

**DEPARTMENT OF LABOR**

**Occupational Safety and Health Administration**

**Susan Harwood Training Grant Program, FY 2010**

**AGENCY:** Occupational Safety and Health Administration, Labor

**ACTION:** Notice of availability of funds and solicitation for grant applications (SGA) for Targeted Topic training grants

**FUNDING OPPORTUNITY NO.:** SHTG-FY-10-02

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO.:** 17.502

**SUMMARY:** The U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) awards funds to nonprofit organizations to provide training and educational programs for workers and/or employers about safety and health topics selected by OSHA. Nonprofit organizations, including qualifying labor unions and community-based and faith-based organizations that are not an agency of a state or local government are eligible to apply. Additionally, state or local government-supported institutions of higher education are eligible to apply in accordance with 29 CFR Part 95. This notice announces grant availability for Susan Harwood Training Program grants. All information and forms needed to apply for this funding opportunity are published as part of this solicitation for grant applications or are available on the <http://www.grants.gov> website (hereinafter "Grants.gov website").

**DATES:** Grant applications must be received electronically by the Grants.gov system no later than 4:30 p.m., E.T., on Friday, August 6, 2010, the application deadline date.

**ADDRESSES:** Applications for grants submitted under this competition must be submitted electronically using the government-wide Grants.gov website at: <http://www.grants.gov>. If applying online poses a hardship, applicants must contact the OSHA Directorate of Training and Education office listed in this announcement at least one week prior to the application deadline date, 4:30 p.m., E.T., on Friday, August 6, 2010, to speak to a representative who can provide assistance to ensure that applications are submitted online by the closing date. Requests for extensions to this deadline will not be granted. Further information regarding submitting a grant application electronically is listed in Section IV, Item 3, Submission Date, Times, and Addresses.

**FOR FURTHER INFORMATION CONTACT:** Any questions regarding this solicitation for grant applications should be emailed to [HarwoodGrants@dol.gov](mailto:HarwoodGrants@dol.gov) or directed to Kimberly Newell, Program Analyst or Jim Barnes, Director, Office of Training and Educational Programs, at tel: 847-759-7700 (note that this is not a toll-free

number). To obtain further information on the Susan Harwood Training Grant Program of the U.S. Department of Labor, visit the OSHA Web site at: <https://www.osha.gov>, select “Training” under the Top Links section, and then select “Susan Harwood Training Grant Program”. Please note that on the Harwood Web page, the “Applying for a Grant” section contains a PowerPoint program entitled “Helpful Tips for Improving Your Susan Harwood Grant Application.”

## **SUPPLEMENTARY INFORMATION:**

### **I. Funding Opportunity Description**

#### Overview of the Susan Harwood Training Grant Program

The Susan Harwood Training Grant Program provides funds for programs to develop training materials and to train workers and/or employers to recognize, avoid, abate, and prevent safety and health hazards in their workplaces and provide related assistance. The program emphasizes six areas:

- 1) Providing information on worker rights under OSHA law, including the right to file a complaint free from discrimination and include the elements for a valid complaint.
- 2) Educating workers and/or employers in small businesses; for purposes of this grant program, a small business is one with 250 or fewer employees.
- 3) Training workers and/or employers about new OSHA standards.
- 4) Training at-risk worker populations.
- 5) Training workers and/or employers about high risk activities or hazards identified by OSHA through the Department of Labor’s Strategic Plan, or as part of an OSHA special emphasis program or other OSHA priorities.
- 6) Providing technical assistance to workers and/or employers.

#### Grants Being Announced Under this Solicitation

Under this solicitation for grant applications, OSHA will accept applications for Targeted Topic training grants. The emphasis for applications submitted for Target Topic training grants should be on the development of quality safety and health training materials and/or on conducting training for workers and/or employers at multiple worksites addressing safety and health hazards associated with one or more of the selected training topics listed below. Applicants may propose the following activities.

- To develop, evaluate, and validate quality occupational safety and health training materials and curricula tailored to the industry or hazard and selected target audiences that could be used to supplement materials that are currently available from OSHA and other government agencies. Grantees will be expected to submit classroom quality products that follow the commonly accepted Instructional Systems Design (ISD) process that OSHA has adopted as a quality measure for all of its education and training products. The five ISD steps are: analysis, design, development, implementation, and evaluation. Training materials must be developed in formats that are suitable for hard-copy and Internet publication and distribution. The training materials must address one or more of the training topics selected by OSHA and listed below.
- To develop, evaluate, and validate quality occupational safety and health training materials tailored to the industry or hazard and selected target audiences that meet all the requirements described in the above listed bullet, and conduct training courses that address one or more of the training topics selected by OSHA and listed below.
- To identify and utilize existing quality training materials tailored to the industry or hazard and selected target audiences and conduct training courses that address one or more of the training topics selected by OSHA and listed below.

