

**U.S. DEPARTMENT OF LABOR  
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

**FUNDING OPPORTUNITY ANNOUNCEMENT/NOTICE OF AVAILABLE FUNDING:**  
Susan Harwood Training Grant Program, FY 2024 Funding

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** 17.502

**FUNDING OPPORTUNITY NUMBER:** SHTG-FY-24-03

**GRANT CATEGORIES:** Capacity Building

**ACTION:** This Funding Opportunity Announcement (FOA)/Notice of Available Funding will assist eligible nonprofit organizations in developing a plan to build organizational capacity for delivering quality occupational safety and health training programs for workers and employers.

**ELIGIBLE APPLICANTS:** Nonprofit organizations including qualifying labor unions; community-based, faith-based, grassroots organizations; employer associations; Native American tribes, tribal organizations, Alaska Native entities, Native Hawaiian organizations, and native-controlled organizations that are not an agency of a state or local government; and public/state-controlled institutions of higher education may apply.

**APPLICATION REQUIREMENTS:** Applicants must follow the guidelines stated in this FOA before submitting a complete application package including attachments at [www.grants.gov](http://www.grants.gov) (Grants.gov). Submission instructions are available at Grants.gov.

**APPLICATION DEADLINE:** This FOA closes on **July 26, 2024, at 11:59 p.m. Eastern time.** Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.

**NOTICE OF CONCURRENT FUNDING OPPORTUNITY ANNOUNCEMENT:** This FOA (SHTG-FY-24-03) is for Capacity Building grant applicants. Applicants competing for a Targeted Topic Training grant (SHTG-FY-24-01), Training and Educational Materials Development grant (SHTG-FY-24-02), or follow-on grant (SHTG-FY-24-04) must submit their application in response to the appropriate FOA. Applications submitted under the wrong FOA number are non-viable and will not be considered.

**FURTHER INFORMATION:** This FOA does not itself obligate any federal funds. Information about the Susan Harwood Training Grant Program is located on the OSHA website at [www.osha.gov/harwoodgrants](http://www.osha.gov/harwoodgrants). Email your FOA questions to [HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov), or call 847-725-7805, weekdays between 8:00 a.m. and 4:30 p.m. Eastern time.

The Grants.gov Support web page, [www.grants.gov/support](http://www.grants.gov/support), may have answers to your questions or problems regarding your application submission. In addition, you may contact them by email, [Support@grants.gov](mailto:Support@grants.gov), or telephone, 1-800-518-4726, 24 hours a day, 7 days a week (except federal holidays).

**SHTG-FY-24-03 CAPACITY BUILDING GRANTS INSTRUCTIONS**  
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## EXECUTIVE SUMMARY

Under the authority of Section 21 of the Occupational Safety and Health Act of 1970 (OSH Act), the U.S. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) established its discretionary grant program in 1978. In 1997, OSHA renamed the program in honor of the late Susan Harwood, former director of the OSHA Office of Risk Assessment. The grant program offers opportunities for nonprofit organizations to compete annually for funding so they may develop and conduct training and educational programs for small business employers and workers.

The Susan Harwood Training Grant Program aims to advance the job quality of the American workforce by providing disadvantaged, underserved, low-income, or other hard-to-reach, at-risk workers with hazard awareness, avoidance, and control training to protect them from on-the-job hazards, and to inform workers of their rights and employers of their responsibilities under the OSH Act.

The program and this funding opportunity announcement prioritize investment and funding to train workers and employers impacted by working in high-hazard industries, industries with high fatality rates, or whose workforce has historically had disadvantaged access to occupational safety and health training including young workers, temporary, minority, low literacy, limited-English speaking, and other disadvantaged and hard-to-reach workers and worker communities. The Susan Harwood Training Grant Program seeks to increase access to life-saving training by encouraging grantees to provide training in other languages. Technical assistance, guidance, and support for this funding opportunity is presented in OSHA's FY 2024 Susan Harwood Training Grant Funding Opportunity Overview available at: [www.osha.gov/harwoodgrants/applicant-information](http://www.osha.gov/harwoodgrants/applicant-information).

The program is designed to support nonprofit organizations' efforts to provide this important occupational safety and health training to disadvantaged workers. These nonprofit organizations include qualifying labor unions; community-based, faith-based, and grassroots organizations; employer associations; Native American tribes; tribal Alaska Native, Native Hawaiian, and native-controlled organizations that are not an agency of a state or local government; and public/state-controlled institutions of higher education. The program provides education and training on advancement of workers' workplace rights and protections against discrimination and reprisal.

The Susan Harwood Training Grant Program seeks applications that include proven strategies to reach the target training populations while also developing innovative solutions to expand access. Grantees agree to participate in data collection and training impact evaluations described in this FOA.

The Susan Harwood Grant Program awards funds to qualifying organizations who have demonstrated capabilities to achieve the program's performance expectations outlined in this

FOA. This includes experience in engaging subject matter experts, delivering and administering adult training programs, recruiting students, and managing grants. Following the grant awards, OSHA monitors each organization's progress in achieving their performance goals and training targets. OSHA accomplishes this by conducting orientation meetings, training material reviews, training observations, program and financial monitoring visits, and quarterly and year-end report reviews.

For FY 2024, OSHA announces the availability of \$12,787,000 in funding for new Susan Harwood Training Program grants based on 2024 federal appropriations. OSHA expects to award multiple grants to eligible nonprofit organizations under this competitive FOA. This FOA does not itself obligate any federal funds. The obligation of funds occurs when grant recipients acknowledge receipt and acceptance of award documents.

Program funding is for a 12-month period beginning no later than September 30, 2024, and ending on September 30, 2025. The maximum award for a Capacity Building grant is \$100,000.

Capacity Building grants allow applicants time to formulate and test their program objectives and build a full-scale occupational safety and health training program. During the grant period, grantees are required to conduct a needs assessment to determine occupational safety and health training needs in the area they wish to train, assess current abilities to develop and deliver occupational safety and health training, develop marketing and recruitment plans, develop processes for conducting level one training evaluations and level two training assessments, develop curriculum responsive to the training needs identified in the needs assessment, and deliver one small training session to test the effectiveness of curriculum and teaching methods. By the end of the grant period, capacity building grantees must have developed a comprehensive four-year capacity building plan. Successful capacity building grantees may then apply for up to four annual follow-on grants to execute their capacity building plan.

Organizations are restricted to one Susan Harwood Targeted Topic Training grant, Training and Educational Materials Development grant, or Capacity Building grant award in a fiscal year. If an organization submits applications for multiple Susan Harwood funding opportunities, OSHA will review the last complete and viable application package submitted.

Once submitted, applications are not available for additions, corrections, or revisions. To make changes to a submitted application, the organization must submit a new application package. **This FOA closes on July 26, 2024, at 11:59 p.m. Eastern time.** Applications not validated at [www.grants.gov](http://www.grants.gov) (Grants.gov) or submitted after this deadline are ineligible for consideration.

Eligible nonprofit applicants include qualifying labor unions; community-based, faith-based, and grassroots organizations; and employer associations that are not an agency of a state or local government. Public/state-controlled institutions of higher education are eligible to apply in accordance with OMB 2 CFR 200 and DOL exceptions in 2 CFR 2900. Also eligible to apply in accordance with Executive Order 13175 are: Native American tribes; tribal organizations, Alaska

Native, and Native Hawaiian organizations; and native-controlled organizations that are not an agency of a state or local government.

Ineligible applicants are individuals; for-profit organizations; federal, state, and local agencies; 501(c)(4) nonprofit organizations; and FY 2023 Susan Harwood Targeted Topic Training or Training and Educational Materials Development grantees with more than a 90-day time extension to their grant. Note: Capacity Building grantees are not eligible for a 90-day time extension.

Information and forms needed to apply for this FOA are published at Grants.gov. Prior to applying, the applicant's registration must be accurate, up-to-date, and active with Grants.gov and the System for Award Management (SAM). To maintain an active registration in the SAM database, an applicant must review and update their information every 12 months. Inaccurate or expired information may result in rejection of the grant application.

If an applicant is using Grants.gov for the first time, it is strongly recommended that the organization complete the steps to "Register as an Organization" with Grants.gov at [www.grants.gov/register](http://www.grants.gov/register) as soon as possible. It can take up to five weeks to complete the registration process.

It is free to register with SAM at [www.sam.gov](http://www.sam.gov), but the process may take several weeks to complete. To avoid delays that could result in the rejection of the application, applicants must factor these processes into their plans for submitting their application. It is strongly recommended that applicants/organizations register with SAM themselves, and not rely on third parties to engage in SAM registration on their behalf. Third parties may misrepresent (intentionally or unintentionally) that they have obtained a SAM registration for the organization when they have not in fact done so. In cases where an applicant does not obtain and maintain an active SAM registration, a grant application will be denied even if the applicant relied in good faith on a third party's representation that an active SAM registration was obtained. Additional information about these requirements is in Appendix C.

## **PROGRAM OVERVIEW AND FUNDING OPPORTUNITY DESCRIPTION**

The Susan Harwood Training Grant Program funds eligible nonprofit organizations to develop new training capabilities, training materials, and training delivery on the recognition, abatement, and prevention of occupational safety and health hazards in workplaces that may include providing related assistance to the trainee. Grantees may not provide consultation services under this grant program.

The program emphasizes six areas:

- educating workers and employers in small businesses;
- training workers and employers on identifying and preventing serious occupational safety

and health hazards identified by OSHA through the DOL's Strategic Plan, as part of an OSHA special emphasis program, or other OSHA priorities (see [www.osha.gov](http://www.osha.gov));

- training disadvantaged, underserved, low-income, or other hard-to-reach, at-risk workers, and employers;
- training workers and employers about new OSHA standards;
- developing and disseminating materials to train and educate workers;
- educating workers on their rights and employers on their responsibilities under the OSH Act.

Applicants must include an overview of OSHA Whistleblower Protection Programs ([www.whistleblowers.gov](http://www.whistleblowers.gov)) regarding employee rights and employer responsibilities in each training session. The overview will help workers better understand their labor and workplace rights as they pertain to occupational safety and health, relevant programs, and benefits entitled to workers. Applicants who demonstrate high-level commitment to worker safety standards in their organization and have no history of major OSHA or Whistleblower violations will receive an additional bonus point during the application review. For the purposes of this FOA, a history of major OSHA violations means high-gravity serious or willful, or repeat violations within the past five years.

OSHA is committed to ensuring Diversity, Equity, Inclusion, and Accessibility (DEIA), which is a focus of the Susan Harwood Training Grant Program. In jobs where DEIA is a core value and practiced norm in the workplace, all workers have equal opportunity, workers are respected, empowered, and treated fairly, and individuals from underserved communities do not face systemic barriers in the workplace. Underserved communities are persons adversely affected by persistent poverty, discrimination, or inequality, including Black, Indigenous, people of color; LGBTQ+ individuals; women; immigrants; veterans; individuals with disabilities; individuals in rural communities; individuals without a college degree; individuals with or recovering from substance use disorder; and justice-involved individuals.

Applicants who demonstrate their commitment to DEIA in their organizational description and can demonstrate the extent they have institutionalized DEIA principles within their operations, outreach, and training will receive one bonus point.

In order to fund those organizations most in need of developing an occupational safety and health training capacity, as well those organizations best positioned to reach historically disadvantaged and at-risk workers, competitive preference priorities will be given to non-profit applicants with an annual operating budget of less than \$500,000, Minority Serving Institutions (MSIs), Historically Black Colleges and Universities (HBCUs), and community colleges. Applicants should respond to this competitive preference priority in their organizational description.

