



Susan Harwood Training Grant Program

Capacity Building Grants Developmental or Pilot





Mission

To educate and train at-risk workers and employers in small businesses on the recognition, avoidance, abatement, and prevention of occupational safety and health hazards in their workplaces



Susan Harwood Training Grant Program Program Overview

- Provide 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
- OSHA-approved training materials may be developed using grant funds, revised from previous grantees, or acquired





Capacity Building Program

Capacity Building Grants funds an organization's effort to building new safety and health training capacity

- Focus is on the development or expansion of the organizations occupational safety and health training programs
 - Provide safety and health training and education
 - Integrate the new training program into their organization so safety and health training and education continues after the grant ends





Program Emphasis

The program is intended for non-profit organization so they are able to providing training and education to workers and employers on:

- Identifying and preventing occupational safety and health hazards in high hazard industries in small businesses with 250 or fewer employees
- Workplace hazards identified in the DOL Strategic Plan, OSHA special emphasis program, or other OSHA priorities (<https://www.osha.gov/>)
- New OSHA standards

Training must include information about worker rights, employer responsibilities, and the whistleblower protection program





Eligible Applicants

Only non-profit organizations are eligible for this program

- State or local government-supported institutions of higher education
- Community-based and faith-based organizations
- Qualifying labor unions
- Employer associations that are not an agency of a state or local government
- Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, and Native Hawaiian organizations





Ineligible Applicants

Ineligible applicants are:

- 501(c)(4) nonprofit organizations
- Individuals
- For profit organizations
- Harwood grantees with more than a 90-day time extension to their current grant



Target Training Audiences

The program targets audiences who are workers and employers in:

- High-hazard industries
- Industries with high fatality rates
- Small new businesses (employing fewer than 250 employees)
- Workplaces with limited access to occupational safety and health training, e.g., young workers (ages 16-24), temporary, minority, low literacy, limited-English speaking, or other hard-to-reach workers

Eligible audiences must work in businesses covered by the OSH Act





Needs Assessment

The capacity building program must be supported by information acquired during a needs assessment that determine the gaps between current training conditions and the desired training condition. Applicants must:

- Describe how the needs assessment will be conducted
- Propose the training program that will be developed to enhance the training for the target group
- State the anticipated impact of the new training capacity

Capacity Building Training Topic(s)

- Training must focus on developing or improving an occupational safety and health training program for the organization
- Training topic(s) are to meet the needs of the identified target audience
 - Describe the safety and health hazards
 - Describe the training plan
 - Describe the training impact
- Training should be limited to one or two topics that can be accomplished during a 12 month grant period
- Proposed training topics for the follow-on years that support the new training program must be identified



Training

- Training must address federal OSHA requirements and address the recognition, abatement, and prevention of occupational safety and health hazard in the workplace
- Training sessions should include a brief overview of OSHA Whistleblower Protection Programs provisions, complaint procedures, and employee rights and employer responsibilities <https://www.whistleblowers.gov/>



Capacity Building Grants

Two type of capacity building grant

- Pilot
- Developmental



Capacity Building Plan

Applications must present a detailed plan for building training capacity for each of the four year capacity building period

- Activities planned for each year
- Expected outcome after capacity has been built





Capacity Building Grant Categories Pilot

- Designed for organizations who demonstrate a potential for meeting grant objectives but need to assess capabilities, needs, and priorities prior before initiating a full program
- Allows 12 months for the organization to focus is on assessing organizational capabilities, training needs, and prioritizing action plan
- Required limited program operations to complement planning and pilot training activities
- Grantees must conduct a minimum of one pilot training
- Pilot grantees must apply competitively for a Capacity Building Developmental grant in the next fiscal year offered

Does not allow for follow-on grants!



Capacity Building Grant Categories Developmental

- Designed for organizations with an established capabilities for providing occupational safety and health training and education
- Emphasis is on developing a new occupational health and safety training program for workers and employers from multiple small businesses
- Needs assessments are required to support the need for the new program
- Grantees must conduct a significant number of training
- Eligible grantees may be eligible for up to three (3) 12-month follow-on grants to complete building their new training program

To be eligible for a follow-on grant, the grantee must perform to OSHA's satisfaction and meet their work plan goals!