#### Topics for the Targeted Topic Training Grants

Organizations funded for Targeted Topic training grants are expected to develop training materials and/or provide occupational safety and health training and/or educational programs addressing one or more of the topics selected by OSHA; recruit workers and/or employers for the training; and conduct and evaluate the training. All proposed training programs must include information regarding worker rights under OSHA law, including the right to file a complaint free from discrimination and the elements for a valid complaint. Grantees are also expected to conduct training evaluations with individuals trained by their program to determine trainee retention of knowledge, and positive impacts of training activities on work practices, workplace safety and health conditions, and overall worker protection from the job hazards. If an organization plans to develop training materials for training workers or employers or to train workers or employers in any of the 27 states operating OSHA-approved State Plans, state OSHA requirements for that state must be included in the training.

Training materials developed and/or training conducted must serve one or more of the following target audiences: small businesses; new businesses; non-English speaking/limited English proficiency, non-literate and low literacy workers; young workers; immigrant and minority workers, and other hard-to-

reach workers; and workers in high-hazard industries and industries with high fatality rates. Special consideration will be given to grant proposals that include training materials and training programs for non-English speaking/limited English proficiency workers.

OSHA selected 30 different training topics for this grant announcement. The Agency may award grants for some or all of the listed Targeted Topic training topics.

Applicants are required to focus their grant application proposal to address one or more of the training topics from the list of 30 training topics OSHA has selected for this grant solicitation. The purpose of the Targeted Topic training grants is to develop quality occupational safety and health training materials and/or conduct quality training that targets a single topic or related group of topics from the list. Applicants may propose to address more than one of the announced grant training topics only if the topics are interrelated and benefit the training audience or benefit multiple groups being served by the applicant organization through this grant. Applicants who propose to address more than one of the selected training topics must include a detailed justification narrative explaining how the multiple topics have been selected, how the topics will complement each other or benefit the various audiences served by the applicant, and how the combination of the topics will add greater value to the training materials being developed or training conducted for their targeted training audience. The work plan must indicate the specific number of trainee contact hours per topic. Each application must propose a plan for developing and/or conducting training programs addressing the recognition, avoidance, abatement, and prevention of safety and health hazards that focuses on one or more of the training topics listed below. All applicants will be expected to include information in their training courses on worker rights under OSHA law, including the right to file a complaint free from discrimination and the elements for a valid complaint.

#### TRAINING TOPICS THAT ADDRESS CONSTRUCTION INDUSTRY HAZARDS

Programs that develop training materials and/or train workers and/or employers in the recognition, avoidance, abatement, and prevention of safety and health hazards addressing one or more of the following training topic areas.

- 1) Crane Safety, covering, for example, the following subtopics: safety hazards relating to Derricks, Overhead Hazards, and Tower Cranes
- 2) Fall Protection, covering, for example, the following subtopics: Ladders; Roofs; Scaffolds; Handling, Installing, and Bracing Trusses; and Steel Erection

- 3) Construction Focus Four hazards, training programs must integrate all four hazard areas: Falls, Electrocution, Caught-in and Struck-by
- 4) Health Hazards in Construction, covering, for example, the following subtopics: Hexavalent Chromium, Lead, Noise, and Silica
- 5) Safety Hazards related to Mechanized, Over-the Road and Heavy Construction Equipment, covering, for example, the following subtopic: Compactor Rollovers
- 6) Work Zone Safety

#### TRAINING TOPICS THAT ADDRESS GENERAL INDUSTRY HAZARDS

Programs that develop training materials and/or train workers and/or employers in the recognition, avoidance, abatement, and prevention of safety and health hazards addressing one or more of the following training topic areas.

