



# **Susan Harwood Training Grant Program**

## **Training and Educational Materials Development Grants**





# 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 for nonprofit organizations and State or local government supported institutions of higher education to provide safety and health training to workers and employers covered by the OSH Act

- Training materials must be developed under the Training and Educational Materials Development grant
- Emphasis is on developing, evaluating, and validating classroom quality training and educational materials
- Limited training required to pilot-test materials for evaluation and validation purposes





# Emphasis

The program is intended for non-profit organization so they are able to develop training and educational materials that may be used by the public to train workers and employers on:

- Identifying and preventing occupational safety and health hazards in high hazard industries in small businesses
- 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 Audiences

The training materials should target 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



# Training Materials

## Targeted Topics

- OSHA provides a list of targeted training topics in the Funding Opportunity Announcement (FOA)
- Applicants must propose training on one of the OSHA-selected topics
  - Selecting more than one topic will make the application non-compliant and ineligible for consideration
- Training must focus on an occupational safety and health topic





# Training Materials Focus

- New training materials must address federal OSHA requirements and address the recognition, abatement, and prevention of occupational safety and health hazard in the workplace
  - Materials may not duplicate existing materials without a valid justification
- Materials should include a brief overview of OSHA Whistleblower Protection Programs provisions, complaint procedures, and employee rights and employer responsibilities  
<https://www.whistleblowers.gov/>





# Training Material Packets

Includes:

- Promotional flyers and advertisements
- Training objectives
- Presentation/training materials
- Instructor guides/presenter notes
- Videos
- Student manuals/handouts/exercises
- Sign-in sheets
- Pre/post-tests assessments
- Training evaluation



# Training Material Proposal

- Proposal describing the training materials must be well-developed
- Materials must be classroom quality
- Materials must be reviewed and approved by OSHA
- Materials must be validated during at least one training session
- Grantees must adhere to all copyright laws
- Grantee must provide OSHA with open access to the materials





# 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**

## Application Summary

- An outline summarizing specific facts about the application

## Program Abstract

- A 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
- Recruiting plan
- Training materials and training sessions
- Training evaluations and assessments
- Meetings, reporting, and documentation





# 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!

- Verify that your SAM record is active
- Read the entire funding opportunity announcement instructions
- Select only one topic from the list of targeted topics identified in the FOA
- 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](mailto:HarwoodGrants@dol.gov)

Send questions about using Grants.gov to [support@grants.gov](mailto: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



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.



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

# Grants.gov Website

The screenshot shows the Grants.gov website interface. At the top right, there are links for 'HELP | REGISTER | LOGIN'. Below this is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. A navigation menu includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS' (highlighted), 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The main banner features a photograph of people walking and the text 'FOR APPLICANTS'. Below the banner are eight resource boxes:

- 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. [Apply for a Grant Opportunity Today »](#) [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 »](#)
- Manage Subscriptions**: Subscribe to funding opportunities, saved searches, RSS feeds, and communications. [Sign Up Now »](#)

At the bottom, there are social media links (CONNECT WITH US: Blog, Twitter, YouTube, Alerts, RSS, XML Extract, Get Adobe Reader) and footer information including 'HEALTH & HUMAN SERVICES: HHS.gov | EEOC / No Fear Act | Accessibility | Privacy | Disclaimers | Site Map', 'COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud', and 'GRANTS.GOV Applicant Support 1-800-518-4726 support@grants.gov'.

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



# Harwood Website

 UNITED STATES  
DEPARTMENT OF LABOR

[f](#) [t](#) [i](#) [r](#) [e](#)

Find it in OSHA

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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/>

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<a href="#">Training Requirements and Resources</a>
<a href="#">Outreach Training 10-Hr/30-Hr Cards</a>
<a href="#">OTI Education Centers</a>
<a href="#">Susan Harwood Training Grants</a>

## 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.



 <h4>PROGRAM NEWS AND INFORMATION</h4> <ul style="list-style-type: none"><li><a href="#">Program Overview</a></li><li><a href="#">Current Grantees</a></li><li><a href="#">Success Stories</a></li><li><a href="#">Statistics</a></li><li><a href="#">Program and Application FAQs</a></li><li><a href="#">Funding Opportunity Announcements</a></li><li><a href="#">Apply</a></li><li><a href="#">Contact Us</a></li></ul>	 <h4>FOR GRANTEES</h4> <ul style="list-style-type: none"><li><a href="#">Reference Materials</a></li><li><a href="#">Development, Delivery, and Evaluation</a></li><li><a href="#">Other Resources</a></li></ul>	 <h4>GRANTEE-DEVELOPED TRAINING MATERIALS</h4> <ul style="list-style-type: none"><li><a href="#">By Topic</a></li><li><a href="#">By Language</a></li><li><a href="#">By Grantee</a></li></ul>
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