Through the Department of Labor, the Biden-Harris Administration has made historic efforts to expand the availability of Good Jobs to all Americans. The Department's Good Jobs Initiative works with federal agencies to ensure the creation of Good Jobs through the Administration's billions in generational investments in infrastructure, climate, technology, and communities. [The](#)

[Good Jobs Principles](#) are at the heart of this work. First published in 2022 by the Departments of Labor and Commerce, the shared vision of job quality in the Principles describes stable workplaces where all workers are safe and treated fairly.

The Susan Harwood Grant Program helps fulfill this vision by creating safer workplaces. Toward that end, and consistent with OSHA's authority, OSHA encourages all grantees to ensure that, as employers, the grantees themselves as well as all of their contractors and subcontractors:

- 1) Provide decent compensation, pay equity, and fair opportunities for progression, including setting starting wages at a minimum of \$17.20 per hour and providing opportunities for wage and skill progression;
- 2) Provide family-sustaining benefits that promote economic security and mobility, such as paid sick days, paid family and medical leave, and caregiving supports like schedule flexibility and predictability as well as childcare assistance; and
- 3) Provide conditions at work that demonstrate a commitment to high worker safety and health standards; foster diversity, equity, inclusion, and accessibility; and assure due respect for worker voice and privacy in the workplace.

## **AWARD INFORMATION**

Capacity Building grants financially support organizations in planning and evaluating their ability to provide occupational safety and health training.<sup>1</sup> Funding for the Susan Harwood Training Grant Program is subject to the availability of federal funds. OSHA may award a grant with or without negotiations with the applicant. OSHA may require new awardees to make minor changes to their application to align with FOA requirements and applicable regulations as a condition of award.

### **A. PERFORMANCE PERIOD**

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<sup>1</sup> In previous years, OSHA made available Capacity Building Developmental grants, Capacity Building Pilot grants, and Capacity Building follow-on grants. Capacity Building Developmental grants supported and assisted organizations with an established capability to provide occupational safety and health training, education, training materials, and/or technical assistance. Grantees were required to develop a comprehensive four-year capacity building plan for developing and/or expanding the capacity of the organization to provide safety and health training, education, and related educational assistance to the targeted audiences, and to conduct a significant number of trainings addressing occupational safety and health hazards. Grantees were also eligible in successive years for no more than *three* additional 12-month follow-on grants (depending on satisfactory performance and Congressional funding). Capacity Building Pilot grants, on the other hand, allowed the applicant time to formulate and test their program objective before committing to a full-scale Capacity Building Developmental training program. Recipients of a Capacity Building Pilot grant were expected to perform limited program activities during the 12-month pilot period by performing small-scale trial projects including one pilot training session.

The Capacity Building grants made available through this FOA and the opportunity to apply for *four* additional consecutive follow-on grants made available through a separate FOA constitute a structural change. OSHA made the structural change this fiscal year to allow for a simpler and less confusing application process and thereby encourage more applicants to apply and improve the quality of applications received. Moreover, OSHA believes that organizations that have had one year to plan their grant activities and accumulate necessary resources will be more likely to successfully execute four years of follow-on grants and ultimately become self-sustaining.



Grant awards are for a 12-month performance period beginning no later than September 30, 2024, and ending on September 30, 2025. Capacity Building grantees are ineligible for a 90-day no-cost extension to their performance period. Activities not completed during the Capacity Building award year may be incorporated into the work plan of a follow-on application.

## **B. FUNDING**

Capacity Building grant applicants may request federal funding up to \$100,000. Applicants may commit non-federal resources to their proposed grant program, but it is not a requirement. If non-federal resources are included, they must be identified, included in the budget, and must be expended in accordance with the requirements of this funding opportunity.

Successfully performing Capacity Building grantees are eligible for up to four additional 12-month follow-on grants to continue developing their occupational safety and health training capacity. Funding for follow-on grants is contingent upon grantee performance, congressional approval, and federal funding. Follow-on grant awards may be non-competitive.

## **C. ELIGIBLE TRAINEES**

OSHA covers most private sector employers and workers. Under the Susan Harwood Grant program, grantees may train only eligible workers and employers covered under the OSH Act of 1970, §4, codified at 29 U.S.C. 653 (Appendix A). This may include temporarily unemployed workers who are planning to reenter the workforce in a position covered by the OSH Act within the next three months. Grant funds may not be used to train the applicant's staff and employees, provide training at conferences, train individuals as part of a needs assessment, or train individuals in order to qualify for employment.

Federal, state, and local government employees are generally not eligible for training under this program. A Federal, state, or local government employee may be eligible for training under this program only if the employee has occupational safety and health duties within their agency. In this context, employees with occupational safety and health duties include only employees who are responsible for ensuring safe and healthful working conditions within their agency or organization (i.e., those employees who provide training, manage, provide input on (via a safety committee, for example), or monitor the safety and health of employees within their agency or organization). Most federal, state, and local government employees (including all employees of OSHA and OSHA-approved State Plans) are therefore not eligible for training under this program. To this end, most state and local government employees who have occupational safety

and health protection under an OSHA-approved State Plan and any state employee who work for an OSHA-funded State Plan or Consultation program are not eligible for training under this program. For information about OSHA-approved State Plan occupational safety and health programs, go to [www.osha.gov/stateplans](http://www.osha.gov/stateplans).

#### **D. TARGETED AUDIENCES**

Training and training materials must be in a language participants can understand and must serve employers and workers. Applicants providing non-English training must list the languages and estimate the percentage of training to be conducted in each language. Applicants proposing to provide training programs and materials to workers with limited English proficiency will receive special consideration. The targeted audiences are:

- small businesses;
- limited English proficiency workers;
- illiterate/low literacy workers;
- young workers;
- temporary workers;
- disadvantaged workers;
- underserved workers;
- low-income workers;
- minority and other hard-to-reach workers; and
- workers in high-hazard industries and industries with high fatality rates.

#### **E. TRAINING MATERIALS**

This funding opportunity focuses on developing organizational capacity to deliver instructor-led training to workers and employers in a targeted industry. Grantees must work toward developing a complete training program that includes training objectives, course outlines, sign-in sheets, presentations, instructor guides/notes, videos, student manuals/handouts, student exercises, training material content, trainee evaluations (level 1), trainee assessments (level 2), and long-term training impact assessment (level 3). Applicants may acquire new materials, revise previously-approved Harwood materials, or develop new materials. Grantees must adhere to all copyright laws and provide a written certification that materials are free from copyright infringements.

Training materials must address the recognition, abatement, and prevention of occupational safety and health hazards by covering federal OSHA requirements. Training materials must also consider language, cultural, disability, and gender impacts on the targeted audiences' safety and health in the workplace. Training planned for workers and employers working in an OSHA-approved State Plan state may include references to the state OSHA requirements, however, the final training materials provided to OSHA may contain references to federal OSHA regulations only.

Training materials must include an overview of OSHA Whistleblower Protection Programs ([www.whistleblowers.gov](http://www.whistleblowers.gov)) identifying employee rights and employer responsibilities. The overview will help workers better understand their labor and workplace rights as they pertain to occupational safety and health, the whistleblower programs, and benefits entitled to workers.

Grantees acquiring training and educational materials from an outside source must provide a list of the acquired training materials. These materials must follow a commonly accepted Instructional Systems Design (ISD) model. Grantees must adhere to all copyright laws and provide a written certification that materials are free from copyright infringements. Acquired materials may be subject to OSHA review and approval. Grantees revising previously-approved Harwood training materials must include a list of the materials, the original grant number, and the proposed revisions. OSHA must review and approve all substantive revisions. This requirement applies to training materials downloaded from the Susan Harwood Grant Materials webpage or obtained directly from a previous Susan Harwood grantee.

OSHA posts grant-developed/revised training materials on the OSHA website at [www.osha.gov/harwoodgrants/grantmaterials/bytopic/](http://www.osha.gov/harwoodgrants/grantmaterials/bytopic/). These materials cover various topics in multiple languages.

Grantees developing new materials must follow the ADDIE ISD model that focuses on quality measures for educational and training products. The ADDIE model's five phases are analysis, design, development, implementation, and evaluation. For more information, visit [www.psu.pb.unizin.org/idhandbook/chapter/addie/](http://www.psu.pb.unizin.org/idhandbook/chapter/addie/).

Grantees are encouraged to review the guidance document "Best Practices for the Development, Delivery, and Evaluation of Harwood Training Grants" at [www.osha.gov/harwoodgrants/best-practices](http://www.osha.gov/harwoodgrants/best-practices). An updated publication, "Resource for Development and Delivery of Training to Workers," is available at [www.osha.gov/Publications/osha3824.pdf](http://www.osha.gov/Publications/osha3824.pdf). These resources address needs assessments, proven adult learning techniques, effective models for worker training, and training evaluation documentation.

OSHA's public internet posting requirements apply to new and revised materials developed with grant funds. The grantees must provide two electronic copies of the final training materials to OSHA no later than the last day of the grant performance period, September 30, 2025. Materials must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended. This Act requires electronic and information technology (EIT) documents to be accessible for people with disabilities. To view Section 508 guidance checklists, go to [www.hhs.gov/web/section-508/accessibility-checklists/index.html](http://www.hhs.gov/web/section-508/accessibility-checklists/index.html).

**ACKNOWLEDGEMENT OF DOL FUNDING** is required on all materials developed or revised under the grant using grant funds. These materials include, but are not limited to, promotional/program flyers and advertisements, training presentations, videos, handouts, student and trainer manuals, evaluations and testing instruments, and student sign-in sheets. Each material shall contain the following disclaimer:

*This material was produced under grant number SH-\_\_\_\_-SH\_ from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.*

Applicants revising previously-approved Harwood training materials must retain the original grant number in the disclaimer and acknowledge their revisions to the materials by adding the following statement after the original disclaimer:

*Revisions were made to this material under grant number SH-\_\_\_\_-SH\_ from the Occupational Safety and Health Administration, U.S. Department of Labor.*

## **GRANT APPLICATION AND SUBMISSION**

This announcement includes instructions for developing and organizing the application package. Application submission information and standard forms are on the Grants.gov website. An organization may receive only one Susan Harwood training grant in any fiscal year. If an organization submits more than one application for this funding opportunity, OSHA will review the last application accepted by Grants.gov.

### **A. ELIGIBLE APPLICANTS**

Eligible applicants are nonprofit organizations and include qualifying labor unions; community-based, faith-based, and grassroots organizations; employer associations; Native American tribes, tribal organizations, Alaska Native entities, Native Hawaiian organizations, and native-controlled organizations that are not an agency of a state or local government; and public/state-controlled institutions of higher education.

All applicants other than public/state-controlled institutions of higher education must submit evidence of their nonprofit status as an attachment to their application.

All organizations listed in an application as a partner, or as a part of a consortium, must be an eligible nonprofit organization as defined by this FOA and must adhere to program requirements. Moreover:

- The applicant is the lead organization and must have the ability to perform most

or all program activities. The authorized representative and the financial certifying official must be identified in the application and employed by the applicant organization. The authorized representative must work for the applicant organization and have the authority to enter into a grant agreement. The authorized representative will be the primary contact for OSHA communications regarding the grant.

- An organization cannot be a grantee and a partner/subcontractor for another grantee during the same grant year.
- Grant duties may not be sub-awarded or passed through to other organizations or contractors.
- If contracting for services, provide a description of all contractor duties and justification that the contractor is necessary to achieve grant goals. These contracts may require a full and open competition to meet the requirements of the award and 2 CFR 200.
- Contractors are not allowed to provide services to more than one grantee during the grant performance period.

Ineligible applicants are individuals; federal, state, and local agencies; and FY 2023 Susan Harwood Targeted Topic Training and Training and Educational Materials Development grantees with more than a 90-day time extension to their grant. Additionally, 501(c)(4) nonprofit organizations that engage in lobbying activities are not eligible to receive federal funds that constitute an award, grant, or loan.