- 1) Combustible Dust, covering, for example, the following subtopics: Controlling Ignition Sources, Controlling Dust Accumulations, and Grain Handling Operations
- 2) Emergency Preparedness and Response, covering, for example, the following subtopics: Oil Spill Clean-up, Pandemic Flu and Continuity of Operations
- 3) Falls in General Industry
- 4) Materials Handling, covering, for example, the following subtopics: Cranes, Hazardous Materials, and Slings
- 5) Health Hazards in General Industry, covering, for example, the following subtopics: Infectious diseases, Isocyanates, Metal Working Fluids, Noise, and Silica
- 6) Landscaping and Tree Service Safety, covering, for example, the following subtopic: Hearing Conservation, falls and machinery hazards
- 7) Night Time Sanitation, Maintenance and Cleanup Crews working the Third Shift in Food Processing Industries such as red meat, poultry, and fish, covering, for example, the following subtopics: Lockout/Tagout, Confined Spaces, and Carbon Monoxide hazards

- 8) Powered Industrial Trucks
- 9) Process Safety Management, covering, for example, the following subtopics: Chemical Plants, Ethanol Plants, Refineries, and Anhydrous Ammonia
- 10) Safety and Health Programs for Small and Medium-Sized Businesses: training programs must integrate management leadership and employee involvement, worksite analysis, hazard prevention and control, and safety and health training
- 11) Beryllium
- 12) Nanotechnology
- 13) Amputation Hazards
- 14) Confined Space in General Industry Hazards

TRAINING TOPICS THAT ADDRESS OTHER SAFETY AND HEALTH TOPIC AREAS

Programs that develop training materials and/or train workers and/or employers in the recognition, avoidance, abatement, and prevention of safety and health hazards addressing one or more of the following training topic areas.

- 1) Alternative Energy Industry Hazards, covering, for example, the following subtopics: Biofuels, Elevated Tower Work, Hydrogen Production and Distribution, Solar Farming, and Wind Farming
- 2) Green Jobs Industry Hazards, covering, for example, the following subtopics: Wind Energy, Solar Energy, Biofuels, Recycling, Weatherization/Insulation where Spray Polyurethane Foam is used, Green Roofs, Hydrogen Fuel Cells, and Geothermal Energy
- 3) Electrical Safety, covering, for example, the following subtopics: Arc Flash and Personal Protective Equipment (PPE) for Arc Flash, Proper Grounding Techniques, and Electrical Transmission and Distribution
- 4) Ergonomic Hazards, covering, for example, the following subtopics: Materials Handling, Nursing Homes, Meatpacking, Hotels, Poultry Processing, Retail Grocery Stores, Masonry Construction, and Solid Waste Removal

- 5) Heat Stress Exposure, covering, for example, migrant workers
- 6) Maritime, covering, for example, the following subtopics: Maritime Standards, Longshoring, Marine Terminals, Shipbreaking, Shipyard Safety Hazards including Electrical Hazards and Arc Flash, Ergonomics, Personal Protective Equipment (PPE) including Flotation Devices, and Emergency Procedures
- 7) Native American Tribal Safety and Health Issues, covering, for example, the following subtopics: Confined Space, Bloodborne Pathogens, Construction Safety, Health and Safety in Waste Water Treatment Facilities, and in the Health Care Industry
- 8) Oil and Gas, covering, for example, the following subtopics: Exploration, Production, and Well Development
- 9) OSHA Recordkeeping Process. Develop materials and conduct training for workers and/or employers in the recognition and compliance requirements of the recordkeeping system to accurately record cases and respond to injury or illness information appropriately in the following sections contained under Part 1904: General Recording Criteria (1904.7), Covered Employees (1904.31), Employee Involvement (1904.35), and Prohibition Against Discrimination (1904.36)
- 10) Eye Safety

## **II. Award Information**

Targeted Topic training grants will be awarded for a 12-month project performance period. The 12-month project period for these grants begins no later than September 30, 2010. There is approximately \$2.75 million available for the Targeted Topic grant category in 2010. The maximum funding that can be requested for the 12-month project performance period is \$250,000.

## **III. Eligibility Information**

### **1. Eligible Applicants**

Nonprofit organizations, including qualifying labor unions and community-based and faith-based organizations that are not an agency of a state or local government are eligible to apply. Additionally, state or local government supported institutions of higher education are eligible to apply in accordance with 29 CFR Part 95. Eligible organizations can apply independently for funding or in partnership with other eligible organizations, but in such a case, the lead

organization must be identified. Sub-grants are not authorized. Subcontracts, if any, must be awarded in accordance with 29 CFR 95.40-48, including OMB circulars requiring full and open competition for procurement transactions, to the maximum extent practicable.

A 501(c)(4) nonprofit organization, as described in 26 U.S.C. 501(c)(4), that engages in lobbying activities will not be eligible for the receipt of federal funds constituting an award, grant or loan. See 2 U.S.C. 1611.

Applicants other than state or local government supported institutions of higher education will be required to submit evidence of nonprofit status from the Internal Revenue Service (IRS).

