



Susan Harwood Training Grant Program

Grant Application Requirements





Funding Opportunity Announcement (FOA)

- Federal grant-making agencies use FOAs to inform the public that grant funds are available
 - A Notice is published in the Federal Register
 - The FOA and instructions are posted on Grants.gov and on the agency's webpage
- FOA instructions include official information about the grant
 - Program goals
 - Application deadline
 - Eligibility applicants
 - Required program activities





Grant Application

Organizations submit a grant application at the [Grant.gov](https://www.grant.gov) in response to an agencies funding opportunity announcement





Susan Harwood Training Grants

■ Eligible Applicants

- Nonprofit organizations
- State or local government supported institutions of higher education

■ Not Eligible

- Agencies of state or local government
- 501(c)(4) organizations engaging in lobbying activities
- Individuals





Proof of Eligibility

Organization must include in their application readable proof of their non-profit status

- IRS letter
- Statement from a Secretary of State or State taxing body certifying:
 - Organization is a non-profit; and
 - No earnings benefit shareholders or individuals
- Certificate of Incorporation establishing non-profit status, if newly established

Tribal organizations must submit equivalent documentation





State or Local Government Supported Institutions of Higher Education

Proof of non-profit status is not required for state or local government supported institutions of higher education



Application Documents

Forms, Assurances, & Certifications

Complete at [Grants.gov](https://www.Grants.gov)

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Combined Assurances (ED-80-0013)
- Project/Performance Site Location
- SF-LLL Disclosure of Lobbying Activities, if applicable





Application Attachments

These documents must be attached to your application and submitted at Grants.gov

- Application Summary
- Program Abstract
- Technical Proposal
- Organizational Chart
- Resumes
- Budget Supporting Documents
- Other Attachments
 - Proof of Non-profit Status
 - Indirect Cost Agreement or 10% de Minimis calculations, if applicable
 - Other appropriate documents



Attachment Formatting

- Documents must be accessible and may not be locked, password protected, or water marked.
- Documents must be saved as a Microsoft Office document, or Adobe PDF
- For consistency, name the attachments using the applicant name and document type
 - example: ABCNonprofitOrg_AppSummary.docx
- File attachment names may not exceed 30 characters.



Application Summary

The application summary is an outline providing contact information and summary information about the application. (Limit to a two-page, double-spaced Word document with 12-point font, and one-inch margins)

1. Organization name and physical address
2. Authorized Representative
3. Project Director
4. Grant type (from FOA)
5. Grant topic
6. Targeted Audience
7. Training Languages
8. Federal Funds requested
9. Projected number of trainees/training contact hours
10. Other requested information stated in FOA



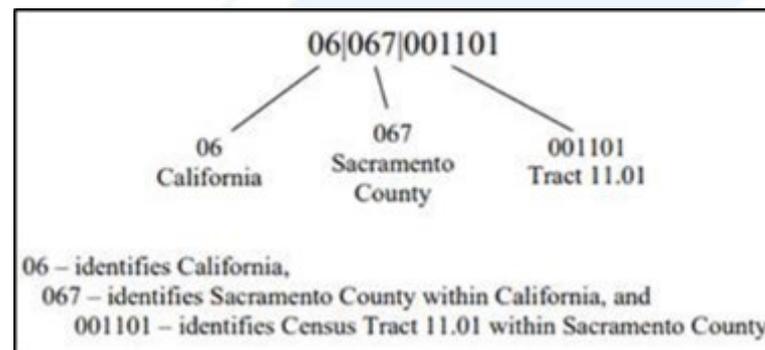
Executive Order 13853

December 12, 2018

Applicants that demonstrate in their proposal that at least one census tract within their physical service area is designated by the Secretary of Treasury as a qualified **Opportunity Zone** will receive 2 points toward their overall application score. Applicants will not receive additional points for multiple Opportunity Zones within the proposed physical service area. For more information on Opportunity Zones, go to:

<https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions>.

Please be aware the IRS list provides the full 11-digit census tract number. Use the example below to identify your census tract number(s):





Program Abstract

- Brief statement about the planned program activities
(Limit to a one-page double-spaced Word document with one-inch margins using 12-point font)
 - Organizational name
 - Grant Category
 - Estimated hours per training
 - Estimated total trained
 - Targeted training topic
 - Training materials
 - Focus audience and industry
 - Training presentation
 - Languages
 - Other planned activities





Program Abstract

Sample Sentences

This is a list of sentences that may be used to help you describe your proposed training program.

ABC non-profit proposes to provide 3 hours of fall prevention training to 748 employers and workers in the residential roofing industry.

The targeted audience includes youth, hard-to-reach, and limited English proficiency workers in this high hazard industry.