## **B. APPLICATION SUBMISSION**

Applicants should prepare their grant application package using the checklist in Appendix B. After reviewing the Grants.gov application submission and receipt procedures in Appendix C, submit the application at Grants.gov prior to this announcement's closing date and time. Refer to Appendix D for important information about application viability.

For Grants.gov questions, use the online answers section at Grants.gov Support ([www.grants.gov/support](http://www.grants.gov/support)), or contact Grants.gov Applicant Support by emailing [Support@grants.gov](mailto:Support@grants.gov), or calling 1-800-518-4726. Grants.gov support is available 24 hours a day, 7 days a week except federal holidays.

If applying online poses a hardship, applicants must contact the OSHA Office of Training and Education (OTE) office at least three weeks prior to the application closing date. An OSHA representative will advise the applicant on how to submit an application online prior to the closing date. Send an email to [HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov), or call the Susan Harwood Grants Coordinator at 847-725-7805, weekdays between 8:00 a.m. and 4:30 p.m. eastern time excluding federal holidays.

## C. REQUIRED GRANTS.GOV APPLICATION CONTENT

OSHA will review complete applications only. Use the checklist in Appendix B to ensure submission of all the required documents listed below.

### *SF-424 Application for Federal Assistance*

- Funds requested must be rounded to the nearest dollar.
- The project/performance site location(s) must be uploaded as an attachment to block 14, Areas Affected by Project.
- The amount entered on the SF-424, box 18a. is the official federal funding request.
- The applicant information and funding request must be consistent throughout all documents.
- The authorized representative's electronic signature on the SF-424, block 21 constitutes a binding offer by the applicant.
- The authorized representative listed on the SF-424 must be the same authorized representative listed on the application summary document.
- Please note: the person to contact on matters involving the application on the SF-424, section 8f, will be the person shown on the notice of award as the project director and must be the same project director listed on the application summary document.

### *SF-424A Budget Information – Non-Construction Programs*

- The projected budget must cover the 12-month performance period.
- The projected budget must be allocated by cost categories on the SF-424A and in the detailed budget support documentation.
- The projected program and administrative costs must be shown in separate columns (defined in Appendix E).
- Costs must be rounded to the nearest dollar.
- Budget information provided on the SF-424A must match the information provided by the applicant in the detailed budget support and budget narrative documents. Examples of the SF-424A and the detailed budget support documents are in Appendix F.

### *SF-424B Assurances – Non-Construction Programs*

The authorized representative's electronic signature certifies the applicant's agreement to comply with federal laws, executive orders, regulations, policies, grant requirements, certifications, and assurances governing this program.

### *Project/Performance Site Location(s)*

The form identifies the sites and locations where grant activities will take place.

*Grants.gov Certification Regarding Lobbying Form*

The authorized representative's electronic signature certifies the applicant agrees to comply with lobbying restrictions. If item 2 is applicable, complete the SF-LLL, Disclosure of Lobbying Activities form.

*SF-LLL, Disclosure of Lobbying Activities (if applicable)*

Complete only if the organization makes payments to lobbying entities with the intent to influence an officer, employee, or member of any federal agency or Congress in connection with a covered federal action.

**D. REQUIRED WRITTEN APPLICATION CONTENT**

Refer to Appendix G for approved formatting for the following documents:

*Application Summary (not to exceed 2 pages - Use the template in Appendix H)*

*Program Abstract (not to exceed 1/2 page - Use the template in Appendix I)*

*Technical Proposal (not to exceed 20 double-spaced pages – See Appendix G)*

In the technical proposal, the applicant will describe the organization's business, training experience, interaction with potential target audiences, successes in completing program obligations, staff's occupational safety and health knowledge and experience, and planned activities for accomplishing project goals. OSHA will evaluate the proposal using the evaluation criteria identified in Appendix K. Applicants must use the same section headers identified in Appendix K.

**1. Proposal Identification**

- Applicant/organization name:
- Grant category: Capacity Building
- Identify geographic scope of proposed needs assessment: (local, regional, or national)
- Potential targeted audience and/or industry
- Proposed training language(s)

**2. Organization Background and Experience**

Provide a brief overview of the organization's purpose, function, daily business activities, and the past five years of experience with governmental (federal, state, or local) grant programs. Discuss the organization's commitment to worker safety within the organization. Describe experience embedding principles of DEIA in trainings and

programming. Discuss the organization's experience with training and interacting with adult learners. List organizational experience engaging industry, recruiting trainees, and working with program target audiences. Describe the organization's experience in conducting and using level 1 training session evaluations and level 2 learning assessments.

### **3. Staff Positions and Experience**

The applicant must have knowledgeable and experienced staff to support this grant program. Describe occupational safety and health qualifications and experience of the professional staff relevant to the work activities proposed in the application. Include their experience in conducting training and/or developing training materials for adult learners and in managing grants or projects. Attach resumes to support staff qualifications. If some positions are vacant or being proposed, include position descriptions and/or minimum hiring qualifications instead of resumes. This section must include:

- Organizational chart specifically identifying grant staff by name and position
- Resumes or abbreviated curricula vitae (CVs), statement of position description/minimum hiring qualifications for key staff (authorized representative, project manager, material developers, instructors, and those who spend more than 50% of their time on grant activities). Provide as attachments and limit each resume/abbreviated curricula vitae (CV)/statement of position description/minimum hiring qualifications to no more than seven pages.

### **4. Statement of Need**

Provide a clear and concise description of the geographic scope of the project including population demographics and industry sectors. Describe the organizational need for federal assistance and current barriers to meeting occupational safety and health training needs. Include any known issues encountered by workers and employers in obtaining occupational safety and health training.

### **5. Work Plan Proposal**

The work plan allows the applicant to describe proposed grant activities required to complete project requirements and goals during the 12-month performance period. The work plan proposal is comprised of two required components: 1) a work plan detailed narrative of all planned grant activities, and 2) a work plan activity matrix table identifying specific grant activities detailed by quarter.

The work plan must propose instructor-led training and be reasonable and achievable within the 12-month grant performance period. Grantees are accountable for completing the activities listed in the work plan. The work plan goals are the basis for measuring



actual quarterly performance and determining successful performance when considering follow-on grant opportunities. The work plan detailed narrative must describe all activities, tasks, due dates, and expected results of the project's performance goals.

**WORK PLAN DETAILED NARRATIVE** program requirements are:

### **TRAINING NEEDS ASSESSMENT AND GAP ANALYSIS**

Grantees are required to conduct a needs assessment to determine occupational safety and health training needs in the area they wish to train (local, regional, or national) and assess their current abilities to develop and deliver occupational safety and health training to meet the need identified. The goal is to determine what gaps exist between the present state (what is) and the desired state (what should be). Applicants must outline their process for conducting the needs assessment and gap analysis and describe how that will inform the occupational safety and health capacity to be built. The assessment will identify gaps or deficiencies preventing training from reaching the targeted industry, audience, or geographic location and serve as the basis for subsequent follow-on grants.

### **TRAINING MATERIALS**

Applicants must provide a well-developed concept about the training and educational materials they propose to use. State how you plan to acquire the training materials. If developing new training materials or, if it is applicable to translate training materials into a non-English language, include an estimated timeline for developing, evaluating, validating, and producing the materials.

OSHA must approve the English version of new and revised grant materials before the grantee may use the materials to conduct training or translate them into another language. Allow at least three weeks for OSHA to review materials for technical accuracy and suitability. If the grantee revises the materials after receiving OSHA approval, the grantee must submit the updated materials to OSHA for re-approval.

Applicants providing non-English training must list the languages and estimate the percentage of trainees who would be trained in each language in their training projections table.

Applicants will receive additional consideration when they identify delivery of training in non-English language(s). OSHA reserves the right to review translated materials prior to their use. OSHA may request the grantee certifies accuracy of the translation by identifying the translator and providing the translator's qualifications. Organizations proposing to develop Spanish-language training materials must use appropriate terminology from the OSHA dictionaries located at [www.osha.gov/complianceassistance/spanish-dictionaries](http://www.osha.gov/complianceassistance/spanish-dictionaries).

Applicants must include a provision for ensuring materials are compliant with Section 508 of the Rehabilitation Act of 1973, as amended, in their work plan.

## **TRAINING PLAN AND PROJECTIONS**

Applicants must focus on building training capacity with an identified occupational safety and health audience, topic, or industry. Applicants must describe how they will recruit trainees from the program's targeted audiences which include young workers, temporary, minority, low literacy, limited-English speaking, and other disadvantaged and hard-to-reach workers. Describe past successes in reaching the targeted audiences as well as any plans to work with other organizations to recruit trainees. Provide a description of the methods the applicant will use to reach multiple employers and their workers.

Grantees are required to conduct at least one instructor-led, in-person training session. Explain the teaching methods, training location(s), and projected number of trainees and contact hours for the training session(s). Explain the plan to actively involve workers during the training to create a participatory learning environment.

Grantees may not train an individual on the same grant topic more than once during capacity building periods. This includes the initial Capacity Building year and all subsequent follow-on grants. Individuals trained at conferences, expos, symposiums, association meetings, or as part of a needs assessment are ineligible trainees and are not reportable as workers trained or as training contact hours.

**TRAINING SESSIONS** must be a minimum of 30 minutes and may not exceed four trainee contact hours. Contact hours refer to time spent covering course content. Trainee contact hours do not include breaks, lunchtime, or instructor-led minutes used for administrative activities such as trainee sign-in, general training site information, training presentation evaluation, or presentation of certificates of completion. Trainees must attend the entire training before the grantee may count them as trained and include their contact hours in the quarterly report.

**TRAINING SESSION CLASS** size must be no fewer than five and no more than 20 trainees. The ideal class size to facilitate participatory learning with actively involved trainees is between 10 and 20 trainees.

**TRAINING EVALUATIONS AND TRAINEE ASSESSMENTS** are important in validating training materials and improving the training presentation. Occasionally, the Department of Labor conducts a separate study on the impacts of the program's training. In accepting grant funding under this program, the grantee agrees to fully cooperate with and provide any data needed for federally-sponsored evaluations of the training. Grantees must administer level 1 training session evaluations and level 2 trainee assessments during

training sessions.

Level 1 – Training Session Evaluations measure how trainees react to the training experience including trainees’ perceptions of the training environment, instructor(s), and quality and usefulness of the training. Level 1 evaluations must be in writing and completed by the trainee. If language or literacy is an issue, the evaluation may include an instructor-documented verbal satisfaction survey.

The OSHA 171A, which must be provided to each trainee, includes an evaluation section. The grantee can use the evaluation survey included on the OSHA 171A or use their own evaluation.

Level 2 – Trainee Learning Assessments measure the skills, knowledge, and safety attitude the trainee acquires and retains. The instructor must document the pre- and post-training assessment results of each trainee. Level 2 assessments may be written tests, or instructor-documented oral pre- and post-training assessments. All pre- and post-assessments must measure the training objectives and align in content, format, and approach. This will accurately document changes in trainees’ knowledge and skills as a result of completing the training.

The grantee/instructor must maintain documentation of all verbal- or activities-based assessments. Alternative pre- and post-test assessment methods may include having the trainees perform a task or interactive activity that demonstrates their knowledge before and after their participation in the training. Evaluations and assessments must be retained for OSHA monitoring purposes.

Training projections define the proposed training session by type of training, course duration, projected number of trainees, and training contact hours. Provide a description of the method that will be used to reach multiple employers and their workers. Applicants providing non-English training must list the language and estimated percentage of trainees who would be trained in each language. Include a table in the proposed work plan. Projections must be a single number estimate (not a range) as shown in the example table below.

Trainee numbers and training contact hours are estimates based on proposed training for each quarter. Grantees are expected to conduct at least one training session. Projections must be a single number estimate (not a range) as shown in the table below. Include a table similar to the following in your work plan.