2. Cost Sharing or Matching

Applicants are not required to contribute non-federal resources.

3. Other Eligibility Requirements

All grantees must comply with legal rules pertaining to inherently religious activities by organizations that receive federal financial assistance. The U. S. Government is generally prohibited from providing “direct” financial assistance for inherently religious activities.<sup>1/</sup>

The grantee may be a faith-based organization or work with and partner with religious institutions; however, “direct” federal assistance provided under grants with the U. S. Department of Labor may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious practices. 29 CFR Part 2, Subpart D governs the treatment in Department of Labor government programs of religious organizations and religious activities; the Grantee and sub-contractors are expected to be aware of and observe the regulations in this subpart.

#### **IV. Application and Submission Information**

1. Application Package

All information needed to apply for this funding opportunity is referenced as part of this solicitation, and all forms are available on the Grants.gov Web site.

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<sup>1/</sup> In this context, the term direct financial assistance means financial assistance that is provided directly by a government entity or an intermediate organization, as opposed to financial assistance that an organization receives as the result of the genuine and independent private choice of a beneficiary. In other contexts, the term “direct” financial assistance may be used to refer to financial assistance that an organization receives directly from the federal government (also known as “discretionary” assistance), as opposed to assistance that it receives from a state or local government (also known as “indirect” or “block” grant assistance). The term “direct” has the former meaning throughout this solicitation for grant applications.

## 2. Content and Form of Application Submission

A grant application must be submitted electronically through the <http://www.grants.gov> website by organizations interested in applying for a Targeted Topic training grant.

Each grant application must address one or more of the 30 announced training topics. Applicants may propose to address more than one of the announced grant training topics only if the topics are interrelated and benefit the training audience or benefit multiple groups being served by the applicant organization through this grant. Applicants who propose to address more than one of the selected training topics must include a detailed justification narrative explaining how the multiple topics have been selected, how the topics will complement each other, and how the combination of the topics will add greater value to the training for their targeted training audience. The work plan must indicate the specific number of trainee contact hours per topic.

Each grant application must address plans to:

- A. Develop quality occupational safety and health training materials tailored to the industry or hazard and selected target audiences that address one or more of the selected training topics, or
- B. Develop quality occupational safety and health training materials tailored to the industry or hazard and selected target audiences or identify existing quality training materials that address one or more of the selected training topics; and conduct occupational safety and health training addressing one or more of the selected training topics; and
- C. Include worker rights and employer responsibilities under the OSH Act in all training materials and training programs; and
- D. Evaluate the training materials and training outcomes for the 12-month project performance period.

## 3. Required Contents

A complete application will contain the following mandatory forms, mandatory document attachments and optional attachments.

- A. Application for Federal Assistance Form (SF-424). The individual signing the SF-424 Form on behalf of the applicant must be authorized to bind the applicant. The applicant organization is required to have a Data Universal Number System (DUNS)

number from Dun and Bradstreet to complete this form. Information about obtaining a DUNS Number is available from the grants.gov Web site at:  
[http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp).

- B. Survey on Ensuring Equal Opportunity for Applicants (Faith-Based EEO Survey) form OMB No. 1890-0014.
- C. Program Summary (described further in subsection IV. 5 A below). The program summary is a short one-to-two page single-sided abstract that succinctly summarizes the proposed project and provides information about the applicant organization along with key staff contact information.
- D. Budget Information form (SF-424A) for a 12-month project performance period.
- E. Detailed Project Budget Backup (described further in subsection IV. 4 below). The detailed budget backup for a 12-month project performance period will provide a detailed break out of the costs that are listed in Section B and C of the SF-424A Budget Information Form
- F. A description of any voluntary non-federal resource contribution to be provided by the applicant, including source of funds and estimated amount.
- G. Technical Proposal program narrative (described further in subsection IV. 5 B below), not to exceed 20 single-sided pages, double-spaced, 12-point font, containing:
  - 1) Problem Statement/Need for Funds;
  - 2) Administrative and Program Capability; and
  - 3) Work Plan for a 12-month project performance period;
- H. Assurances form (SF-424B).
- I. Combined Assurances form (ED 80-0013).
- J. Organizational Chart.
- K. Evidence of Non-Profit status from the Internal Revenue Service (IRS), if applicable. (Does not apply to state and local government-supported institutions of higher education.)
- L. Accounting System Certification, if applicable.

