and employers in small businesses on the recognition, avoidance, abatement, and prevention of occupational safety and health hazards in their workplaces.
Susan Harwood Training Grant Program

Program Overview

- Provide funding to nonprofit organizations and State or local government supported institutions of higher education to provide safety and health training to workers and/or employers covered by the OSH Act.

- OSHA-approved training materials may be developed using grant funds, revised from previous grantees, or acquired.
The program is intended for non-profit organizations so they are able to providing training and education to workers and employers on:

- Identifying and preventing occupational safety and health hazards in high hazard industries in small businesses with 250 or fewer employees

- Workplace hazards identified in the DOL Strategic Plan, OSHA special emphasis program, or other OSHA priorities ([https://www.osha.gov/]())

- New OSHA standards

Training must include information about worker rights, employer responsibilities, and the whistleblower protection program.
Eligible Applicants

Only non-profit organizations are eligible for this program

- State or local government-supported institutions of higher education
- Community-based and faith-based organizations
- Qualifying labor unions
- Employer associations that are not an agency of a state or local government
- Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, and Native Hawaiian organizations
Ineligible Applicants

Ineligible applicants are:

- 501(c)(4) nonprofit organizations
- Individuals
- For profit organizations
- Harwood grantees with more than a 90-day time extension to their current grant
Target Training Audiences

The program targets audiences who are workers and employers in:

- High-hazard industries
- Industries with high fatality rates
- Small new businesses (employing fewer than 250 employees)
- Workplaces with limited access to occupational safety and health training, e.g., young workers (ages 16-24), temporary, minority, low literacy, limited-English speaking, or other hard-to-reach workers

Eligible audiences must work in businesses covered by the OSH Act.
Targeted Training Topics

- OSHA provides a list of targeted training topics in the Funding Opportunity Announcement (FOA)
- Applicants must propose training on one of the OSHA-selected topics
  - Selecting more than one topic will make the application non-compliant and ineligible for consideration
- Training must focus on an occupational safety and health topic
Training

- Training must address federal OSHA requirements and address the recognition, abatement, and prevention of occupational safety and health hazard in the workplace.
- Training sessions should include a brief overview of OSHA Whistleblower Protection Programs provisions, complaint procedures, and employee rights and employer responsibilities. [https://www.whistleblowers.gov/](https://www.whistleblowers.gov/)
Training Sessions

- Applicants must estimate the number of trainees and contact hours for the grant period
- Training must reach workers and employers from multiple small businesses
- Trainees must evaluate the training and trainer
- Grantee must conduct trainee assessments that evaluate the effectiveness of the training
Cost to Train

- Grant funds are awarded to organizations for training workers and employers
- The cost per trainee and trainee contact hours are limited
  - Cost per trainee < $500
  - Cost per training contact hour < $125

\[
\text{Total Grant cost (federal and non-federal)}
\]
\[
\text{Total projected number to be trained}
\]
\[
\text{Total Grant cost (federal and non-federal)}
\]
\[
\text{Total project number of contact hours (all training)}
\]
### Trainees and Contact Hours

**Example of Total Number Trained and Contact Hour Projections by quarter**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Performance Period</th>
<th>Projected number of Trainees</th>
<th>Projected Contact Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>October 1 to December 31</td>
<td>13</td>
<td>78</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>January 1 to March 31</td>
<td>104</td>
<td>624</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>April 1 to June 30</td>
<td>104</td>
<td>624</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>July 1 to September 30</td>
<td>104</td>
<td>624</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>325</strong></td>
<td><strong>1950</strong></td>
</tr>
</tbody>
</table>

**Total funding (federal and non-federal)**

- $152,701
- $152,701

**Costs per Trainee/Contact Hour**

- $470
- $78
Components of the Application (Forms, Assurances & Certifications)

Complete these documents in Grants.gov

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information - Non-Construction Programs
- SF-424B, Assurances - Non-Construction Programs
- Project/Performance Site Location(s) Form
- Grants.gov Lobbying Form
- SF-LLL (if needed)
Program Documents

- Application Summary
- Program Abstract
- Technical Proposal
- Organizational Chart
- Resumes
- Other Attachments
Program Document Details

Application Summary/Program Abstract/Technical Proposal

Application Summary
- An outline summarizing specific facts about the application

Program Abstract
- A brief narrative stating the applicant’s plans for grant activities

Technical Proposal
- Detailed narrative describing the proposed training program
Technical Proposal

Guidance for developing the technical proposal is provided in the funding opportunity announcement. The applicants proposed grant activities and anticipated outcomes must cover the 12-month performance period.

The work plan in the technical proposal must include information about:

- Organizational and staff experience
- Recruiting plan
- Training materials and training sessions
- Training evaluations and assessments
- Meetings, reporting, and documentation
Financial* Documents

- Detailed Project Budget and Narrative
- Non-Federal Resource Contribution
- Indirect Cost Allocation (if applicable) or 10% de minimis calculations
- Evidence of Non-Profit Status

*View the “Proposed Grant Budget” document for more financial information
Grant Submission Reminders

Grants.gov is the portal for all grant applications

- Submit your application as early as possible.
  - If you are new to using Grants.gov
    - Register early with Grants.gov
    - Ensure your Dun & Bradstreet D-U-N-S number is correct
    - Verify that your System for Award Management (SAM) registration is active
  - If you previously used Grants.gov
    - Review and update your Grants.gov
    - Verify that your SAM registration is active
Application Deadline

- Applications are due no later than the date and time specified in the funding opportunity announcement instructions.
- Grants.gov will not accept applications submitted after 11:59 pm Eastern Time on the day applications are due.
- Official record of receipt is the Grants.gov date/time stamp.
- Late applications will not be accepted by Grants.gov.
Viable Applications

Applications must meet the following requirements:

- Submitted at Grants.gov
- Submitted before the application deadline
- Validated by Grants.gov
- Submitted under the correct FOA
- Submitted with all the required forms and documents
- Submitted by eligible nonprofit organizations
- Submitted with a valid and readable proof of current nonprofit status (institutions of higher education are exempt)
- Proposed training on one of the OSHA-identified topics listed in the FOA
- Met the program requirements as outlined in the FOA

Non-viable applications are not reviewed
Reminders!

- Verify that your SAM record is active
- Read the entire funding opportunity announcement instructions
- Select only one topic from the list of targeted topics identified in the FOA
- Use the checklist in the FOA to submit a complete application
- Don’t wait until the deadline; submit the application early
Questions?

Send questions about the funding opportunity to HarwoodGrants@dol.gov

Send questions about using Grants.gov to support@grants.gov or call 1-800-518-4726

Grants.gov has a 24-hour self-help portal at that may answers your questions https://grants-portal.psc.gov/
System for Awards Management

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account
Start by creating a SAM user account.

Register Entity
After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records
Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

https://www.sam.gov/
Grants.gov Website

https://www.grants.gov/
Harwood Website

https://www.osha.gov/dte/sharward/