Training will include using ladders, scaffolds, and preventing falls from roofs.

The organization plans to revise existing training materials from their previous Harwood grant.

Training will be in English and Spanish.





Technical Proposal

The technical proposal establishes the applicant's need for grant funds, their ability to manage a grant, and a description of their plan for the grant program

- Problem Statement
- Administrative and Program Capabilities
- Staff Experience
- Work Plan

Technical Proposal Format

- Must be a Word document and may not exceed 20 double-spaced pages (graphs and tables may be single spaced)
 - Must be typed on 8½” x 11” plain white paper
 - Must have one-inch page margins
 - Type must be 12-point font (Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)

Notice: If the document exceeds the page limitation the technical proposal, program abstract, or application summary, extra pages will be disregarded.

If a document is not double-spaced as requested, OSHA will convert the document to double spacing, and OSHA reviewers will disregard pages exceeding the document's length limit.





Technical Proposal

Problem Statement/Need for Funds

- Grant Category (FOA name)
- Training needs
- Training topic
 - Targeted Topic and Training and Educational Materials
 - Select only one FOA training topic
 - Plan to develop, revise, or obtain method
 - Capacity Building Developmental
 - Must list the proposed topics for each follow-on years)
- Target population (covered by the OSH Act)
- Training barriers
- New training capacity needs
(Capacity Building only)





Technical Proposal

Administrative and Program Capabilities

- Organization Experience with target audience
- Occupational Safety and Health Experience
- Grant Experience
- Distribution Network (relationship with target audience)
- Needs Assessment Experience (Capacity Building only)
- Training Experience of the Organization
- Training Activities Evaluation Experience
- Financial Management and Internal Control Systems
- Organizational Chart – Staff and position working on the grant





Technical Proposal

Staff Experience

- Occupational Safety and Health Experience
 - Attach resumes of professional staff
 - Attach position descriptions/hiring qualifications for vacant positions
- Training Experience
 - Working with adult learners and targeted audience
- Contractor Staff Experience

NOTE: Contracts must follow federal contracting requirements





Technical Proposal Work Plan Overview

The work plan summarize the grant training activities for each quarter

- Describe what will be done
- When will it be complete
- Who will do it
- What outcomes are expected



Technical Proposal Work Plan

- Detail the Work to be completed each quarter
 - Needs assessments (Capacity Building only)
 - Training Material
 - Recruitment Plans
 - Training Events
 - Projected workers trained
 - Training contact hours
 - Training Evaluations
 - Trainee Assessments
 - Quarterly Reporting

Technical Proposal

Work Plan (cont.)

- Include details on the development/acquisition/revision of training and education materials
 - Identify the required training content
 - Proposed training in non-English Languages
 - OSHA Review and approval of training materials
 - Submission of final materials
 - Acknowledgment of DOL Funding
 - OSHA disclaimer



Technical Proposal

Workers and Employers Training

- Training Topic(s)
- Number of trainees
 - How were these numbers determined
- Number of contact hours per trainee
- Training location (classroom, worksite)
- Geographic location (city, county, state, multiple states)





Technical Proposal

Quarterly Training Projections

Example of Total Number Trained and Contact Hour Projections by quarter

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



Technical Proposal

Calculating Contact Hours

Example of Total Number Trained and Contact Hour Projections by type of training

Audience	Type of Training	Length of training (contact hours)	Projected Number Trained	Total Contact hours per training *
	Worker	4	500	2,000
	Worker	2	300	600
	Employer	5	30	150
	Train-the Trainer	8	10	80
Total			840	2,830

*Total contact hours per training = (length of training x projected number trained)





Technical Proposal

Cost per Trainee and training hour

- 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 Capacity Building Pilot or Training and Educational Materials grants





Technical Proposal Training Materials

- What training materials will be used
- What materials will be acquired
- What new materials will be developed
 - OSHA review and approve
 - Acknowledgment of DOL funding (Disclaimer)
- What materials will be revised
 - OSHA review and approve
 - Acknowledgment of DOL funding (Disclaimer)
- Who will translate the materials to a languages other than English





Technical Proposal Training Materials Review and Submission

- OSHA review/approval prior to training
 - Includes all materials such as promotional flyers and advertising
 - Allow 2-3 weeks for OSHA review of materials
- Grant developed or revised materials will be posted on the Susan Harwood webpage
 - Materials must be accessible based on the requirements of Section 508 of the Rehabilitation Act





Technical Proposal Recruiting Plan

- What methods will be used to recruit workers from the targeted audience for the proposed training
- What are some past successes you have had in reaching the target audience as well as any plans to work with other organizations during the recruiting efforts

Remember, advertising/recruitment materials developed for recruiting trainees must be reviewed and approved by OSHA