Organizations that receive less than \$1 million annually in federal grants must attach a certification signed by the certifying official stating that the organization has a functioning accounting system that meets the criteria below. The applicant organization may also designate a qualified entity (include the name and address in the documentation) to maintain a functioning accounting system that meets the criteria below. The certification should attest that the organization's accounting system provides for the following:

- 1) Accurate, current and complete disclosure of the financial results of each federally sponsored project.
- 2) Records that identify adequately the source and application of funds for federally sponsored activities.
- 3) Effective control over and accountability for all funds, property and other assets.
- 4) Comparison of outlays with budget amounts.
- 5) Written procedures to minimize the time elapsing between the transfer of funds.
- 6) Written procedures for determining the reasonableness, allocability and allowability of costs.
- 7) Accounting records, including cost accounting records that are supported by source documentation.

M. Any attachments such as resumes of key personnel or position descriptions, exhibits, information on prior government grants, and signed letters of commitment to the project. Please limit the number of attachments to essential documents only.

The application must contain the above mentioned specific parts in order to be considered responsive to this solicitation. The application must be divided into major sections and sub-sections and clearly identified. All pages must be numbered. The Program Summary, standard forms, attachments, and exhibits are not counted toward the 20 page limit.

The forms listed above are available through: <http://www.grants.gov> and must be submitted electronically as a part of the grant application. Each Grants.gov application package has a cover sheet that contains instructions on how to open and use the forms in the application package. The Susan Harwood grant application package at: <http://www.grants.gov> contains a menu of "Mandatory Documents" which must be completed and submitted online. The

menu of “Mandatory Documents” can only be located after opening the grant package. Grant application documents that the applicant creates such as the Program Summary, Detailed Budget Backup, Technical proposal, etc., may be scanned into a single document, saved as an Adobe .pdf file, and attached in the area for “Mandatory Documents.”

4. Budget Information

Applicants must include the following required grant project budget information.

- A. Budget Information form (SF-424A) for a 12-month project performance period.
- B. A Detailed Project Budget that clearly details the costs of performing all of the requirements presented in this solicitation. The detailed budget will break out the costs for a 12-month project performance period that are listed in Sections B and C of the SF-424A Budget Information Form. Applicants are asked to plan for a funding level based on funds needed to perform work plan and administrative activities for the 12-month project performance period.

Applicants are reminded to budget for compliance with the administrative requirements set forth. Copies of all regulations that are referenced in this solicitation for grant applications are available online at no cost at: <https://www.osha.gov/dte/sharwood/index.html>. This includes the costs of performing activities such as travel for two staff members, one program and one financial, to the Washington, DC, area to attend a new grantee orientation meeting that will last approximately two days. This may also include activities such as a financial audit, if required; project closeout; document preparation (e.g., quarterly progress reports, project documents); and ensuring compliance with procurement and property standards.

The Detailed Project Budget must break out administrative costs separately from programmatic costs for both federal and non-federal funds. Administrative costs include indirect costs from the costs pool and the cost of activities, materials, meeting close-out requirements as described in Section VI, and personnel (e.g., administrative assistants) who support the management and administration of the project but do not provide direct services to project beneficiaries. Indirect cost charges, which are considered administrative costs, must be supported with a copy of a current approved Indirect Cost Rate Agreement form. Administrative

costs cannot exceed 25% of the total grant budget. The project budget should clearly demonstrate that the total amount and distribution of funds is sufficient to cover the cost of all major project activities identified by the applicant in its proposal, and must comply with federal cost principles which can be found in the applicable OMB Circulars.

Grantees are to clearly identify the costs for conducting the training evaluations required in this announcement. See section (IV.5.B.10) *Evaluations* for information on the types of evaluations grantees are expected to conduct as a part of their grant.

- C. A description of any voluntary non-federal resource contribution to be provided by the applicant, including source of funds and estimated amount.

## 5. Program Summary and Technical Proposal

The Program Summary and the Technical Proposal must contain the narrative segments of the application. The Program Summary abstract is not to exceed two single-sided, 12-point font, typed pages. The Technical Proposal program narrative section is not to exceed 20 single-sided (8 1/2" x 11" or A4), double-spaced, 12-point font, typed pages, consisting of the Problem Statement/Need for Funds, Administrative and Program Capability, and Work Plan. Reviewers will only consider Technical Proposal information up to the 20 page limit. The Technical Proposal must demonstrate the capability to successfully administer the grant and to meet the objectives of this solicitation. The Technical Proposal will be rated in accordance with the selection criteria specified in Section V.

The Program Summary and Technical Proposal must include the following sections.

