

# **Susan Harwood Training Grant Program Slide Presentation**

## **Application Process**



# Agenda

- Program Eligibility
- Application Requirements
- Public Transparency of the Application
- Non-viable Applications
- Application Review Process
- Submittal Deadline
- Additional Resources

# Eligibility

## ■ Eligible Applicants

- Nonprofit organizations
- State or local government supported institutions of higher education

## ■ Not Eligible

- Agencies of state or local government
- 501(c)(4) organizations engaging in lobbying activities

# Eligibility (cont.)

- **Must provide proof of non-profit status**
  - IRS 501(c)(3) Letter
  - Statement from State certifying:
    - Organization is a non-profit; and
    - No earnings benefit shareholders or individuals
  - Certificate of Incorporation establishing non-profit status
- **Tribal organizations** can submit equivalent documentation
- **Is not required for state or local government supported institutions of higher education**

# Components of the Application

- Grants.gov SF-424 family documents, Assurances and Certifications
- Application Summary
- Program Abstract
- Technical Proposal
- Organizational Chart
- Budget Supporting Documents
- Other Attachments
  - Proof of Non-profit Status
  - Indirect Cost Agreement
  - Other



# Application Summary

- Provides contact information
  - Project Director
  - Authorized Certifying Representative
  - Financial Representative
- Includes
  - Funding amount requested
  - Proposed grant category
  - Proposed training topic(s)
  - Targeted training audience(s)
  - Affiliations
  - Congressional districts impacted

Limit to a two-page, double-spaced Word document with 12-point font, and one-inch margins



# Program Abstract

Will be posted as-is on DOL's Website

- Overview of the Planned Program and includes
  - Applicant's Organizational name
  - Grant Category
  - Target Training Audience
  - Proposed Training Topic(s)
  - key grant activities
  - geographical areas that will be impacted by the training

Limit to a one-page double-spaced Word document using 12-point font and one-inch margins



# Technical Proposal

- May not exceed 20 pages
- Must be a double-spaced Word document using 12-point font and one-inch margins
- Includes
  - Problem Statement
  - Administrative and Program Capabilities
  - Staff Experience
  - Work Plan
- Awarded grant's redacted version of the technical proposal will be posted on the Department of Labor's website



# Technical Proposal

## Problem Statement/Need for Funds

- **Grant Category** – Developmental or Pilot
- **Target Population** – Location and training barriers
  - Must be covered by the OSH Act
- **Training Topic** – for this application  
(Capacity Building Only must list the proposed topic(s) for each follow-on years)
- **Organizational Capacity Needs** (Capacity Building only)
- **Training and Educational Materials** – list materials to be developed or obtained



# Technical Proposal

## Administrative and Program Capabilities

- Organization Experience with target audience
- Occupational Safety and Health Experience
- Grant Experience
- Distribution Network (relationship with target audience)
- Needs Assessment Experience – Describe process (Capacity Building only)
- Program Training Experience of the Organization
- Experience in Evaluation of Training Activities
- Financial Management and Internal Control Systems
- Organizational Chart – Staff and position as related to the grant



# Technical Proposal

## Staff Experience

- Occupational Safety and Health Experience
  - Provide the Resumes of professional staff or
  - Position descriptions/hiring qualifications for filling vacant positions
- Training Experience
  - with adult learners and the targeted audience
- Contractor Staff Experience



# Technical Proposal Work Plan Overview

- Summarize the planned grant activities
  - Describe what will be done
  - When will it be complete
  - The outcome of the activities



# Technical Proposal

## Work Plan

- Detail the Work to be completed each quarter
  - Needs assessments (Capacity Building only)
  - Training Material
  - Recruitment Plans
  - Training Events
  - Projected workers trained
  - Training contact hours
  - Training Evaluations
  - Reporting

# Technical Proposal

## Work Plan

### (cont.)

- Include details on the development/acquisition/revision of training and education materials
  - Identify the required training content
  - Proposed training in non-English Languages
  - OSHA Review and approval of training materials
  - Submission of final materials
  - Acknowledgment of DOL Funding
  - OSHA disclaimer



# Technical Proposal

## Training for Workers and Employers

### Discuss

- Training Topic(s)
- Number of trainees
  - How were these numbers determined
- Number of contact hours per trainee
- Training location (classroom, worksite)
- Geographic location (city, county, state, multiple states)



# Technical Proposal

## Describe Activities by Federal Quarters

When are the Federal Quarters?

