

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

**Grants.gov**



# Agenda

- Grants.gov Application Process
- Grants.gov Registration
- Grants.gov Application Package
- Grants.gov Confirmation
- Submittal Deadline
- Additional Resources

# Grants.gov Application Process

## Applicants must be Registered

### New applicants

- Register at [www.grants.gov](http://www.grants.gov) as soon as possible
- Register as an “Organization Applicant”
- Your organization must have a DUNS number
- Your organization must have an active registration with the System for Awards Management (SAM)

### Returning applicants

- Verify that your Organization is active in SAM
- Ensure your Organization’s information is accurate in SAM and Grants.gov



# Grants.gov Application Process

## Find the Funding Opportunity Announcement

Search for the “Grant Opportunities” using

- The Funding Opportunity Number
- 17.502 (Catalog of Federal Domestic Assistance number )
- Department of Labor



# Grants.gov Application Process

## Accessing the Announcement

GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities  GO

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY

« Back | Link

 SHTG-FY-16-01  
Susan Harwood Training Grant, FY 2016, (Targeted Topics)  
Department of Labor  
Occupational Safety and Health Administration

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

[Print Synopsis Details](#) ?

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 5/8/2016. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

**General Information**

<b>Document Type:</b> Grants Notice	<b>Posted Date:</b> May 09, 2016
<b>Funding Opportunity Number:</b> SHTG-FY-16-01	<b>Last Updated Date:</b> May 09, 2016
<b>Funding Opportunity Title:</b> Susan Harwood Training Grant, FY 2016, (Targeted Topics)	<b>Original Closing Date for Applications:</b> Jun 28, 2016 Grant applications must be received electronically by the Grants.gov Web site no later than 11:59 p.m., ET, on Tuesday, June 28, 2016, the application deadline date. See full announcement in Grants.gov for details
<b>Opportunity Category:</b> Discretionary	<b>Current Closing Date for Applications:</b> Jun 28, 2016 Grant applications must be received electronically by the Grants.gov Web site no later than 11:59 p.m., ET, on Tuesday, June 28, 2016, the application deadline date. See full announcement in Grants.gov for details
<b>Opportunity Category Explanation:</b> CategoryExplanation	<b>Archive Date:</b> Jul 28, 2016
<b>Funding Instrument Type:</b> Grant	<b>Estimated Total Program Funding:</b> \$4,500,000
<b>Category of Funding Activity:</b> Employment, Labor and Training	<b>Award Ceiling:</b>
<b>Category Explanation:</b> Safety and Health Training and Education	<b>Award Floor:</b>
<b>Expected Number of Awards:</b>	
<b>CFDA Number(s):</b> 17.502 -- Occupational Safety and Health_Susan Harwood Training Grants	
<b>Cost Sharing or Matching Requirement:</b> No	

**Eligibility**



# Grants.gov Application Process

## Funding Opportunity Announcement (FOA)

- Read the entire announcement
- Follow the directions in the FOA titled *Application and Submission Information*
- Use the checklist in the FOA to ensure your application is complete prior to submission
- Upload all Mandatory and Optional Documents prior to submission
- Complete and submit the application in Grants.gov



# Grant Application Package

Save & Submit Save Print Cancel Check Package for Errors

 **Grant Application Package**

Opportunity Title:	Susan Harwood Training Grant, FY 2012
Offering Agency:	Occupational Safety and Health Administration
CFDA Number:	17.502
CFDA Description:	Occupational Safety and Health_Susan Harwood Training G
Opportunity Number:	SHTG-FY-12-01
Competition ID:	
Opportunity Open Date:	04/04/2012
Opportunity Close Date:	05/17/2012
Agency Contact:	Kimberly Mason Program Analyst Phone 847-759-7700 HarwoodGrants@dol.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

Mandatory Documents		Mandatory Documents for Submission
Application for Federal Assistance (SF-424) Faith Based EEO Survey Attachments Dept of Education Combined Assurances (ED-80-00) Assurances for Non-Construction Programs (SF-42) Budget Information for Non-Construction Program	Move Form to Complete => Move Form to Delete <=<	
Optional Documents	Move Form to Submission List => Move Form to Delete <=<	

**Instructions**

- 1 Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in those fields.

The application package may be downloaded to work with offline and then uploaded to Grants.gov. prior to submission.

Don't forget to attach mandatory and optional documents to your application.



# Submitting the Application

**Verify that you are submitting under the correct FOA**

- **Targeted Topic Training - SHTG-FY-16-01**
- **Capacity Building Developmental – SHTG-FY-16-02**

**Submission Deadline in Grants.gov**

**June 28, 2016**

**11:59 pm Eastern Time**

**Remember to use the “Track My Application” link in Grants.gov**



# Grants.gov Email Confirmations

Applicants will receive **two** emails

Emails will be sent **24 to 48 hours after submission**

1. Confirmation of receipt of application
2. Status Statement of the application
  - a) “Received by Agency” means the application was successful validation (no more action is needed)
  - b) “Rejected with Errors” means the application was rejection due to errors



# Grants.gov Email

## Applications “Rejected with Errors”

Examples of why and application is rejected with errors:

- There may be technical or system issue (e.g. Improper file naming convention)
- Other issues (e.g. Unapproved Authorized Organization Representative (AOR))

Correct and resubmit your application within 72 hours

**Caution: Non-viable applications will not be reviewed**



# Important Reminders!

- Register and/or update your information in SAM and Grants.gov immediately!
- Submit the application early to allow time for corrections (if needed)
- Watch for two confirmations emails from Grants.gov
  1. Acknowledgement of application submission
  2. Statement indicating “Received by Agency” or “Rejected with Errors”



# Questions

Send questions about the  
Funding Opportunity to  
[HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov)

Send questions about using  
Grants.gov to  
[support@grants.gov](mailto:support@grants.gov) ,  
or call 1-800-518-4726



# Additional Resources

The screenshot shows the OSHA website's page for the Susan Harwood Training Grant Program. At the top, it features the United States Department of Labor logo and navigation links. The main content area includes a large blue banner for the grant program, a sidebar with 'In Focus' and 'Quick Links' sections, and a bottom section with four informational boxes: 'General Program Information', 'How to Apply for a Grant', 'For Grantees', and 'Grantee-developed Training Materials'. A search bar is located in the top right corner.

UNITED STATES DEPARTMENT OF LABOR

Search

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OSHA

Occupational Safety & Health Administration We Can Help

What's New | Offices OSHA

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business Anti-Retaliation

**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

**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.

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY:

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

