

Susan Harwood Training Grant Program Slide Presentation

Capacity Building Grants



Topics

- Program Overview and Emphasis Areas
- Target Audiences
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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](https://www.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

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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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