- A. Program Summary. An abstract of the application, not to exceed two single-sided pages that must include the following information.
  - 1) Applicant organization's full legal name.
  - 2) Project Director's name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address. The Project Director is the person who will be responsible for the day-to-day operation and administration of the program. The Project Director's name must be the

same name you list on the Application for Federal Assistance Form (SF-424) in section 8f: name and contact information of person to be contacted on matters involving this application.

- 3) Authorized Representative/Certifying Representative's name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address. An Authorized Representative/Certifying Representative is the official in the organization who is authorized to enter into grant agreements. The Authorized Representative/Certifying Representative's name must be the same name listed on the Application for Federal Assistance Form (SF-424) in section 21 for Authorized Representative.
- 4) If someone other than the Authorized Representative/Certifying Representative described above will be authorized by the organization to submit and sign off on the Federal Financial Report Form (SF-425), provide their name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address.
- 5) Funding Amount. List the amount of federal funding being requested to perform work plan and administrative activities for the 12-month project performance period up to but not exceeding \$250,000. If the organization is contributing non-federal resources, list the amount of non-federal resources and the relevant source. These amounts should be consistent with the amounts listed on the SF-424 (Application for Federal Assistance).
- 6) Grant Topic. List the grant training topic(s) and industry (e.g., construction, general industry, other) your organization has selected to target in its application. Also indicate the target audiences to be served. Applicants who propose to address more than one of the selected training topics should declare one topic as the primary topic to be addressed and then list the other topics to be included.
- 7) Summary of the Proposed Project. Write a brief program summary of the proposed grant project.

8) Applicant Background. Describe the applicant organization, including its mission, identify the type of non-profit organization it is, and provide a description of the membership, if any. The description should indicate how many full-time and part-time employees your organization employs.

B. The Technical Proposal program narrative segment, which is not to exceed 20 single-sided, double-spaced, 12-point font pages in length, must address each section listed below.

1) Problem Statement/Need for Funds. Describe the hazards that will be addressed in the program, the target population(s) that will benefit from the training materials and/or training, and the barriers that have prevented this population from receiving adequate training. Information about the target populations must include geographic location(s) to be served, and the number of workers and/or employers to be reached.

2) Administrative and Program Capability. Briefly describe the organization's functions and activities. Relate this description of functions to the organizational chart included in the application. If the organization is conducting, or has conducted within the last five years, any other government (federal, state, or local) grant programs, the application must include an attachment (which will not count towards the page limit) providing information regarding previous grants including a) the organization for which the work was done, and b) the dollar value of the grant. If the organization has not had previous grant experience, it may partner with an organization that has grant experience to manage the grant. If you use this approach, the management organization must be identified and its grant program experience discussed.

3) Program Experience. Describe the organization's experience conducting the type of program being proposed. Include program specifics such as program titles, the type(s) of training materials developed, the number of trainee contact hours, and the numbers trained. Experience includes safety and health experience, training experience with adults, and programs operated specifically for the selected target population(s). Nonprofit organizations, including community- and faith-based organizations, that do not have prior experience in safety and health may

partner with an established safety and health organization to acquire safety and health expertise.

- 4) **Staff Experience.** Describe the qualifications of the professional staff assigned to the program. Include resumes of staff already on board. If some positions are vacant, include position descriptions/minimum hiring qualifications instead of resumes. Qualified staff is generally defined as persons with safety and health experience and a) training experience with adults or b) experience working with the target population.
- 5) **Work Plan.** Develop a 12-month work plan that is broken out by calendar year quarters (i.e., January to March, April to June, July to September, and October to December). An outline of specific items required in the work plan follows. Each educational institution that receives federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution. Per Section 111 of Division J of Public Law 108-447, the “Consolidated Appropriations Act, 2005,” December 8, 2004; 118 Stat. 2809, 3344-45, requires “educational institutions” that receive federal funds to hold an educational program on the United States Constitution on September 17 (“Constitution Day and Citizenship Day”) of each year. The Office of Personnel Management has placed relevant materials on its Web site at the following address: [http://opm.gov/constitution\\_initiative](http://opm.gov/constitution_initiative). The U.S. Department of Education’s Federal Register Notice of the Implementation of Constitution Day and Citizenship Day on September 17 of Each Year, published on May 24, 2005, can be found at: <http://www.2.ed.gov/legislation/FedRegister/other/2005-2/052405b.html>. Please note that this Web site primarily addresses educational institutions that receive funds from the U.S. Department of Education. However, it also discusses other materials that may be helpful.
- 6) **Work Plan Overview.** The work plan must describe the plan for grant activities and the anticipated outcomes for the 12-month project period. The overall plan will describe such things as the development of training materials or the plan to use existing training materials, the training content, the number of trainees and the number of contact hours per trainee for each training program being proposed, recruiting

of trainees, where or how training will take place, and the anticipated benefits to workers and/or employers receiving the training. Also describe planned activities relating to conducting training evaluations.