**TABLE 1: PROJECTED TRAINEE NUMBERS AND TRAINING CONTACT HOURS**

<b>Quarter</b>	<b>Performance Period</b>	<b>Projected Number of Trainees</b>	<b>Projected Contact Hours</b>
Quarter 1	October 1 to December 31	0	0

Quarter 2	January 1 to March 31	0	0
Quarter 3	April 1 to June 30	0	0
Quarter 4	July 1 to September 30	30	60
	Totals	30	60
	Total funding (federal and non-federal)	\$100,000	\$100,000

**Work Plan Activity Matrix Table**

A work plan activity matrix table divided by quarter for the 12-month performance period must include the activities and tasks projected for each quarter. The project’s quarters are:

Quarter 1: September 30, 2024 – December 31, 2024

Quarter 2: January 1, 2025 – March 31, 2025

Quarter 3: April 1, 2025 – June 30, 2025

Quarter 4: July 1, 2025 – September 30, 2025

Develop the work plan activity matrix table to identify specific grant activities and projected completion dates. Include all required grant-related activities in the work plan. These activities include attending OSHA-required meetings (e.g., orientation meeting) and monitoring visits, submitting grant-developed materials for OSHA review, submitting quarterly reports, and other grant-related activities. Also include projected training session(s), projected trainee numbers, and training contact hours in the planned quarter.

**INSTITUTIONS OF HIGHER EDUCATION** must observe Constitution Day and Citizenship Day on September 17 in accordance with 36 USC 106, Consolidated Appropriations Act. The U.S. Department of Education requires every school and college receiving federal money to teach about the U.S. Constitution on the anniversary date of the adoption of the Constitution in 1787. Visit [Commemorating Constitution Day](#) for relevant information. **This grant does not fund these activities.**

**E. DETAILED BUDGET AND BUDGET NARRATIVE**

The Detailed Budget and supporting Budget Support Narrative must demonstrate that the funds requested are necessary and sufficient to cover the cost of the activities identified in the proposal. The federal share of the budget shall not exceed the maximum award established in this FOA. No additional federal funds will be available during the performance period.

All requested grant funds must be consistent throughout all budget-related application forms and supporting documents including the SF-424, SF-424A, Application Summary document, Detailed Budget, and Budget Narrative. The funding amount requested in section 18 on the SF-424 takes precedence over all other documents. All grant funds

requested must be rounded to the nearest dollar.

Proposed costs must be necessary, reasonable, allowable, and follow federal guidelines. Allowable costs support recruiting activities; revising, developing, or purchasing training and educational materials; and conducting training on the identification and abatement of occupational safety and health hazards in the workplace. All costs must comply with federal cost principles found in the Uniform Guidance in 2 CFR 200 and 2 CFR 2900. Appendices E and J identify allowable and unallowable costs for this program.

## **DETAILED BUDGET**

The application must include a Detailed Budget that includes all costs for performing grant activities as shown on the SF-424A. All costs must be identified and segregated as either program costs or administrative costs, as defined in Appendix E. Budget categories in the detailed budget must match SF-424A budget categories. Applicants are encouraged to use the Example Detailed Budget in Appendix F. The detailed budget must include all costs associated with the proposed project, including federal grant funding and non-federal resources. The personnel and benefits budget categories of the detailed budget must include the names, positions/titles, percent of time each position works on grant activities, salaries, and benefits calculations.

## **SUPPORTING BUDGET NARRATIVE**

Briefly describe the applicant's financial management processes including accounting system, internal funds control, segregation of fiscal duties, and fiscal management procedures.

Applicants must provide a budget narrative to describe and justify in detail the projected costs, clearly stating the methodology used for each cost allocation. This includes providing budgets and cost details for all partners and explaining how partner costs are included in the detailed budget, if applicable. Include all costs for performing grant activities as shown on the SF-424A. Budget categories in the support narrative must match SF-424A budget categories and the Detailed Budget. The Budget Narrative must include all costs associated with the proposed project, including federal grant funding and non-federal resources. Describe the source of funds and amount of all non-federal resources. Explain how these funds will be used to support the goals and objectives of this grant program.

The personnel and benefits budget categories in the Budget Narrative must include names, positions, and percent of time staff will work on grant activities, salaries, and benefits calculations. For other budget categories, provide specific details for each expense including details on how the costs were calculated, such as mileage and mileage rates, types and costs of supplies, and other project costs. For service contracts, state the purpose of the contract, scope of work to be performed, and the method for calculating

the costs. Contracts must meet the requirements stated in Appendix E.

### **ADMINISTRATIVE AND PROGRAM COSTS**

Administrative costs are costs that support the management and administration of the project. These include any costs associated with salaries and benefits for the authorized representative, financial certifying representative, administrative support staff, and others who manage the grant. Administrative costs may include personnel costs related to preparing and completing reports, travel costs to attend OSHA-required meetings, and cost of supplies and materials used for administrative tasks.

Indirect costs must be identified as an administrative cost under this grant. The maximum allowance for administrative costs under this funding opportunity is no more than 25 percent of the total funding amount (federal award and applicant's non-federal funds).

Program costs are direct costs incurred to develop and conduct training and other grant program activities. These include salaries and benefits for the project director, developers, instructors, travel costs to conduct training, and costs to purchase instructional supplies and materials needed for the training development and delivery. Grant funds may not be used to compensate trainees or their employers, including refreshments, gift cards, stipends, or other incentives.

Applicants proposing to purchase safety or training tools for demonstration purposes must limit the number of items and justify how the purchase will enhance the program development or instruction. Grant funds may not be used to purchase safety items, gifts, awards, or incentives for trainees.

Grant funds may not be used to set up remote training systems/platforms. If reasonable and justified, informational technology (IT) equipment purchases such as a laptop or hotspot are allowed for instructional purposes only. Applicants who received funding for IT equipment within the past two years through a previous Harwood grant may not request new IT equipment without an acceptable explanation.

Grant funds may not be used to purchase equipment. Grant funds may not be used to purchase items to establish or update offices or training spaces, including desks, tables, chairs, file cabinets, room dividers, technical equipment, machinery, or large models (does not include tabletop models). Space rental must be limited to training space only. Information about allowable administrative and program costs is included in Appendix J.

### **VOLUNTARY RESOURCE CONTRIBUTIONS**

Applicants must identify all voluntary resource contributions used to support the project. Voluntary resources must be identified as supplemental to the grant award and must be

used under the same conditions as the federal funds. The voluntary contributions may not include federal funds received from another agency. Grant funds cannot be used to pay consultants who are federal employees or federally funded state employees such as OSHA 21(d) consultants or 23(g) compliance officers.

#### **INDIRECT COSTS**

Indirect costs allocated to the budget require appropriate support documentation. Applicants must submit a copy of their approved negotiated Indirect Cost Rate Agreement (ICRA) as an attachment to their application in Grants.gov. The effective dates in the ICRA must cover the entire grant performance period.

Applicants without an approved ICRA may allocate a 10 percent de minimis rate to their budget based on Modified Total Direct Costs (MTDC) as described in 2 CFR 200.68 and 2 CFR 200.414. If allocating a 10 percent de minimis rate to the budget, applicants must provide their method for identifying and calculating the MTDC. All indirect costs are categorized as administrative costs for this grant.

#### **F. NON-PROFIT STATUS**

This program requires evidence of an organization's nonprofit status. Public/state-controlled institutions of higher education do not need to provide proof of nonprofit status. All other nonprofit applicants and partners must submit a legible signed copy of the Internal Revenue Service (IRS) determination letter recognizing the applicant as tax exempt under the Internal Revenue Code, 26 U.S.C. § 501(c)(3). If the IRS letter is unavailable, applicants must attach a legible signed copy of one of the following documents confirming nonprofit status:

- State taxing body or Secretary of State letter certifying the organization is a nonprofit organization operating within the state and that no part of its net earnings benefits any private shareholder or individual;
- Certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant;
- Parent (state or national) organization's proof of nonprofit status listed above, and a statement from the parent organization that the applicant is a local nonprofit affiliate; or
- Comparable documentation supporting nonprofit status for tribes and other tribal organizations.

#### **G. MEETINGS, REPORTING, AND DOCUMENTATION**

Grantees must participate in OSHA meetings and monitoring/observation visits, maintain training documentation, and submit quarterly progress reports. Applicants must include

these activities in their work plan and show related costs in their budget proposal. OSHA uses the activities listed in the work plan to measure the grantee's progress toward the work plan goals. These assessments allow OSHA to evaluate the grantee's performance and to provide guidance to the grantee as needed. OSHA Instruction TED 03-00-002, "Administering OSHA Discretionary Grant Programs" establishes the requirements. Go to [www.osha.gov/harwoodgrants/requirements](http://www.osha.gov/harwoodgrants/requirements) to view the document.

**IT IS EACH RECIPIENT'S RESPONSIBILITY TO ADHERE TO ALL FEDERAL AWARD REQUIREMENTS SET FORTH IN THE AWARD AGREEMENTS.** Each recipient signs assurances and certifications that the grantee will comply with all terms and conditions of the grant awards, which includes timely, accurate, and complete submission of all documentation required, including quarterly Federal Financial Reports for the purpose of monitoring financial activities throughout the performance period of the grant.

Each recipient will be advised that they will be at risk of facing some restrictions if they are unable to conduct the timely and accurate reporting of Federal awards in the future. Failure to submit accurate documents prior to the established deadline will result in a violation of the Grants Oversight and New Efficiency Act ("GONE Act") of 2016 (Public Law 114-117). When a recipient fails to submit all required and accurate documents by the due date stated, the grantee will be at risk of being placed on the list of grant recipients submitted to Congress in accordance with the GONE Act.

OSHA reserves the right to place a recipient on the temporary restrictions mode in the Payment Management System for failure to submit accurate documents prior to the established deadlines. The restrictions mode will require all drawdown requests to include a written description of the need for the drawdown request, including deliverables and supplemental information such as monthly expense reports. Any such drawdown requests will be reviewed by OSHA. The restriction mode will be in place until the recipient commits to the timely submission of the reports and the expense reconciliation issues are resolved.

**A GRANTEE ORIENTATION MEETING** is mandatory and occurs early in the performance period at a location determined by OSHA. Additionally, a trainer exchange may occur after the orientation meeting. All applicants must budget for two staff members (one program and one financial) to attend the 1½-day orientation meeting. Applicants may also budget for one program staff member and up to two trainers to attend the 1-day optional trainer exchange, if the applicant intends to attend. While an orientation meeting may occur at each OSHA regional office, applicants should include time and travel-related costs as administrative costs based on travel to Washington, D.C.

**GRANTEE REPORTING REQUIREMENTS** include quarterly submission of financial and program progress reports to OSHA. Quarterly reports include a comparison of the planned activities in the work plan with actual accomplishments and may include



proposed corrective actions, if needed. Quarterly reports are due no later than 30 days after the end of the quarter. The grant closeout report is due no later than 90 days after the end of the grant period. Personnel time and other costs related to reporting requirements must be included in the budget as administrative costs.

**TABLE 2: GRANTEE REPORTING DUE DATES**

<b>Report for</b>	<b>Reporting Period</b>	<b>Due Date</b>
Quarter 1	10/01/2024 – 12/31/2024	01/30/2025
Quarter 2	01/01/2025 – 03/31/2025	04/30/2025
Quarter 3	04/01/2025 – 06/30/2025	07/30/2025
Quarter 4	07/01/2025 – 09/30/2025	10/30/2025
Closeout/Final	09/30/2025 – 12/29/2025	12/29/2025

**THE SF-425 FEDERAL FINANCIAL REPORT (FFR)** is due 30 days after the end of each quarter and shows grant expenses incurred for that quarter. The final report is due no later than 90 days after the end of the grant performance period. No expenditures may be obligated to the grant during the closeout period.