Capacity Building Developmental Financial Self-Sufficiency

At the end of the four year capacity building period, the capacity building grantee must integrate the new training program into their organization and continue the training program with no additional support from OSHA





Training Sessions

- Applicants must estimate the number of trainees and contact hours for the grant period
- Training must reach workers and employers from multiple small businesses
- Trainees must evaluate the training and trainer
- Grantee must conduct trainee assessments that evaluate the effectiveness of the training

Trainees and Contact Hours

Training number/training contact hrs.		Application Projections	
Quarter	Performance Period	Projected number of Trainees	Projected Contact Hrs.
Quarter 1	October 1 to December 31	13	78
Quarter 2	January 1 to March 31	104	624
Quarter 3	April 1 to June 30	104	624
Quarter 4	July 1 to September 30	104	624
	Totals	325	1950
Total funding (federal and non-federal)		\$152,701	\$152,701
*Costs per Trainee/Contact Hour		\$470	\$78

Example of Total Number Trained and Contact Hour Projections by quarter



Capacity Building Developmental Cost to Train

Capacity Building Developmental grantees must focus grant costs on training workers and employers

- The cost per trainee and trainee contact hours are limited

- Cost per trainee < \$500

$$\frac{\text{Total Grant cost (federal and non-federal)}}{\text{Total projected number to be trained}}$$

- Cost per training contact hour < \$125

$$\frac{\text{Total Grant cost (federal and non-federal)}}{\text{Total project number of contact hours (all training)}}$$

This does not apply to Pilot grantees!





Components of the Application (Forms, Assurances & Certifications)

Complete these documents in Grants.gov

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information - Non-Construction Programs
- SF-424B, Assurances - Non-Construction Programs
- Project/Performance Site Location(s) Form
- Grants.gov Lobbying Form
- SF-LLL (if needed)





Program Documents

- Application Summary
- Program Abstract
- Technical Proposal
- Organizational Chart
- Resumes
- Other Attachments



Program Document Details

Application Summary/Program Abstract/Technical Proposal

Remember to identify your application by the capacity building grant category, Pilot or Developmental

- Application Summary
 - Outline summarizing specific facts about the application
- Program Abstract
 - Brief narrative stating the applicant's plans for grant activities
- Technical Proposal
 - Detailed narrative describing the proposed training program





Technical Proposal

Guidance for developing the technical proposal is provided in the funding opportunity announcement

The applicants proposed grant activities and anticipated outcomes must cover the 12-month performance period

The work plan in the technical proposal must include information about:

- Organizational and staff experience
- Needs Assessment
- Recruiting plan
- Training materials and training sessions
- Training evaluations and assessments
- Meetings, reporting, and documentation





Technical Proposal

Addressing Building Training Capacity

- Applicants must justify and describe the proposed new organizational training
- Including measures for showing the increase in capacity as related to the goals accomplished during the year
- Provide a brief description of the anticipated activities that will be accomplished in the follow-on years

Work Plan

The work plan must be reasonable and achievable within the 12-month grant performance period.

- Needs assessment
- Training materials development, revisions, or acquisitions
- Targeted audience, including workers and employers
- Trainees recruitment
- Proposed training sessions including topic
- Training locations (general)
- Training delivery methods
- Anticipated number of trainees and training contact hours
- Levels 1, 2, and 3 evaluations and assessments
- Anticipated benefits and results associated the new training program





Financial* Documents

- Detailed Project Budget and Narrative
- Non-Federal Resource Contribution
- Indirect Cost Allocation (if applicable) or 10% de minimis calculations
- Evidence of Non-Profit Status

*View the “Proposed Grant Budget” document for more financial information



Grant Submission Reminders

[Grants.gov](https://www.grants.gov) is the portal for all grant applications

- Submit your application as early as possible.
 - If you are new to using Grants.gov
 - Register early with Grants.gov
 - Ensure your Dun & Bradstreet D-U-N-S number is correct
 - Verify that your System for Award Management (SAM) registration is active
 - If you previously used Grants.gov
 - Review and update your Grants.gov
 - Verify that your SAM registration is active





Application Deadline

- Applications are due no later than the date and time specified in the funding opportunity announcement instructions
- Grants.gov will not accept applications submitted after 11:59 pm Eastern Time on the day applications are due
- Official record of receipt is the Grants.gov date/time stamp
- Late applications will not be accepted by Grants.gov



Viability Applications

Applications must meet the following requirements:

- Submitted at Grants.gov
- Submitted before the application deadline
- Validated by Grants.gov
- Submitted under the correct FOA
- Submitted with all the required forms and documents
- Submitted by eligible nonprofit organizations
- Submitted with a valid and readable proof of current nonprofit status (institutions of higher education are exempt)
- Proposed training on one of the OSHA-identified topics listed in the FOA
- Met the program requirements as outlined in the FOA

Non-viable applications are not reviewed 



Reminders!

- Read the entire funding opportunity announcement instructions
- Verify that your SAM record is active
- Use the checklist in the FOA to submit a complete application
- Don't wait until the deadline; submit the application early



Questions?

