Susan Harwood Training Grant Program
FY 2021 Application and Award Schedule

Thursday, June 24, 2021 – The Funding Opportunities (FOAs) announced and opened for applications in Grants.gov. The Federal Register Notices and News Release published. The DAP's Division of Grants Management (DGM), opens the funding opportunities in Grants.gov.

The 30/60 days the funding opportunities are open:

- Harwood Grants Coordinator response to applicant questions via email and telephone. (During last year's 60-day application period, she responded to over 400 emails and 175 telephone calls from prospective applicants.)

- OTE identifies who will review the applications and provides training on the review requirements and how to use the application review database to annotate reviewers' comments. (Estimate 10 - 15 OTE and 25 – 30 Regional staff.)

- Grants.gov validates applications and sends them to DOL-Egrants. NOTE: Most applications are received the week before the due date.

- Applications review process generally takes three weeks

Infectious Diseases, Including COVID-19

Application Review/Pre-award Period

- **Monday, July 26 - Final day to submit applications/FOAs close in Grants.gov**

  - Applications due 11:59 pm ET

  - Estimating 85 applications

- Tuesday, July 27 – Wednesday, July 28 - Applications downloaded from DOL-Egrants and assigned to OTE and Regional Staff for review.

  - OTE consolidates each applicant's documents into a single .pdf, saved it under the applicants name and grant ID number to the OTE shared drive, and assigned to the OTE reviewers.

  - Regions access the applications from DOL-Egrants and begin reviewing applications.

- Thursday, July 28 – Friday, August 6 – Reviewers place comments and recommendations for each applicant in the Review Database.

  - Reviewers contacts the Harwood Grants Coordinator

    o Report non-viable applications

    o Ask questions

    o Notify when review is complete

- Monday, August 9 – Wednesday, August 11, 2021 - OTE/regions coordinate final recommendations

- Thursday, August 12 – Wednesday, August 18, 2021 - Applicants recommendation/comments summary pages finalized and assembled into an electronic briefing book

- Thursday, August 19 - Email Briefing books

- TBD: Monday, August 23 - Briefing with OAS

- Wednesday, August 25 - OAS confirms final award decisions

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Susan Harwood Training Grant Program
FY 2021 Application and Award Schedule

Infectious Diseases, Including COVID-19 Award Announcement Period

- Thursday, August 26 – Wednesday, September 2 - OTE coordinates awards announcement

  - OTE provides OAS/OOC/OASP/OCIA, as appropriate, final News Release, talking points, a list of awardees/addresses for **Congressional notification at least 5-days prior to announcing the awards**

  - OTE provides DAP's Division of Grants Management with a list of awardees, Authorized Representatives addresses, and Notice of Award template letter for mail merge letter they use to notify the awardee

  - OTE provides OAS with a list of awardees/addresses and Congratulation template letter for mail merge

  - OTE creates mail merge letter to send to unsuccessful and non-viable applicants

  - **Thursday, September 3, 2021 – ARPA Awards announced**

  - Tuesday, September 7 – Thursday, September 30 – DAP's Division of Grants Management notifies awardees, awardees notifies the OSHA they accept the awards, and DGM obligates grant funds

Standard Susan Harwood Training Grant Funding Opportunities

Thursday, June 24, 2021, Funding Opportunities Announced and Opened in Grants.gov

Application Review/Pre-award Period

- **Monday, August 23, 2021 - Final day to submit Standard Susan Harwood Training Grant applications/FOAs close in Grants.gov**

  - Applications due 11:59 pm ET

  - Estimating 150 applications

- Tuesday, August 24 – Wednesday, August 25 - Applications downloaded into from DOL-Egrants and assigned to OTE and Regional Staff for review.

  - OTE consolidates each applicant's documents into a single .pdf, saved it under the applicants name and grant ID number to the OTE shared drive, and assigned to the OTE reviewers.

  - OTE reviewers access the electronic application

    - Each application review takes 3 – 6 hours to read and comment on

  - Regions access the applications from DOL-Egrants and begin reviewing applications.

- Friday, August 26 – Friday, September 3, 2021 – Reviewers place comments and recommendations for each applicant in the Review Database.

  - Reviewers contacts the Harwood Grants Coordinator

    o Report non-viable applications

    o Ask questions

    o Notify when review is complete

- Tuesday, September 7 – Thursday, September 9 - OTE/regions coordinate final recommendations

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- Calls to each region (10 calls) to negotiate differences in recommendations between OTE and Regional reviewers' recommendations/comments

- Thursday, September 9 – Tuesday, September 14 - Applicants recommendation/comments summary pages finalized and assembled into an electronic briefing book

  - Time intensive requiring a consolidations of comments into one page

  - Required grammar and spell checking

  - Components of the Briefing Books must be organized, numbered, and indexed

- Wednesday, September 15 - Email Briefing books

- TBD: Thursday, September 16 - Briefing with OAS

- Friday, September 17 - OAS confirms final award decisions

Standard Harwood Training Grant Award Announcement Period

- Monday, September 20 – Friday, September 24 - OTE coordinates awards announcement

  - OTE provides OAS/OOC/OASP/OCIA, as appropriate, final News Release, talking points, a list of awardees/addresses for **Congressional notification at least 5-days prior to announcing the awards**

  - OTE provides DAP's Division of Grants Management with a list of awardees, Authorized Representatives addresses, and Notice of Award template letter for mail merge letter they use to notify the awardee

  - OTE provides OAS with a list of awardees/addresses and Congratulation template letter for mail merge

  - OTE creates mail merge letter to send to unsuccessful and non-viable applicants

  - **Friday, September 24 - Awards announced**

  - Monday, September 27 – Thursday, September 30 – DAP's Division of Grants Management notifies awardees, awardees notifies the OSHA they accept the awards, and DGM established grant funds for each awardee

OTE: Office of Training and Education
DAP: Directorate of Administrative Programs
DGM: Division of Grants Management
FOA: Funding Opportunity Announcement
SOL: Office of the Solicitor
OAS: Office of the Assistant Secretary (OSHA)
DGS: Directorate of Standards and Guidance
OASAM: Office of the Assistant Secretary for Administration and Management
OMB: Office of Management and Budget
OOC: Office of Communications
OASP: Office of Assistant Secretary for Policy
OCIA: Office of Congressional and Intergovernmental Affairs

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