**THE OSHA 171, GRANTEE QUARTERLY PROGRESS REPORT**, and progress narrative are due to OSHA within 30 days after the end of each quarter. The OSHA 171 is a quantitative data report that includes the date and location of training sessions, number of workers and employers trained, and training contact hours delivered.

**NOTICE:** Grantees will be tasked with collecting DEIA information from their trainees using the **OSHA 171A** form. Each trainee will have the option to provide the requested demographic information. The grantee will be required to report the data collected for every trainee after each training.

The quarterly progress report is a detailed narrative of the grantee’s progress toward completing activities and meeting quarterly work plan goals. Grantees should use the quarter’s training records to identify successes, challenges, and gaps in meeting work plan goals. If the grantee recognizes a gap in achieving their work plan activities, the grantee must identify a plan to resolve issues that prevented them from reaching work plan goals.

When possible, the training assessments and evaluations should be included to provide quantitative and qualitative outcomes including percent of trainees by language. The analysis of level 1 training evaluations and level 2 trainee assessments must describe instructor training effectiveness and changes in trainees’ knowledge/skill level.

The “Instructions for Preparing Grantee Quarterly Progress Reports” printed on the back of the OSHA 171 describe the reporting format. The detailed narrative report must address the following:

- Needs assessment progress and outcomes;
- Quarterly activities completed and compared with the work plan;
- Training materials developed/revised/acquired;
- Recruitment activities conducted;
- Type of training conducted, including audience, level, language, etc.;
- Quarterly training numbers and contact hours compared with the work plan;
- Training evaluations/assessments completed with results (levels 1 and 2);
- Successes and challenges identified;
- Corrective actions to correct performance deficiencies identified; and
- Other activities accomplished.

The closeout narrative is the final analysis of the entire grant performance. This cumulative report summarizes the grant activities highlighting successes and problems throughout the grant period. The report explains how grant activities enabled the grantee to accomplish the work plan goals. The report must include a summary of the level 1 evaluation and level 2 assessment results. The report should address how the training design promoted equity in teaching and learning, including consideration of the training audience's diverse language, cultural, disability, and gender characteristics.

**SELF-CERTIFICATIONS** must accompany the closeout report and be on the organization's letterhead and signed by the authorized representative. The grantee must certify that:

- Training impacted audiences' workplace safety and health including such factors as language, cultural, disability, and gender considerations;
- Ineligible trainees did not participate in grant-funded programs or receive grant-funded materials; and
- Materials developed with grant funds are free from copyright infringements.

**OSHA RESERVES THE RIGHT** to implement special program requirements and may request additional documentation related to grant activities during the grant cycle. Grantees must immediately respond to OSHA or DOL requests for performance and/or training impact evaluations related to this grant program. Other special requests may include, but are not limited to, site visits; collection of program, administrative, and performance data; and interviews with grant program personnel and program participants.

## **H. SUBMISSION FORMAT**

The grant application package includes forms and attachments itemized in the Application Checklist located in Appendix B. Use the checklist to ensure a complete application package is prepared prior to submitting the application at [Grants.gov](https://www.grants.gov). Attachments submitted as a part of the [Grants.gov](https://www.grants.gov) grant application must be either Adobe Acrobat (PDF) or Microsoft Word documents. Missing and incomplete documents may affect the viability of the application. All attachments must be formatted to print on 8½

by 11-inch paper. Oversized document will not be reviewed.

Attach all required documents. Required documents include the application summary, program abstract, technical proposal, resumes for key personnel, position descriptions for key vacancies, detailed budget, and budget support narrative. Do not separate components of the technical proposal including the work plan or work plan matrix. Other optional attachments may include a list of prior government grants, signed letters of commitment, and organizational chart(s) for the applicant and any partners. Do not include sample training materials.

#### **I. INTERGOVERNMENTAL REVIEW**

The Susan Harwood Training Grant Program is not subject to Executive Order 12372 Intergovernmental Review of Federal Programs.

#### **J. APPLICATION EVALUATION CRITERIA, REVIEW, AND SELECTION PROCESS**

OSHA will screen applications only after Grants.gov validates the submission. OSHA will use the checklist in Appendix B to determine whether the application meets the requirements of the FOA. Applications that do not comply with one or more of the requirements are deemed non-responsive and disqualified from consideration.

A technical panel of OSHA staff will rate each responsive application using the criteria in Appendix K. After reviewing the panel ratings, comments, and recommendations, the Assistant Secretary will consider agency priorities, training value, geographic presence, related costs, previous grant performance, and other factors before selecting the applications most advantageous to the government. The Assistant Secretary's award decisions are final.

#### **K. ANTICIPATED AWARD ANNOUNCEMENT DATE AND NOTIFICATION**

Award announcements will occur before September 30, 2024. The Assistant Secretary, or their representative, will notify successful applicants. The Office of Training and Education (OTE) will mail consolation letters to unsuccessful applicants.

The award notice sent to a successful applicant does not constitute approval of the submitted grant application. The acceptance of a proposal and award of federal funds to sponsor any program does not constitute a waiver to comply with grant requirements or procedures. OSHA may elect to award a grant with or without negotiations with the applicant. A grant awarded without negotiations constitutes a binding offer by the authorized representative, shown on the SF-424, Section 21 (the Grants.gov E-Authentication electronic signature) and the application summary document.

OSHA may enter into negotiations with the applicant regarding compliance with program

components, staffing, budgeting, funding levels, and/or administrative systems. If negotiations do not result in an acceptable submittal, the Assistant Secretary reserves the right to terminate the negotiation and decline to fund the proposal. Awardees must submit negotiated revisions to their application to the appropriate Regional Office by October 31, 2024.

### **Request for Application Comments**

Award decisions are final and cannot be appealed. Unsuccessful applicants may request reviewer comments on their application until March 31, 2025. Requests must be on the organization's letterhead and signed by the authorized representative as shown in Section 21 of the SF-424, Application for Federal Assistance, and/or identified as the authorized representative on the application summary document. Send requests by email to [HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov).

Include the following information with the written request:

- Funding Opportunity Announcement number (SHTG-FY-24-03);
- Grants.gov Tracking Number (GRANT \_\_\_\_\_);
- Organization name;
- Grant type: Capacity Building
- Authorized Representative's name and complete mailing address;
- Contact phone number and/or e-mail address.

## **POST AWARD ADMINISTRATIVE AND NATIONAL POLICY**

### **A. APPLICABLE FEDERAL LAWS**

All grantees, including faith-based organizations, are subject to applicable federal laws and regulations (including provisions of appropriations law) and the applicable OMB Uniform Guidance. Grantees are required to comply with all federal, state, and local requirements. Grant awards under this FOA are subject to the following administrative standards and provisions, as applicable to the particular grantee:

- 29 CFR 2, Subpart D, equal treatment regulations;
- 29 CFR Parts 31, 32, 35, and 36, as applicable;
- 29 CFR 93, restrictions on lobbying;
- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), which covers grant requirements for nonprofit organizations, including universities and hospitals ([www.govinfo.gov/content/pkg/FR-2013-12-26/pdf/2013-30465.pdf](http://www.govinfo.gov/content/pkg/FR-2013-12-26/pdf/2013-30465.pdf));
- 2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance ([www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf](http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf));
- General Terms and Conditions of Award ([www.osha.gov/harwoodgrants/requirements](http://www.osha.gov/harwoodgrants/requirements));
- Federal Funding Accountability and Transparency Act of 2006 or Transparency

Act – Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101) ([www.grants.gov/learn-grants/grant-policies/ffata-act-2006.html](http://www.grants.gov/learn-grants/grant-policies/ffata-act-2006.html))

- 2 CFR 25, Universal Identifier and System For Award Management ([www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl));
- 2 CFR 170, Reporting Subaward and Executive Compensation Information ([www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl)); and
- 41 U.S.C. 702 – Drug-Free Workplace Requirement for Federal Grant Recipients Act of 1988, and 2 CFR 182 ([www.gpo.gov/fdsys/granule/USCODE-2009-title41/USCODE-2009-title41-chap10-sec702](http://www.gpo.gov/fdsys/granule/USCODE-2009-title41/USCODE-2009-title41-chap10-sec702)).

Except as specifically provided, OSHA’s acceptance of a proposal or OSHA’s award of Federal funds to sponsor any program does not constitute a waiver of any grant requirement or procedure. For example, if an application identifies a specific contractor to provide certain services, the OSHA award does not constitute a justification to sole-source the procurement (to avoid competition).

**Drug-Free Workplace:** The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any federal agency maintain a drug-free workplace. The recipient must notify the awarding office about any employee conviction related to any violation of a criminal drug statute. Failure to comply with these requirements may result in suspension or debarment.

**Transparency:** DOL is committed to conducting a transparent grant award process and publicizing information about grant awards. The act of submitting a grant application constitutes the applicant’s agreement to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability, loss, or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

**The Freedom of Information Act:** Grant applications will be protected by DOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), the Freedom of Information Act (FOIA), and the Privacy Act of 1974 (5 U.S.C. § 552a). If DOL receives a FOIA request for an application, OSHA will respond according to DOL FOIA regulations 29 CFR § 70 and will use the exemptions and procedures in 29 CFR § 70.26 for responding to requests for commercial/business information.

## **B. GRANT PROGRAM CONDITIONS**

Applicants/grantees must comply with all local, state, and federal laws and regulations.

Evaluations of the overall performance of the Harwood grants and/or training impact on participants may be required. As a condition of an award, grantees are required to cooperate with any evaluation of the program DOL may undertake. This cooperation includes, but is not limited to, site visits; collection of program, administrative, and performance data; and interviews with grant program personnel and program participants.

DOL prohibits the use of the DOL or OSHA logo by the grantee. This includes using the logos on grant-produced materials.

DOL reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use for federal purposes any work produced under a grant, and to authorize others to do so (2 CFR 200.315). Awardee must agree to provide DOL with a paid-up, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use for federal purposes all products developed, or for which ownership was purchased, under an award including, but not limited to, curricula, training models, technical assistance products, and any related materials, and to authorize others to do so. Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronic or otherwise.

Grantees must provide to OSHA usable copies of all training and educational materials developed or revised under this grant for inclusion in a public access location on an OSHA webpage. Grantees must provide to OSHA two (2) Section 508 compliant digital (flash drive) copies of the materials formatted for publication on the OSHA website. Grantees must label digital materials with grantee's name and grant number. The required guidelines for submitting the final materials to OSHA are in Appendix L.

Grantees using existing training materials acquired for grant training purposes must certify the materials are free of copyrights. Provide a list of the acquired training materials used during the grant period including previously-approved Susan Harwood materials. State the type of materials acquired, name/title of the materials, author/owner of the materials, rights to use the materials, information about where to acquire the materials, and a description of how the materials were used (e.g., instruction, recruitment, evaluation, presentation). OSHA may post this information on the Susan Harwood webpage as an additional resource for trainers.

Grantees making public reference to a federal grant award including issuing statements, press releases, proposal requests, bid solicitations, and other documents must describe the project/program funded under the grant and clearly state the following in their public documents in accordance with the Stevens Amendment:

- Dollar amount of federal financial assistance for the project or program;
- Dollar amount of the total cost of the project or program funded by non-governmental sources;
- Percent of the total cost of the program or project funded with federal money; and

- Percent of the total cost of the program or project funded with non-governmental sources.

The grantee may satisfy this requirement by supplying the missing information and then including the following in the above-referenced publications:

The [*Organization's Name*], at the time of initial publication of this document (*MM/YYYY*), is funded by a grant of \$ \_\_\_ federal funds, which constitutes \_\_\_ percent of the program budget. \_\_\_ percent, or \$ \_\_\_ of the program budget, is financed through non-governmental sources.