Federal Quarter	Time Span
Quarter 1	October 1 to December 31
Quarter 2	January 1 to March 31
Quarter 3	April 1 to June 30
Quarter 4	July 1 to September 30

# Technical Proposal

## Quarterly Training Projections

Example of Total Number Trained and Contact Hour Projections by quarter

Federal Quarter	Activity Period	Projected Number Trainees	Projected Contact Hours
Quarter 1	October 1 to December 31	10	80
Quarter 2	January 1 to March 31	260	850
Quarter 3	April 1 to June 30	360	1250
Quarter 4	July 1 to September 30	210	650
	<b>Totals</b>	840	2830



# Technical Proposal

## Calculating Contact Hours

Example of Total Number Trained and Contact Hour Projections by type of training

Audience	Type of Training	Length of training (contact hours)	Projected Number Trained	Total Contact hours per training *
Temporary Worker	Worker	4	500	2,000
Hard-to-Reach Worker Limited English Proficiency/Low-Literacy	Worker	2	300	600
Small Business	Employer	5	30	150
Hard-to-Reach Worker Limited English Proficiency/Low-Literacy	Train-the Trainer	8	10	80
<b>Total</b>			<b>840</b>	<b>2,830</b>

\*Total contact hours per training = (length of training x projected number trained)



# Technical Proposal

## Cost per Trainee and training hour

- Cost per trainee < \$500\*

Total Grant cost (federal and non-federal)  
Total projected number to be trained

- Cost per training contact hour < \$125\*

Total Grant cost (federal and non-federal)  
Total project number of contact hours (all training)

\*This requirement does not apply to Capacity Building Pilot grants.



# Technical Proposal Training Materials

## Describe

- What new materials will be developed
- What training materials will be acquired
- What materials will be revised
- Identify what required content must be included
- Acknowledge OSHA review of materials
- Identify if translated to languages other than English
- Acknowledgment of DOL funding (Disclaimer)



# Technical Proposal

## Training Materials Review and Submission

- **OSHA review/approval prior to training**
  - Includes all materials such as promotional flyers and advertising
  - Allow 2-3 weeks for OSHA review of materials
- **Submittal and posting of final materials**
  - Two electronic and two hard-copies
  - Appendix B outlines formatting requirements



# Technical Proposal

## Recruiting Plan

- Include what methods will be used to recruit workers from the target audience for the proposed training
- Describe past successes in reaching the target audience as well as any plans to work with other organizations during the recruiting efforts

Remember, all materials developed for recruiting must be reviewed and approved by OSHA



# Technical Proposal

## Required Information on Training

- Training contact hours
- Eligible trainees
- Training class size
- Training for workers and employers
- Train-the-Trainer
- Training projections
- Constitution Day training\*

\* Institutions of Higher Education only



# Technical Proposal

## Required Training Evaluations

- **Level 1 Evaluation** (required for all training)
  - Measures participant reaction to training
  - Includes perceptions of quality and usefulness of training
  - May evaluate the trainer and learning environment
- **Level 2 Evaluation** (required for all training)
  - Measures skills, knowledge, attitude that trainee learned as result of training
  - May be accomplished with pre- and post-tests



# Technical Proposal

## Training Evaluations

(cont.)

- **Level 3 Evaluation** (Capacity Building Developmental only)
  - Conducted 3-6 months after training
  - Gauges impact of training on workers' activities in the workplace
    - Changes to the worker's safety attitude
    - Increase in involvement in workplace safety
    - Identifies and reports hazards or near misses
    - Influences on co-workers and supervisors to be safer

# Other Requirements

## Meetings

- **Mandatory Orientation Meeting**
  - Include travel costs for a program and financial person to attend (considered an Administrative Expense)
- **Trainer/Grantee Exchange**
  - Include travel costs for project director and trainer

## Reporting

- **Quarterly reports**
  - Program and financial reports due 30 days after the end of the quarter
- **Close-out report/Final Training Materials**
  - Due 90 days after the end of the grant period
- **Other documentation as requested**



# Application - Other Attachments

Maximum of 20 pages

- May include
  - Resumes of key personnel
  - Information on prior government grants
  - Summaries of other relevant organizational experience
  - Signed letters of commitment



# Forms, Assurances, & Certifications

## Completed in Grants.gov

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF 424A)
- Assurances for Non-Construction Programs (SF-424B)
- Combined Assurances (ED-80-0013)
- Project/Performance Site Location
- SF-LLL Disclosure of Lobbying Activities



# Transparency of Grant Documents

## More information about transparency in the Government

- **Publicly Accessible Information**
  - <http://www.dol.gov/dol/grants/>
  - Program Abstract – All viable applicants
  - Technical Proposal – Awarded applicants
- **Freedom of Information Act (FOIA)**
  - Title 29 CFR Part 70, Subpart B
  - Written request