Technical Proposal

Required Information on Training

- Training contact hours
- Eligible trainees
- Training class size
- Training for workers and employers
- Train-the-Trainer
- Training projections
- Constitution Day training (only required of Institutions of Higher Education)



Technical Proposal

Required Training Evaluations

- **Level 1 Evaluation** (required for all training)
 - Measures participant reaction to training
 - Includes perceptions of quality and usefulness of training
 - May evaluate the trainer and learning environment
- **Level 2 Evaluation** (required for all training)
 - Measures skills, knowledge, attitude that trainee learned as result of training
 - May be accomplished with pre- and post-tests



Technical Proposal Training Assessments

- **Level 2 Assessment** (required for all training)
 - Measures skills, knowledge, attitude that trainee learned as result of training (accomplished with pre- and post-tests)
- **Level 3 Assessment** (Capacity Building Developmental only)
 - Conducted 3-6 months after training
 - Gauges impact of training on workers' activities in the workplace
 - Changes to the worker's safety attitude
 - Increase in involvement in workplace safety
 - Identifies and reports hazards or near misses
 - Influences on co-workers and supervisors to be safer



Program Requirements

Meetings

- Mandatory Orientation Meeting
 - Include travel costs for a program and financial person to attend (considered an Administrative Expense)
- Other OSHA required meetings

Reporting

- Quarterly reports
 - Program and financial reports due 30 days after the end of the quarter
- Final Training Materials
- Close-out report/
 - Due 90 days after the grant ends
 - Other documentation as requested





Other Attachments

Maximum of 20 pages

- Required:
 - Organizational chart
 - Resumes of key personnel
 - Detailed budget and budget Narrative
 - Evidence of Non-profit status
 - Indirect cost agreement/10% de minimis calculation (if applicable)

Attachment File Name Restrictions

Attachment Filename Characters are validated and enforced:

- A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, equal sign
- Limit the file name to 50 or fewer characters.
- If applicants use any other characters when naming their attachment files their applications will be rejected.

BEWARE - No one likes to get rejected!





Non-Viable Applications

Non-viable applications will not be reviewed by OSHA

Applications are non-viable when:

- Grants.gov is not used to submit the application
- Grants.gov date/time stamp on the application is after due date and time
- Grants.gov checks and validations fail the application
- Required forms and documents are missing
- Proof of non-profit status not provided
- Proposes training that does not align with the OSHA selected topics (Targeted Topic/Training and Educational Materials Development applications)





Application Review Process

- Concurrent reviews conducted by National and Regional Office personnel who analyze:
 - Technical knowledge and proposal
 - Financial details and value
 - Other factors include geographic, topic, target audience coverage, advantageous to OSHA
- Analyses and recommendations are presented to the Assistant Secretary
- The Assistant Secretary makes the final funding decisions
- Final decisions may not be appealed





Final 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 (if needed)



Final Application Checklist

Program Requirements

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



Final Application Checklist

Financial Requirements

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





Grant.gov Application Submission and Receipt Procedures

Application submission and receipt instructions for U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) program applications are administered by Grants.gov.

Read the information provided by Grants.gov:
<https://www.grants.gov/web/grants/grantors/grantor-standard-language.html>





Application Submission

- Submit your application for the correct FOA
- Follow the FOA and Grants.gov guidelines for submitting an application
 - Applications must be submitted through [Grants.gov](https://www.Grants.gov)
 - Applicants new to Grants.gov are advised to register with Grants.gov early
 - Prior Grants.gov users should review and update their Grants.gov and SAM registrations
 - Submit the application as early as possible
 - Applications will not be accepted after 11:59 pm Eastern Time on the closing date stated in the funding opportunity announcement





Official Submission Date/Time

An electronic date/time stamp is generated when the application is successfully received by Grants.gov.

This is the official date and time stamp and used as proof of timely submission of your application





Reminders!

- Confirm your System of Acquisition Management (SAM) record is active
- Follow the FOA instructions
 - Address all required elements
 - Complete all forms
 - Attach all requested documents
- Use the FOA application checklist
- Submit your application prior to the deadline
- Verify the submission was not rejected by Grants.gov

Questions

- Send questions about the Funding Opportunity to the OSHA Harwood Grant Coordinator at HarwoodGrants@dol.gov
- Send questions about submitting the application contact Grants.gov at 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/>



Harwood Webpage

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DEPARTMENT OF LABOR

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#
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.

Grants



PROGRAM NEWS AND INFORMATION

- [Program Overview](#)
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GRANTEE-DEVELOPED TRAINING MATERIALS

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- [By Language](#)
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<https://www.osha.gov/dte/sharward/>