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**AUTHORITY:** Section 21(c) of the Occupational Safety and Health (OSH) Act of 1970, (29 U.S.C. 670), Public Law 117-103.

**OMB Approval No.:** 1225-0086

**Expiration Date:** 07/31/2025

**OFFICE OF MANAGEMENT AND BUDGET INFORMATION COLLECTION  
REQUIREMENTS:**

This FOA requests information from applicants. This collection of information is approved under OMB Control No. 1225-0086 (Expires 07/31/2025).

In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for the grant application is estimated to average 56 hours per response, for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor-OASAM, Office of the Chief Information Officer, Attn: Departmental Information Compliance Management Program, Room N1301, 200 Constitution Avenue NW., Washington, DC 20210; or by email: [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov). A copy of your comments may be sent electronically to the Susan Harwood Grant Coordinator at [HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov), or by mail to Susan Harwood Grant Coordinator, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005.

This information is being collected for the purpose of awarding a grant. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is not considered to be confidential.

**Billing Code:** 4510-26-P



## APPENDIX A – TARGETED AUDIENCES

### Eligible Trainees

This grant supports the development and presentation of training for eligible workers and employers currently covered under the OSH Act of 1970, SEC. 4, codified at 29 U.S.C. 653, with limited access to safety and health training or work in a high-hazard industry. Other eligible trainees include unemployed workers planning to return to the workforce in a position covered by the OSH Act within the next three months. OSHA covers most private sector employers and workers. Grant funds may not be used to train the applicant’s staff or employees, or train worker to qualify for employment.

#### **OSH Act of 1970, SEC. 4. Applicability of This Act**

- (a) This Act shall apply with respect to employment performed in a workplace in a State, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, the Trust Territory of the Pacific Islands, Wake Island, Outer Continental Shelf Lands defined in the Outer Continental Shelf Lands Act, Johnston Island, and the Canal Zone. The Secretary of the Interior shall, by regulation, provide for judicial enforcement of this Act by the courts established for areas in which there are no United States district courts having jurisdiction.
- (b) (1) Nothing in this Act shall apply to working conditions of employees with respect to which other Federal agencies, and State agencies acting under section 274 of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2021), exercise statutory authority to prescribe or enforce standards or regulations affecting occupational safety or health.

Ineligible trainees are most public sector employees, including federal, state, and local government employees. Information about OSHA-approved State Plans can be found at [www.osha.gov/stateplans](http://www.osha.gov/stateplans).

### Targeted Audience(s)

Training must reach a diverse audience and incorporate principles of equity and inclusion. Training and training materials must be in a language the participants can understand. Training should reach one or more of the following targeted audiences:

- Workers and employers in high-hazard industries;
- Workers and employers in industries with high fatality rates;
- Workers and employers in small businesses employing fewer than 250 employees; or
- Workers with limited access to occupational safety and health training, e.g., young workers (ages 16-24), temporary, minority, low literacy, limited-English speaking, disadvantaged, underserved, low-income, or other hard-to-reach, at-risk workers.

## APPENDIX B – APPLICATION CHECKLIST

Applicants must list the same requested federal grant amount on the SF-424, SF-424A, application summary, detailed budget, and supporting budget narrative documents. If inconsistencies exist between these documents, the budget amount specified on the SF-424 is the official funding amount requested. If selected for an award, grantees must correct any documents that do not match the official award amount.

<b>Application Checklist</b>
<b>Forms to be completed on <a href="http://www.grants.gov">www.grants.gov</a></b>
<input type="checkbox"/> SF-424, Application for Federal Assistance
<input type="checkbox"/> SF-424A, Budget Information – Non-Construction Programs
<input type="checkbox"/> SF-424B, Assurances – Non-Construction Programs
<input type="checkbox"/> Project/Performance Site Location(s)
<input type="checkbox"/> Grants.gov Lobbying Form
<input type="checkbox"/> SF-LLL, Disclosure of Lobbying Activities (if applicable)
<b>Documents that must be attached to the application package in Grants.gov</b>
<b>UPLOAD YOUR DOCUMENTS IN THIS ORDER</b>
<input type="checkbox"/> Application summary (not to exceed 2 pages)
<input type="checkbox"/> Program abstract (not to exceed 1/2 page)
<input type="checkbox"/> Technical proposal (not to exceed 20 pages)
<input type="checkbox"/> Organizational chart of the grant program
<input type="checkbox"/> Experience of key personnel
<input type="checkbox"/> Resumes/short curriculum vitae (not to exceed 2 pages per document)
<input type="checkbox"/> Position description/minimum hiring criteria for vacant positions
<input type="checkbox"/> Evidence of nonprofit status (public/state-controlled institutions of higher education are exempted)
<input type="checkbox"/> Detailed budget support documents
<input type="checkbox"/> Form shows costs allocated by cost category (reference SF-424A)
<input type="checkbox"/> Form shows costs allocated by administrative or program
<input type="checkbox"/> Form shows non-federal resource contribution as part of the total (if applicable)
<input type="checkbox"/> Narrative explanation of non-federal resource contribution (if applicable)
<input type="checkbox"/> Narrative describing/justifying the detailed costs for each cost category
<input type="checkbox"/> Cost per trainee
<input type="checkbox"/> Cost per training contact hour
<input type="checkbox"/> Indirect cost supporting document (if applicable)
<input type="checkbox"/> Approved Indirect Cost Rate Agreement (ICRA) or
<input type="checkbox"/> 10 percent de minimis indirect costs document identifying basis for calculations
<b>Optional other attachments</b>
<input type="checkbox"/> Letters of support from partners, including budget, ICRA, as needed
<input type="checkbox"/> Other letters of support (optional)
<input type="checkbox"/> Other appropriate documents (Do not submit sample training materials)

## APPENDIX C – GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES

*This section provides the application submission and receipt instructions for U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) program applications. Please read the following instructions carefully and completely.*

*Reference: <https://www.grants.gov/grantors/grantor-standard-language.2/27/2024>*

### 1. Electronic Delivery

OSHA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. OSHA encourages applicants to submit their applications online through Grants.gov.

### 2. How to Register to Apply through Grants.gov

**a. Instructions:** Read the instructions below about registering to apply for OSHA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration which provides a Unique Entity Identifier (UEI), and a Grants.gov account to apply for grants. If individual applicants (those submitting on their own behalf) are eligible to apply for this funding opportunity, they need only refer to steps 2 and 3 below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on Grants.gov here:

<https://www.grants.gov/applicants/applicant-registration>

- 1) *Register with SAM:* All organizations (entities) applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/applicants/applicant-registration>.
- 2) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions provided on the registration page.
- 3) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the

## Appendix C – Grants.gov Application Submission and Receipt Procedures (cont.)

UEI (Unique Entity Identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/applicants/workspace-overview/>.

- 4) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/applicants/applicant-registration/ebiz-poc-authorizes-profile-roles>.
- 5) *Track Role Status*: To track your role request, refer to: <https://www.grants.gov/applicants/applicant-registration/track-profile-role-status>.

**b. Electronic Signature**: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC of the organization must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

### 3. How to Submit an Application to OSHA via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to: <https://www.grants.gov/applicants/workspace-overview/>.

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

## Appendix C – Grants.gov Application Submission and Receipt Procedures (cont.)

- a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/applicants/adobe-software-compatibility>.
  - b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
  - c. *Complete SF-424 Fields First*: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.
- 3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
  - 4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/applicants/applicant-training>.

*Applicant Support*: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the FOA.

If applicants are experiencing difficulties with application submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist OSHA with tracking the issue and understanding background information on the issue.

## **Appendix C – Grants.gov Application Submission and Receipt Procedures (cont.)**

### **Timely Receipt Requirements and Proof of Timely Submission**

*a. Online Submission.* All applications must be received by 11:59 p.m. Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When OSHA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by OSHA.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role attempting to submit the application.

## **APPENDIX D – VIABLE APPLICATION REQUIREMENTS**

OSHA will not review non-viable applications. Applications must meet all of the viability components listed.

Viable applications are:

- Submitted through Grants.gov;
- Submitted before the application deadline;
- Validated by Grants.gov;
- Submitted under the correct FOA;
- Completed with all the required forms and documents (Appendix B);
- Submitted by eligible nonprofit organizations;
- Submitted with a readable and valid proof of current nonprofit status (public/state-controlled institutions of higher education are exempt);
- Proposing an identifiable training program that builds organizational occupational safety and health training capacity; and
- Meeting the application instruction and program requirements as outlined in this FOA.

## **APPENDIX E –PROGRAM AND ADMINISTRATIVE COSTS DEFINITION**

The SF-424A – Budget Information, detailed budget table, and detailed supporting narrative must break down grant costs for federal grant funds and non-federal resources (if applicable) identified by the budget categories shown on the SF-424A. All costs must be allocated as either a program cost or an administrative cost.

### **Program Costs**

Program costs are direct costs incurred to develop and conduct training and other grant program activities. Direct program costs are easily identifiable and relate to training development and training presentation grant activities.

Program costs include:

1. Program personnel salaries and benefits include costs related to:
  - Developing and presenting training for workers and employers
  - Recruiting trainees
  - Tracking and monitoring training activities and participant information
    - Basic worker information
    - Employer information
    - Statistical information relevant to program assessments and evaluations
2. Reasonable travel costs to carry out training activities:
  - Costs for trainer(s) to go to a training location
  - Costs for grant personnel to monitor trainers
3. Costs of goods and services required for direct program functions:
  - Advertising and outreach services specific to recruiting the targeted audiences
  - Training supplies, including local materials reproduction
  - Purchase of approved training supplies (limited to the costs related to grant activities, and may not include trainee incentives, office or classroom furniture, storage, or equipment)
  - Rental of training space (limited to costs related to delivery of instruction)
4. Payments to nonprofit partners, vendors, or contractors for services supporting program activities (supported by invoice).

Some direct costs may support both program and administration activities, e.g., grant personnel may provide program services and perform administrative functions. Applicants must allocate these shared costs as either program or administrative based on the role and task. Document the method used to allocate these costs, e.g., based on actual time worked on each function, actual supplies used, or other equitable cost allocation method. Indirect costs should not be allocated in the budget as a program cost.



## Appendix E – Program and Administrative Costs Definition (Cont.)

### Administrative Costs

Administrative costs may not exceed 25 percent of the total federal and non-federal funding. Administrative costs include direct and indirect costs. Administrative direct costs are easily identifiable costs associated with grant related activities that support the administration of the grant. Any deviation from this restriction requires a written justification and OSHA approval.

Administrative costs include:

1. Administrative personnel salary and fringe benefits costs related to:
  - Data collection and report preparation
  - Monitoring review resolution
  - Development of systems and procedures for administrative functions
  - Budget, accounting, and audit activities
  - Financial and cash management
  - Purchasing and procurement
  - Payroll functions
  - Personnel management
2. Travel costs for official business to carry out administrative or management activities of the grant, including travel associated with required attendance at the OSHA Orientation Meeting and other OSHA meetings.
3. Costs of goods and services required for administrative functions of the program:
  - Advertising and outreach to the general public
  - Office supplies
  - Postage
  - Rent for additional office space (justification required, and limited to the costs related to grant activities)
  - Renting/leasing and maintenance of office equipment (copiers, printers, etc. if justified and deemed necessary, and must be limited to the costs related to grant activities)\*\*
  - Telephones, internet service. necessary to support the grant program)\*\*
  - Costs to manage administrative functions; i.e., reasonable costs for personnel management, accounting and payroll, or procurement/purchasing

\*\*These items are approved, provided they are not included in the indirect costs.

