

Susan Harwood Training Grant Program Slide Presentation

Targeted Topic Training Grants



Topics

- Program Overview and Emphasis Areas
- Target Audiences
- Targeted Topics
- Grant Categories
- Funding Overview
- Submittal Deadline
- Additional Resources

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.



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



16 Targeted Training Topics

1. Agricultural Safety and Health, including Grain Handling Operations
2. Chemical Hazards and/or Hazard Communication
3. Confined Space in Construction
4. Construction Focus Four
5. Construction Road Zones
6. Ergonomic Hazards
7. Fall Prevention in Construction
8. Walking Working surfaces in General Industry



16 Targeted Training Topics (cont.)

9. Hair and Nail Salon Hazards
10. Heat Illness Prevention
11. Hospitals, Nursing Homes & Residential Care Facilities
12. Oil and Gas Production
13. Silica Exposure in General and Construction Industries
14. Tree Care/Landscaping
15. Warehouse Worker Hazards
16. Workplace Violence



Multiple Training Topics

- More than one targeted topic can be selected, but applications must include
 - Detailed narrative explaining how multiple topics were selected
 - Describe how topics complement each other
 - Describe how combination of topics adds greater value to the training and materials
- Multiple topics grantee may be count the number of workers and employers as trained only when trainee has been training on all the topics

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



Targeted Topic Grant Categories

- **Targeted Topic Training**
 - Emphasis on developing materials and conducting training for multiple employers and workers addressing one of the OSHA selected training topics
 - Technical assistance may be proposed
- **Targeted Topic Training and Educational Materials Development (TEMD)**
 - Emphasis on developing, evaluating, and validating classroom quality training and educational materials
 - Includes limited training to pilot-test materials for evaluation and validation purposes



Targeted Topic Funding

- Funding Opportunity Number: **SHTG-FY-16-01**
- Catalog of Federal Domestic Assistance No.: **17.502**
- Project Period: Oct. 1, 2016 to Sept. 30, 2017 (12 months)
- Targeted Topic Training grant: \$140,000 maximum award
- Training and Educational Materials Development (TEMD) grant: \$50,000 maximum award
- No Applicant cost sharing or matching funds required
- Targeted Topic Training grants may be eligible for one additional 12-month follow-on grant
- TEMD 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:

- Planned quarterly projections
- Training materials used/developed
- Recruiting plan
- Training sessions
- Training evaluations
- Meetings, reporting, and documentation

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.)

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
- ✓ 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 TTT or TEMD grant
- Be sure the topic you select is one of the targeted topics identified in the FOA – additional training topics will not be considered
- 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

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.

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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

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