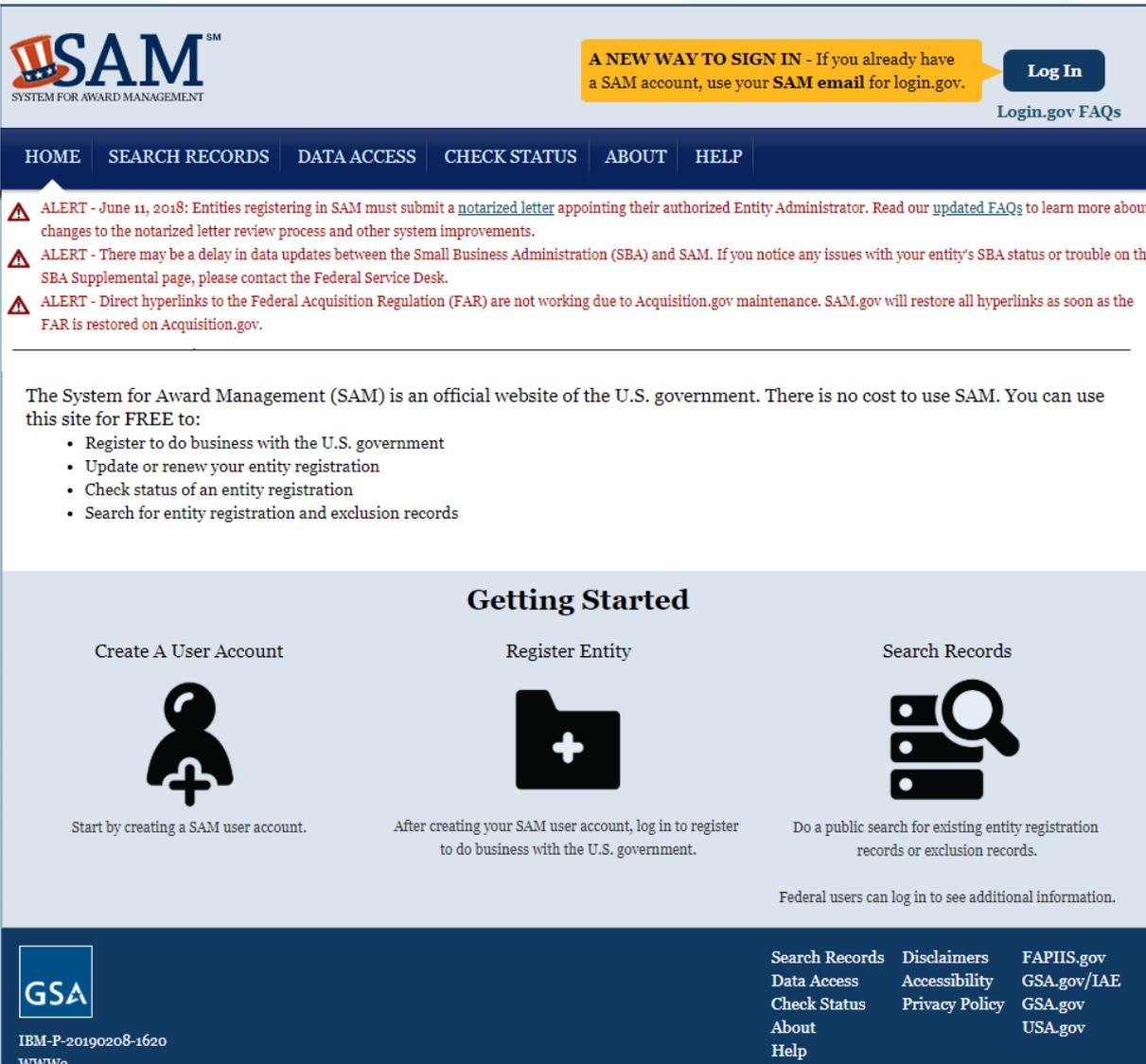
Send questions about the funding opportunity to HarwoodGrants@dol.gov

Send questions about using Grants.gov to support@grants.gov or call 1-800-518-4726

Grants.gov has a 24-hour self-help portal at that may answers your questions
<https://grants-portal.psc.gov/>



System for Awards Management



The screenshot shows the SAM.gov website. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right is a yellow callout box with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the callout is a link for "Login.gov FAQs". A dark blue navigation bar contains links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below the navigation bar are three alert messages, each preceded by a red triangle icon. The first alert is dated June 11, 2018, and mentions a notarized letter. The second alert mentions a delay in data updates between SBA and SAM. The third alert mentions that direct hyperlinks to FAR are not working. Below the alerts is a paragraph explaining that SAM is an official U.S. government website with no cost to use. A bulleted list follows, detailing the free services: registering to do business, updating registration, checking status, and searching records. Below this is a "Getting Started" section with three columns: "Create A User Account" with a person icon, "Register Entity" with a folder icon, and "Search Records" with a magnifying glass icon. Each column has a brief description of the step. At the bottom left is the GSA logo and contract information. At the bottom right is a list of links for Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov.