Non-profit partners' administrative and program costs must be allocated to the applicable budget category. Partners budgeting for indirect costs must provide an approved Indirect Cost Rate Agreement (ICRA).

## **Appendix E – Program and Administrative Costs Definition (Cont.)**

### **Indirect Costs**

Indirect costs, as specified in the Uniform Guidance 2 CFR 200, are costs incurred for a common or joint purpose, and benefit more than one program, project, or unit. Indirect costs are not easily identifiable or assignable. Indirect costs represent the unidentifiable expenses of doing business for a grant, contract, project function, or activity, but are necessary for the general operation of the organization. For this grant, indirect costs are budgeted as administrative costs.

An ICRA states the proportion of organization indirect costs each program should bear. The approved ICRA must show effective dates that cover the entire grant performance period. The negotiated rate approved by the organization's cognizant federal agency is applicable to all federal grant programs. The allowed indirect costs are based on the approved ICRA rate (percentage) times the approved base. OSHA limits the amount of direct and indirect administrative cost and allows only 25% of the total award amounts that can be paid with grant funds.

If the organization has never had an ICRA, they may apply a 10 percent de minimis allowance as an indirect cost but must certify that the organization has never had an ICRA and must provide the method used to calculate the modified total direct cost base.

### **Contracts/Sub-Awards**

Contracts must meet the requirements of 2 CFR 200 and the grant award. Prior to awarding a contract, grantees must use a full and open competition method for procurement to the maximum extent possible. This FOA prohibits grantees from entering into a sub-award agreement with a third party to execute grant activities. OSHA encourages applicants to offer contracting opportunities to Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities, as stated in the policies outlined in Executive Orders 13256, 12928, 13230, and 13021 as amended.

**APPENDIX F – EXAMPLE OF BUDGET FORMS**

**Example SF-424A**

Section A of the SF-424A is completed in the applicant’s workspace at Grants.gov and must separate program and administrative costs, as demonstrated in the example below.

New Burden Statement **BUDGET INFORMATION - Non-Construction Programs** OMB Number: 4040-0006  
Expiration Date: 06/30/20 14

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Program	17.502	\$ 75.00		\$ 75.00		\$ 75.00
2. Administrative	17.502			25.00		25.00
3.						
4.						
5. Totals		\$ 100.00		\$ 100.00		\$ 100.00

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB (Circular A-102) Page 1

Section B of the SF-424A is completed in the applicant’s workspace at Grants.gov and must provide costs allocated by budget category and by program and administrative costs separately, as demonstrated in the examples below.

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Program	(2) Administrative	(3)	(4)	
a. Personnel	\$ 30.00	\$ 15.00			\$ 45.00
b. Fringe Benefits	10.00	5.00			15.00
c. Travel	5.00				5.00
d. Equipment					
e. Supplies	6.00	2.00			8.00
f. Contractual	20.00				20.00
g. Construction					
h. Other	4.00	3.00			7.00
i. Total Direct Charges (sum of 6a-6h)	75.00	25.00			\$ 100.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 75.00	\$ 25.00			\$ 100.00
7. Program Income	\$	\$	\$	\$	\$

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## Appendix F – Example of Budget Forms (Cont.)

Attach a budget narrative to this detailed program budget that justifies the itemized costs for each cost category, and the method used for estimating the costs. Totals for each category on the detailed program budget must match the category lines on the SF-424A. Allocate each identified costs to the appropriate column and cost category as either an administrative or program cost.

Total administrative costs (direct and indirect costs) may not exceed 25 percent of the total federal and non-federal grant funds.

Personnel and travel costs to attend the Grantee Orientation Meeting must be allocated to the administrative cost column. All indirect charges must be allocated to the administrative cost column.

### Example Detailed Budget

ABC Organization  
Detailed Project Budget

			Program	Administrative	Total
<b>a. Personnel</b>					
Name, Itemize	%	\$0	\$0	\$0	\$0
Name, Itemize	%	\$0	\$0	\$0	\$0
Name, Itemize	%	\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>b. Fringe Benefits</b>					
Name, Itemize	%	\$0	\$0	\$0	\$0
Name, Itemize	%	\$0	\$0	\$0	\$0
Name, Itemize	%	\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>c. Travel</b>					
Attend Orientation Meeting			\$0	\$0	\$0
Itemize					
Itemize					
Subtotal		\$0	\$0	\$0	\$0
<b>d. Equipment &gt; \$5000, useful life of more than one year, all Computer related items</b>					
Itemize		\$0	\$0	\$0	\$0
Itemize		\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>e. Supplies</b>					
Itemize		\$0	\$0	\$0	\$0
Itemize		\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>f. Contractual</b>					
Itemize		\$0	\$0	\$0	\$0
Itemize		\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>g. Construction (N/A)</b>					
Itemize					
<b>h. Other</b>					
Itemize		\$0	\$0	\$0	\$0
Itemize		\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0
<b>i. Total Direct Charges</b>					
		\$0	\$0	\$0	\$0
<b>j. Indirect Charges</b>					
			\$0	\$0	\$0
<b>k. Total</b>					
		\$0	\$0	\$0	\$0
		%	%		
		Program	Administrative		

## APPENDIX G – APPLICATION FORMATTING REQUIREMENTS

The program abstract and technical proposal must be double-spaced on plain white 8½” x 11” paper with one-inch margins and in portrait layout. Font must be 12-point Times New Roman. Graphs and tables in the technical proposal may be single-spaced.

All attachments must be saved as one of the following: Adobe.pdf or Microsoft Word. Documents must be accessible and may not be locked, password protected, or water marked. For consistency, name the attachments using the applicant name and document type, e.g. *ABCOrg AppSum.docx*. Do not submit sample training materials. Ensure all documents are legible and formatted for printing on 8½” x 11” paper. Compressed or zipped files will not be accepted.

File attachment names may not exceed 30 characters. The DOL Grants system limits the use of special characters in the file names. Using other characters may prevent OSHA from viewing the attachments. Allowable characters in the attachment file names are:

- letters and numbers – A-Z, a-z, 0-9
- underscore ( \_ ) and hyphen (-)
- parenthesis (()), curly brackets ({}), and square brackets ([])
- tilde (~)
- exclamation point (!), comma (,), and period (.)
- dollar sign (\$), percent sign (%), plus sign (+), and equal sign (=)
- spaces

If an application document exceeds the cited page number limitation for double-spaced pages in the technical proposal, program abstract, or application summary, OSHA reviewers will disregard the excess pages. If a document is single-spaced or one-and-one-half-spaced (in whole or in part), OSHA will convert the document to double spacing, and OSHA reviewers will disregard pages exceeding the document’s length limit.

## APPENDIX H – APPLICATION SUMMARY FORMAT

1. Organization name and physical address
2. Authorized representative (AR)  
*(May include secondary AR, e.g. Pre-award AR and Post-award AR)*
  - Name and title (same as on SF-424, section 21)
  - Physical address (for courier delivery)
  - Email address and telephone number
3. Project director (PD)
  - Name and title
  - Address
  - Email address and telephone number
4. Financial certifying representative
  - Name and title
  - Address
  - Email address and telephone number
5. Grant type: Capacity Building
6. Targeted audience/industry/topics: *(List any known target audience/industry/topic. Applicant may state that the needs assessment will inform final audience/industry/topic.)*
7. Training languages:
8. Funds requested *(round to nearest dollar)*
  - Federal funds       \$
  - Other funds         \$
  - Total funds         \$
9. Projected number of trainees:
10. Projected trainee contact hours:
11. Projected percent of trainees by language: *(Example: 60% English, 20% Spanish, 20% Polish)*
12. Type of organization: *(Select one: labor union, community/faith based/grassroot, employer association, public/state-controlled institution of higher education, other nonprofit institution of higher education, native tribal, or specify other type of nonprofit)*
13. Affiliations *(unions or other nonprofits)*, OSHA alliances *(federal or state)*, and/or Partners *(including nonprofits associated with this proposal)*, if applicable
14. Targeted cities/counties/states and associated congressional districts where training will occur:

## APPENDIX I – PROGRAM ABSTRACT NARRATIVE

A program abstract should be brief (limit to ½ page) and include applicant name, grant category, and as much information as is known regarding planned grant activities. Applicants are encouraged to use the format below.

*[Insert Organization Name]* proposes to plan the development and delivery of occupational safety and health training, including conducting a *[select one: local, regional, or national]* needs assessment, developing marketing and recruitment plans, developing processes for conducting evaluations and assessments, developing curriculum to meet training needs identified in the needs assessment, delivering one small training session, and developing a four-year capacity building plan. The targeted audience includes *[identify target audience(s) if known, e.g., youth, hard-to-reach, and limited English proficiency workers]* in this high-hazard industry. Training will include *[identify training topics if known, e.g., using ladders, scaffolds, and preventing falls from roofs]*. The organization intends to *[select one: develop new or revise existing]* training materials *[if revising existing materials, provide source of materials]*. Training will be in *[insert anticipated language(s), if known]*.

## **APPENDIX J – ALLOWABLE/UNALLOWABLE USE OF GRANT FUNDS**

Proposed costs must be necessary, reasonable, and in accordance with federal guidelines. Determinations of allowable costs are in accordance with the Cost Principles found in the Uniform Guidance 2 CFR 200 and in 2 CFR 2900. OSHA may disallow costs that are unallowable in accordance with the applicable federal cost principles or other conditions defined by the grant program and this FOA.

### **ALLOWABLE USES OF GRANT FUNDS**

Grant project budgets include OSHA federal funding as requested on the SF-424, and the applicant's non-federal money, if any. Funds from other sources may not include funding from other federal programs. Grantees must carry out grant activities in accordance with all applicable legal and program requirements. Allowable grant funds support the following:

- Developing and/or purchasing training and educational materials for the project;
- Conducting outreach and recruiting activities to increase the number of workers and/or employers participating in the program; and
- Conducting free training, and other activities that inform workers and/or employers about workplace occupational safety and health hazards and hazard abatement.

### **PROHIBITED USE OF GRANT FUNDS**

While the activities described below may be part of an organization's regular programs, the terms of this grant program prohibit the use of grant funds, whether from OSHA federal funds or recipient matching resources for the following:

- Conducting activities that are incongruent with the goals and objectives of the OSH Act;
- Conducting training for OSHA State Plan/Consultation employees or federal employees;
- Conducting activities that benefit state and local government employees unless they have occupational safety and health responsibilities (e.g., occupational safety and health trainers, program managers, committee members, employees responsible for abating unsafe and unhealthy working conditions for their organization);
- Providing program activities that involve self-employed workers or workplaces that are precluded from enforcement action by OSHA under section 4(b)(1) of the Act, codified at 29 U.S.C. 653(b)(1);
- Training on topics that do not cover the recognition and prevention of unsafe or unhealthy working conditions (e.g., workers' compensation, first aid, skills to qualify for a job);
- Attending, presenting, or conducting training at conferences, expos, symposiums, association meetings, or other gatherings that limit access to specific groups or paid attendees;
- Publishing materials prejudicial to labor, management, or OSHA;



## Appendix J – Allowable/Unallowable Use of Grant Funds (Cont.)

### PROHIBITED USE OF GRANT FUNDS (CONT.)

- Assisting workers in arbitration cases or other actions against employers, or assisting workers and/or employers in the prosecution of claims against federal, state, or local governments; and
- Duplicating services offered by OSHA, a state under an OSHA-approved State Plan, or consultation programs provided by state designated agencies under section 21(d) of the OSH Act, codified at 29 U.S.C. 670(d)(1).
- Conducting OSHA Outreach Training Program's 10- or 30-hour training ([www.osha.gov/training/outreach](http://www.osha.gov/training/outreach));
- Conducting or attending OSHA Training Institute or OSHA Training Institute Education Center courses;
- Providing staff development or using grant funds to train the grantee's employees or contractors unless expressly approved by OSHA;
- Conducting training through or for any pre-existing, proprietary, industry, or certification program;
- Identifying or using training for a certification program or requirement for a certification program;
- Describing training as OSHA certified training;
- Proposing training required by or funded by other federal and/or state agencies;
- Duplicating services of other federal and/or state agencies;
- Paying salary, travel, and other expenses for an OSHA State Plan, OSHA Consultation, or federal employee;
- Reimbursing trainees or employers for the cost of lost-time wages while attending grant-funded training;
- Providing compensation, stipends, or incentives to trainees, including train-the-trainer trainees, for any grant-related activities prior to, during, or after attending grant-funded training;
- Generating membership in grantee and/or partner's organization (e.g., requiring participants to be members to attend training, informing non-members about membership benefits, including membership information, appeals for members printed in materials produced with grant funds, conducting membership drives);
- Using grant funds to assist, promote, or deter union organizing;
- Providing food and beverages at meetings or training events; and
- Reimbursing pre-award costs (e.g., grant writing costs).