- 7) **Work Plan Activities.** The overall plan should be broken down into activities or tasks. For each activity, explain what will be done, who will do it, when it will be done, and the results of the activity. When describing training, include the topics to be taught, the exact number of trainees, and the number of contact hours per trainee for each proposed training course, and proposed geographical training locations and training sites (classroom, worksites). Applicants proposing to address more than one of the selected training topics must include a detailed justification narrative explaining how the multiple topics have been selected, how the topics will complement each other, and how the combination of the topics will add greater value to the training for the targeted training audience. The work plan must indicate the specific number of contact hours per topic. Describe how trainees will be recruited for the training. If your organization is an educational institution, also describe the educational activities the applicant organization will conduct on Constitution Day, September 17.
- 8) **Work Plan Quarterly Projections.** For training and other quantifiable activities, estimate how many (e.g., number of advisory committee meetings, classes to be conducted, workers and/or employers to be trained, trainee training contact hours to be provided, evaluation activities, etc.) to be accomplished each quarter of the grant (grant quarters match calendar quarters, i.e., January to March, April to June). Quarterly projections should also include all activities related to developing, evaluating, validating and translating newly developed training materials or researching and identifying existing training materials to be used. Also provide the work plan activity totals for the grant year.

Applicants proposing to conduct a training program that addresses more than one of the selected training topics can only count each trainee once per course. Even though multiple training topics may be presented as a part of the training course, the trainees who complete the program can only be counted as attending one class. Substantiate the

methodology used to develop the projections. Grantees are accountable for accomplishing the activities listed in their work plans and meeting quarterly projections. Quarterly projections are used to measure actual performance against the work plan.

If the work plan includes a train-the-trainer program, estimate the number of individuals to be trained during the grant period in second tier training by those who received the train-the-trainer training, and estimate the planned trainee training contact hours. In order to count second tier training numbers, the organization must formally follow-up with the trainers during the grant project performance period to obtain their training documentation records.

- 9) **Materials.** Describe each training material to be produced under the grant, if not treated as a separate activity under Activities above. Provide a timetable for developing, evaluating, validating and producing the material. OSHA must review and approve all grant-developed materials (e.g., promotional flyers, advertising, training materials) for technical accuracy and suitability of content before the materials may be used. Therefore, the timetable must include provisions for an OSHA review of both draft and final camera-ready products. Allow two to three weeks for an OSHA review of draft training materials. Acceptable formats for training materials include Microsoft Office 2003 and 2007 and the Adobe .pdf format. Any previously developed training materials being proposed for use in the grant training must also go through an OSHA review before being used.
- 10) **Evaluations.** OSHA will expect applicants who are proposing to develop occupational safety and health training materials to evaluate and validate the materials by following the commonly accepted Instructional Systems Design (ISD) process that OSHA has adopted as a quality measure for all of its education and training products. The five ISD steps are: analysis, design, development, implementation, and evaluation.

Applicants who will also be conducting training courses must describe their plan to conduct two types of training evaluations a) training session reaction assessments and b) learning assessments.

- a) Training session reaction assessments measure how trainees in a training session react to it including trainees' perceptions of the quality and usefulness of the training. The results should be used for the improvement of the training program. This assessment can be accomplished through trainee satisfaction surveys regarding both the relevancy of the information taught and the teaching style of the instructor.
  
- b) Learning assessments measure the skills, knowledge, or attitude that the trainee retains because of the training. This evaluation could be accomplished through pre-tests and/or post-tests administered in the training and/or through follow-up testing approximately 6 months later to see if the trainees have retained the knowledge gained through training. Alternatively, trainees could be required to perform a new task that had been taught during the training and the result assessed.

A quarterly summary report is required to be submitted to OSHA as a part of the grantee's quarterly progress report on program activities. Each quarterly progress report should contain information on all work performed during the quarter including training materials development, training conducted, information relating to each of the two training evaluations, if relevant, and any technical assistance activities. The summary for the training session reaction assessments should be an aggregate of the trainee satisfaction surveys from classes given during the quarter. The summary for the learning assessments should be an aggregate of trainee test scores or task evaluations given during the quarter

A quarterly program activity progress evaluation is also required. The purpose of a program activity progress evaluation is to assess how well program activity goals are being met. It involves collecting, analyzing and using information to determine whether program activity progress benchmarks for the quarter were attained and to point out unanticipated developments.