# What is a Non-Viable Application?

- Not submitted electronically through Grants.gov
- Date/time stamp indicates application submission after due date and time
- Fails checks and validations in Grants.gov
- Does not contain all required forms and documents
- Does not contain proof of non-profit status
- Proposes training that does not align with the OSHA selected topics (Targeted Topic only)



# Application Review Process

- **Panel Reviews** conducted by National Office and Regional Office personnel
- **Analysis of all components of the application**
  - Program development
  - Financial details
  - Technical knowledge
  - Other factors include geographic, topic, and target audience coverage
- **Final Decision** made by the Assistant Secretary



# Follow the Application Checklist

## Forms, Assurances & Certifications Completed in Grants.gov

- ✓ SF-424
- ✓ SF-424A
- ✓ SF-424B
- ✓ Combined Assurance Form
- ✓ Project/Performance Site Location Form
- ✓ SF-LLL



# Application Checklist (cont.)

## Include Program Requirement Documents

- ✓ Application Summary
- ✓ Application Abstract
- ✓ Technical Proposal
- ✓ Organizational Chart
- ✓ Other Attachments

# **Application Checklist (cont.)**

## **Sufficiently Addressed the Financial Requirements**

- ✓ Detailed Project Budget
- ✓ Indirect Cost Allocation
- ✓ Evidence of Non-Profit Status
- ✓ Non-Federal Resource Contribution

# Important Reminders!

- **Carefully review the entire FOA**
- **Use the application checklist in the Announcement to ensure that you submit a complete application**
  - Address all required elements
  - Complete all forms
  - Provide all requested documents
- **Submit your application prior to the deadline to time to submit a corrected application if needed**
- **Watch for two confirmation email from Grants.gov**
  1. Acknowledgement of application submission
  2. Statement indicating “Received by Agency” or “Rejected with Errors”



# **Submittal Deadline**

## **Targeted Topic and Capacity Building Grants**

Must be submitted in Grants.gov by

**11:59 pm Eastern Time**

on

**June 28, 2016**

**Only Electronic Applications submitted in Grants.gov  
will be considered**



# Additional Information

Send questions about the funding opportunities to:

[HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov)

Send questions about using Grants.gov to:

[support@grants.gov](mailto:support@grants.gov) or

phone: 1-800-518-4726



# Additional Resources

UNITED STATES DEPARTMENT OF LABOR

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OSHA

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### OSHA Announces



**Grant Solicitation NOW OPEN**

**\$3.5 Million Available for Grants**

## Susan Harwood Training Grant Program

The Susan Harwood Training Grant Program awards grants to nonprofit organizations on a competitive basis. Awards are issued annually based on Congressional appropriation.

The focus of the program is to provide training and education for workers and employers on the recognition, avoidance, and prevention of safety and health hazards in their workplaces, and to inform workers of their rights and employers of their responsibilities under the OSH Act. Target audiences include underserved, low-literacy, and workers in high-hazard industries. Since 1978, over 1.8 million workers have been trained through this program.

### In Focus

- [\\$3.5M for Susan Harwood safety and health training grants now available from US Labor Department's OSHA](#)
- [Award Announcements](#)

### Quick Links

- [FY 2014 Susan Harwood Capacity Building Grant Recipients](#)
- [FY 2014 Susan Harwood Targeted Topic and Training and Educational Materials Development Grant Recipients](#)

<http://www.osha.gov/dte/sharwood/>

### General Program Information

Includes general information about the program history, statistics, and frequently asked questions.

- [Program Overview](#)
- [Success Stories](#)
- [Program Statistics](#)
- [Program FAQs](#)
- [Contact Us](#)

### How to Apply for a Grant

Provides information on how to locate and apply for a grant; includes the electronic submittal system, hints for writing grant proposals, and the current grant announcement.

- [Grants.gov](#)
- [Application FAQs](#)

### For Grantees

Contains information for grantees such as OMB circulars, DOL regulations and the OSHA grant directive.

- [Reference Materials](#)
- [Best Practices for Development, Delivery, and Evaluation of Training under Susan Harwood Grants \(PDF\\*\)](#)
- [Other Safety and Health Training Resources](#)

### Grantee-developed Training Materials

Features Training Materials such as PowerPoints, instructor and student manuals, and test questions developed by Susan Harwood grantees:

- [By Topic](#)
- [By Language](#)
- [By Grantee](#)

\* **Accessibility Assistance:** Contact the OSHA Directorate of Training and Education at (847) 759-7700 for assistance accessing PDF and PPT materials.

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