## Appendix J – Allowable/Unallowable Use of Grant Funds (Cont.)

### FAITH-BASED ORGANIZATIONS

According to 29 CFR 2, Subpart D:

- (a) Faith-based organizations may apply for this award on the same basis as any other organization, subject to the protections and requirements of this subpart and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb *et seq.* DOL will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.
- (b) A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.
- (c) A faith-based organization may not use direct Federal financial assistance to support or engage in any explicitly religious activities except where consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by DOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

### REQUIRED WRITTEN NOTICES TO TRAINEES

Per 29 CFR 2.34, each grantee must provide the following written notice to their Harwood grant program trainees and prospective trainees before they are enrolled in a training session or receive services from the program. The written notice may be incorporated into materials that are otherwise provided to trainees. When the nature of the training provided or exigent circumstances make it impracticable to provide such written notice in advance of the actual training, the grantees must advise trainees of their protections at the earliest available opportunity:

#### **Written Notice of Trainee Protections (see 29 CFR 2 Subpart D)**

Name of Organization:

Name of Program:

Type of Federal Financial Assistance: [DIRECT Federal financial assistance]

Contact Information for Program Staff: [provide name, phone number, and email address, if appropriate]

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

## Appendix J – Allowable/Unallowable Use of Grant Funds (Cont.)

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance;
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the U.S. Department of Labor’s Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or by email to [CRCEXternalComplaints@dol.gov](mailto:CRCEXternalComplaints@dol.gov); and
- (5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please call toll-free 1-877-US2-JOBS (1-877-872-5627) or TTY 1-877-889-5627.

This written notice must be given to you before you enroll in the program or receive services from the program, unless the nature of the service provided or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be given to you at the earliest available opportunity.

## APPENDIX K – CAPACITY BUILDING EVALUATION CRITERIA

Applications will be evaluated based on the criteria below. Applicants are encouraged to follow this format for headings and sub-headings when developing their project narrative.

Sample Required Component	Points
<ul style="list-style-type: none"> <li>A. Proposal Identification               <ul style="list-style-type: none"> <li>1) Applicant Name</li> <li>2) Grant Category</li> <li>3) Geographic Scope of Proposed Needs Assessment</li> <li>4) Potential Targeted Audience/Industry</li> <li>5) Proposed Training Language(s)</li> </ul> </li> <li>B. Organization Background and Experience               <ul style="list-style-type: none"> <li>1) Overview of Organization</li> <li>2) Commitment to Worker Safety</li> <li>3) Embedding DEIA Principles</li> <li>4) Experience with Adult Learners</li> <li>5) Industry Engagement, Recruitment, and Work with Target Audiences</li> <li>6) Training Assessments and Evaluations</li> </ul> </li> <li>C. Staff Positions and Experience               <ul style="list-style-type: none"> <li>1) Occupational Safety and Health Experience</li> <li>2) Training Experience</li> <li>3) Grant/Project Management Experience</li> <li>4) Organizational Chart</li> <li>5) Resumes, CVs, Position Descriptions</li> </ul> </li> <li>D. Statement of Need               <ul style="list-style-type: none"> <li>1) Geographic Scope of Project</li> <li>2) Organization Need for Federal Assistance</li> </ul> </li> </ul>	50
<ul style="list-style-type: none"> <li>E. Work Plan Proposal               <ul style="list-style-type: none"> <li>1) Work Plan Detailed Narrative                   <ul style="list-style-type: none"> <li>a. Training Needs Assessment and Gap Analysis</li> <li>b. Training Materials</li> <li>c. Training Plan and Projections                       <ul style="list-style-type: none"> <li>(1) Recruitment</li> <li>(2) Training Session(s)</li> <li>(3) Training Evaluations and Assessments</li> <li>(4) Training Projections</li> </ul> </li> </ul> </li> <li>2) Work Plan Activity Matrix Table</li> </ul> </li> </ul>	81
<ul style="list-style-type: none"> <li>F. Detailed Budget and Support Narrative               <ul style="list-style-type: none"> <li>1) Detailed Budget Table</li> <li>2) Budget Support Narrative                   <ul style="list-style-type: none"> <li>a. Financial Management Processes</li> <li>b. Budget Justification</li> </ul> </li> <li>3) Indirect Cost Rate</li> <li>4) Nonprofit Status (not required for Public/state-controlled institutions of higher education)</li> </ul> </li> </ul>	53
<ul style="list-style-type: none"> <li>G. Other Attachments               <ul style="list-style-type: none"> <li>1) Required resumes</li> <li>2) Required partner budgets and letters of support (if applicable)</li> <li>3) Optional other letters of support</li> </ul> </li> </ul>	7
<ul style="list-style-type: none"> <li>H. Bonus Point Opportunities               <ul style="list-style-type: none"> <li>1) Applicant demonstrates a high-level commitment to worker safety standards in its organization by showing no history of major OSHA or Whistleblower violations</li> <li>2) Applicant demonstrates a commitment to DEIA in its organizational description by detailing the extent to which the applicant has institutionalized DEIA principles within its operations, outreach, and training</li> </ul> </li> </ul>	+1 each
<b>Total</b>	<b>191</b>

## APPENDIX L – GRANT-FUNDED MATERIALS SUBMITTAL PROCESS

Grant materials developed or revised with grant funds are subject to OSHA review and approval. OSHA must approve the materials prior to the grantee using the materials to conduct training. Prior to the end of the performance period, September 30, 2024, the grantee must submit to OSHA two electronic copies of the materials developed or revised with grant funds. OSHA will provide public access to grant-produced materials on the Susan Harwood webpage. Electronic files must meet the requirements of Section 508 of the Rehabilitation Act of 1973. Following are submittal procedures for grant-funded training materials.

### A. MATERIAL REQUIREMENTS

- a. The word “draft” must not appear on any materials (printed or electronic).
- b. A final English version of materials must accompany the materials created for translation into a non-English language.
- c. Training materials must be appropriate for all audiences.
  - Remove references to training of specific groups, members of a group, or individuals
  - Remove personal information (instructor names, addresses, phone numbers, e-mail addresses, etc.)
- d. Blank tests and answer keys must be provided.
- e. Grant-funded materials developed by a grantee must contain the following disclaimer:

*This material was produced under grant number SH\_\_\_\_\_ -SH\_\_ from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.*

Applicants using previously-approved Susan Harwood training materials shall retain the original grant number and disclaimer. After OSHA approves the revisions, grantees must acknowledge OSHA funding for the revised materials by adding the following statement after the original disclaimer:

*Revisions were made to this material under grant number SH-\_\_\_\_ -SH\_\_ from the Occupational Safety and Health Administration, U.S. Department of Labor.*

- f. A list of all (new, revised, or acquired) training materials used during the grant period must include the following:
  - Title of materials;
  - Author of materials;
  - Acquisition method of training materials;
  - Copyright approval;
  - Type of materials; and
  - Material uses, i.e., instruction, recruitment, evaluation, presentation.

## Appendix L – Grant-Funded Materials Submittal Process (cont.)

### B. DOCUMENT AND FILE REQUIREMENTS

Grantees must produce grant-funded training materials in a format that is widely accessible to the public. Microsoft Office documents meet this requirement. Do not submit Adobe Acrobat (.pdf) files without OSHA approval. Currently, there is no preferred program for providing media files.

- a. **Word Files:** Submit training and other printed materials in unlocked editable Word documents.
- b. **PowerPoint Files:** Submit presentations that are unlocked and editable. (Do not provide files saved in the “PowerPoint Show” format.)
  - Document must be Section 508 compliant
  - Photographs and other images must be compressed in JPEG format and include an alternate text description
  - Presentations with linked or embedded audio or video files
    - Submit two copies of the presentation
      - One copy with the links and embedded files
      - One copy without the links and embedded files
      - Describe what link or embedded file was used at this location in the materials, and where the user can find the link or embedded file
  - Presenter talking points must be added to each slide
- c. **Media Files**
  - Files must be Section 508 compliant
  - Images such as photographs must have descriptive captions
  - Audio files must have transcripts
  - Video files must be captioned and have transcripts

### C. SECTION 508 COMPLIANCE

Training materials must comply with Section 508 of the Rehabilitation Act of 1973. Ensuring there are no accessibility issues by using the accessibility checker built into the Microsoft Office software allows access to the materials by all users. Accessibility issues are often related to images, document navigation, hyperlinks, data tables, color, blank spaces, titles, tabs, and other non-readable placeholders.

### D. MATERIALS SUBMISSION

Grantees will submit all grant-funded training materials in electronic format (two (2) electronic copies). Before sending the materials to OSHA, ensure all files open and that all grant-funded materials are included. Do not submit files that are encrypted, password protected, or in “read only” format.

## **Appendix L – Grant-Funded Materials Submittal Process (cont.)**

Grantees must provide:

- a. A list of materials submitted by the grantee;
- b. A list of other materials used by the grantee;
- c. Photographs of other materials developed by the grantee that are not practical for mailing (banners, etc.);
- d. Materials submitted as an electronic file that does not exceed 15MB, and is certified as Section 508 compliant;
  - Save images and pictures as .jpg files
  - Compress pictures and images to email size (96 ppi)
  - Delete cropped areas of pictures
  - Divide materials into several smaller files to not exceed the file size limit
- e. USB flash drives that are clearly labeled with the name of the grantee’s organization and the grant number (e.g., SH-123456-SH4); and
- f. Electronic file names on USB flash drives that clearly identify the type of material (examples: Instructor Manual, Student Manual, Pre-Test, Post-Test, Test Answers, Assessments and Evaluation Forms).

## REFERENCES

### Acronyms

AR/AOR	Authorized Representative
CFR	Code of Federal Regulations
DEIA	Diversity, Equity, Inclusion, and Accessibility
DOL	U.S. Department of Labor
OTE	Office of Training and Education
FFR	Federal Financial Report SF-425
FOA	Funding Opportunity Announcement
FY	Fiscal Year
MTDC	Modified Total Direct Costs
ICRA	Indirect Cost Rate Agreement
OSHA	Occupational Safety and Health Administration
OSH	Occupational Safety and Health
OMB	Office of Management and Budget
SAM	System for Award Management
SF	Standard Form
U.S.C.	United States Code

### Websites

- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) – [www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- 2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance – [www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf](http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf)
- Grants.gov – [www.grants.gov](http://www.grants.gov)
- OSHA – [www.osha.gov](http://www.osha.gov)
- The Rehabilitation Act of 1973, Section 508 – [www.section508.gov/manage/laws-and-policies](http://www.section508.gov/manage/laws-and-policies)
- Susan Harwood – [www.osha.gov/harwoodgrants](http://www.osha.gov/harwoodgrants)
- System Award Management (SAM) – [www.sam.gov](http://www.sam.gov)