SAM
SYSTEM FOR AWARD MANAGEMENT

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. **Log In**

[Login.gov FAQs](#)

[HOME](#) | [SEARCH RECORDS](#) | [DATA ACCESS](#) | [CHECK STATUS](#) | [ABOUT](#) | [HELP](#)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.

ALERT - Direct hyperlinks to the Federal Acquisition Regulation (FAR) are not working due to Acquisition.gov maintenance. SAM.gov will restore all hyperlinks as soon as the FAR is restored on Acquisition.gov.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for **FREE** to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

GSA
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<https://www.sam.gov/>



Grants.gov Website

<https://www.grants.gov/>

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED.". To the right of the logo is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. Further right are links for "HELP", "REGISTER", and "LOGIN". Below the navigation bar is a horizontal menu with the following items: "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS" (highlighted), "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The main content area features a large image of people walking, with the text "FOR APPLICANTS" overlaid in large blue letters. Below this image are eight informational cards arranged in two rows of four. Each card has a small icon, a title, a brief description, and a link. The cards are: 1. "Check Your Eligibility" with a checkmark icon, asking if the user is eligible for a grant. 2. "Get Registered" with a registration icon, explaining the need to register an account. 3. "Apply for Grants" with a globe icon, encouraging users to create a workspace. 4. "Track Your Application" with a tracking icon, explaining how to follow application progress. 5. "Adobe Compatibility" with an Adobe Reader icon, ensuring software compatibility. 6. "Applicant Training" with a training icon, providing access to training materials. 7. "Applicant FAQs" with an information icon, providing answers to frequently asked questions. 8. "Manage Subscriptions" with a subscription icon, explaining how to subscribe to funding opportunities. At the bottom of the page, there is a footer with "CONNECT WITH US:" followed by social media icons for Blog, Twitter, YouTube, Alerts, RSS, XML Extract, and Get Adobe Reader. It also includes links for "HEALTH & HUMAN SERVICES", "COMMUNITY", and "GRANTS.GOV Applicant Support" with a phone number and email address.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP REGISTER LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

FOR APPLICANTS

Check Your Eligibility
Are you or your organization eligible for a grant? Learn how to check your eligibility here.
[Check Your Applicant Eligibility »](#)

Get Registered
To apply, you need to register an account with Grants.gov. Begin registering today.
[Applicant Registration »](#)
[Organization Registration »](#)

Apply for Grants
Ready to apply? Create a workspace to apply for a grant.
[Today »](#)
[Apply for a Grant Opportunity](#)
[Workspace Overview »](#)

Track Your Application
Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.
[Track Your Application »](#)

Adobe Compatibility
Ensure your Adobe Reader or Acrobat software is compatible with Grants.gov.
[Adobe Compatibility Tip Sheet »](#)

Applicant Training
Access training materials, tips and other resources that will help you successfully navigate Grants.gov.
[Applicant Training »](#)
[Grants.gov Online User Guide »](#)

Applicant FAQs
If you have questions, you are not alone. Here are the answers to frequently asked questions.
[Applicant FAQs »](#)

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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov



Harwood Website



UNITED STATES
DEPARTMENT OF LABOR



Search OSHA

A TO Z INDEX

Occupational Safety and Health Administration

English | Spanish

OSHA - WORKER - EMPLOYER - STANDARDS - ENFORCEMENT - CONSTRUCTION TOPIC - NEWS/RESOURCES - DATA - TRAINING -

Training / Susan Harwood Training Grants

<https://www.osha.gov/dte/sharward/>

- Training Requirements and Resources
- Outreach Training 10-Hr/30-Hr Cards
- OTI Education Centers
- Susan Harwood Training Grants**

Susan Harwood Training Grants

FY 2018 Grant Awards Announced

Susan Harwood Training Grants provide training and education for workers and employers on workplace safety and health hazards, responsibilities and rights. Target audiences include underserved, low-literacy, and high-hazard industry workers and employers.



PROGRAM NEWS AND INFORMATION

- Program Overview
- Current Grantees
- Success Stories
- Statistics
- Program and Application FAQs
- Funding Opportunity Announcements
- Apply
- Contact Us



FOR GRANTEEES

- Reference Materials
- Development, Delivery, and Evaluation
- Other Resources



GRANTEE-DEVELOPED TRAINING MATERIALS

- By Topic
- By Language
- By Grantee



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