Susan Harwood Training Grant Program
Slide Presentation
Capacity Building Grants
Topics

- Program Overview and Emphasis Areas
- Target Audiences
- Capacity Building Topics
- Grant Categories
- Funding Overview
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Program Overview

Susan Harwood Training Grant Program

- Provides 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.

- Training materials may be developed under this program, or acquired OSHA-approved training materials may be used.
Capacity Building Program

Capacity Building Grants funds an organization’s effort to building their safety and health competency

- Focuses on development and/or expansion the organizations capacity
  - To provide safety and health training and education
  - To provide assistance to the target audiences related to the training
  - To integrate the new competency into their organization so safety and health training and education continues after the grant ends
Emphasis

- To provide education and training to workers and employers on:
  - Identifying and preventing serious safety and health hazards
  - Workers’ rights and employers’ responsibilities
  - New OSHA standards
- May include providing technical assistance to support safety and health training and education
- May include developing and disseminating safety and health educational materials
Target Audiences

- Small businesses (<250 employees)
- New businesses
- Limited English proficiency workers
- Non-literate/low literacy workers
- Young workers
- Temporary workers
- Warehouse workers
- Minority/other hard-to-reach workers
- High-hazard/high-fatality rate industries
Required Needs Assessment

- Describe how the needs assessment will be conducted
  - Identifying the target audiences exposure to health and safety hazards
  - Assess the training the target is currently receiving
  - Analyzing current training gaps
  - Proposing training to be developed to enhance the training capacity for the target group
Capacity Building Topics

- Training topics should be based on the needs of the identified target audience
  - Describe the safety and health hazards
  - Describe the training impact
- Should be limited to what will be accomplished during the 12 month grant period
- Identify proposed training topics for future grant periods
Additional Training Topics

Training must focus on the approved Safety and Health Topic(s)

- Additional topics that must be covered
  - Worker Rights and Employer Responsibilities
  - Whistleblower Protection Provisions
  - Whistleblower Complaint Procedures
Capacity Building Grant Categories

Capacity Building Developmental Grant

- Designed for organizations with an established capability to provide occupational safety and health training, education, and/or materials
- Emphasis on developing materials and conducting training for multiple employers and workers addressing health and safety hazards through a needs assessment
- Comprehensive plan to become a center of safety and health competence
- May be eligible for up to three 12-month follow-on grants
Capacity Building Grant Categories (cont.)

Capacity Building Pilot

- Designed for organizations who demonstrate a potential for meeting grant objectives but need to assess capabilities, needs, and priorities prior to initiating a full program
- Focus on assessing capabilities, needs, and priorities
- Includes limited program operations to complement planning and pilot activities
- Pilots are not eligible for follow-on grants but may apply for a Capacity Building Developmental grant in the next fiscal year offered
Capacity Building Funding

- Funding Opportunity Number: SHTG-FY-16-02
- Catalog of Federal Domestic Assistance No.: 17.502
- Project Period: Oct. 1, 2016 to Sept. 30, 2017 (12 months)
- Developmental grant: $165,000 maximum award
- Pilot grant: $80,000 maximum award
- No Applicant cost sharing or matching funds required
- Capacity Building Developmental grants may be eligible for up to three follow-on grants
- Capacity Building Pilot grants are not eligible for follow-on funding
Work Plan

Describes the grant activities and anticipated outcome for the 12-month performance period.

The work plan must include:

- Needs Assessment
- Planned quarterly projections
- Training materials used/developed
- Recruiting plan
- Training sessions
- Training evaluations
- Technical assistance
- Meetings, reporting, and documentation
Capacity Building Plan

- Describe the organizational capacity building activities to be conducted during the 12-month period
- Identify who is responsible for the grant activities
- Explain how progress is assessed in building capacity and meeting the grant activities goals
Application Checklist

Forms, Assurances & Certifications

✓ SF-424
✓ SF-424A
✓ SF-424B
✓ Combined Assurance Form
✓ Project/Performance Site Location Form
✓ SF-LLL
Application Checklist (cont.)

Program Requirements

- Application Summary
- Application Abstract
- Technical Proposal
- Organizational Chart
- Other Attachments
Application Checklist (cont.)

Financial Requirements

- Detailed Project Budget and Narrative
- Indirect Cost Allocation (if applicable)
- Evidence of Non-Profit Status
- Non-Federal Resource Contribution
Submittal Deadlines

Applications accepted Electronic through Grants.gov

Submission deadline is
11:59 p.m. on Tuesday, June 28, 2016
Important Reminders!

- Carefully review the entire FOA

- The application should clearly identify whether you are applying for a Developmental or Pilot grant

- Be sure the topic you select is supported by the needs assessment

- You are strongly encouraged to submit a proposal that does not exceed the maximum funding level per grant category

- Don’t wait until the deadline; submit the application early to allow time for corrections if needed
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
Additional Resources

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