Continuous program activity progress monitoring is encouraged. Describe the plan to evaluate the progress in accomplishing grant work activities listed in the application including comparing planned vs. actual accomplishments. Discuss who in the organization is responsible for taking corrective action if plans are not being met.

Results and findings from training program evaluations will be summarized by each grantee and submitted on an annual basis as a part of the Quarterly Progress Report for the fourth quarter. Program evaluation reports shall describe the current status of instructor effectiveness, trainee retention of knowledge and skills, and positive impacts of training activities on work practices, workplace safety and health conditions, and overall worker protection from on the job hazards. To the extent possible, such evaluations shall include quantitative as well as qualitative assessments.

- 11) Organizational Chart: An organizational chart of the staff that will be working on this grant and their location within the applicant organization.

- C. Attachments: Summaries of other relevant organizational experiences; information on prior government grants; resumes of key personnel and/or position descriptions; and signed letters of commitment to the project. Please limit the number of attachments to essential documents only.

Acceptable formats for document attachments submitted as a part of a Grants.gov grant application include Microsoft Office 2003 and 2007, and the Adobe .pdf format.

## 6. Submission Date, Times, and Addresses

**Date:** The deadline date for receipt of applications is Friday, August 6, 2010. Applications must be received by 4:30 p.m., E.T., on the closing date at <http://www.grants.gov>. Any application received after the deadline will not be accepted.

**Electronic Submission of Applications.** Applications for Susan Harwood grants under this competition must be submitted electronically using the government-wide Grants.gov Apply site at: <http://www.grants.gov>. Through this site you will be able to download a copy of the application package, complete it

offline, and then upload and submit the full application. Acceptable formats for document attachments submitted as a part of a Grants.gov grant application include Microsoft Office 2003 and 2007, and the Adobe .pdf format. The Susan Harwood grant application package at: <http://www.grants.gov> contains a menu of “Mandatory Documents” that must be completed and submitted online. The menu of “Mandatory Documents” can only be located after opening the grant package. Grant application documents that the applicant creates such as the Program Summary, Detailed Budget Backup, Technical proposal, etc., may be scanned into a single document, saved as an Adobe pdf file, and attached in the area for “Mandatory Documents. Applications sent by mail or other delivery services, e-mail, telegram, or facsimile (FAX) will not be accepted. Applications that do not meet all of the conditions set forth in this notice will not be honored.

For applicants using Grants.gov for the first time, it is strongly recommended that they immediately initiate and complete the “Get Registered” steps to register with Grants.gov at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

The five steps in registering your organization in Grants.gov are as follows:

- 1) Obtain a Data Universal Number (DUNS)
- 2) Register your Organization with the Central Contractor Registration (CCR), a government-wide registry for vendors doing business with the federal government. During this process you will be asked to identify your organization’s E-Business Point of Contact (E-Biz POC)
- 3) Create an account in the Grants.gov system to obtain a username and password
- 4) An individual within your organization must register as the Authorized Organization Representative (AOR), who will be approved by the E-Business Point of Contact (E-Biz POC)
- 5) Track AOR Status. The purpose of this step is to verify that your organization’s E-Biz POC has approved you as an AOR. You cannot apply for grants without approval.

These steps require multiple days for completion. This additional time must be factored into an applicant’s plans for electronic application submission in order to avoid unexpected delays that could result in the rejection of the application.

The Grants.gov Web site has several tools and documents available online to assist organizations with the Grants.gov process. Further information is available from the Applicant Resources section at: <http://www.grants.gov>.

Authorized Organization Representative (AOR) Authorization. Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during Central Contractor Registration (CCR) must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission. Only one E-Biz POC is assigned for each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization.

NOTE: In some organizations, a person may serve as both an E-Biz POC and an AOR. In this case you will need to perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications through Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used on correlation with the E-Biz POC, and authorize yourself as an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the individual who registered as the AOR. Refer to the information provided above in the five steps in getting your organization registered in Grants.gov.

If your organization is already registered with Grants.gov and there have been any changes to the organization users, such as the E-Business Point of Contact or Authorized Organization Representatives, please be sure that the necessary updates are made with Grants.gov to prevent a delay in submission of the electronic application. Please note that registered organizations must also renew their Central Contractor Registration (CCR) once a year. This process takes a minimum of five days to complete. This additional time should be factored into an applicant's plans for electronic application submission in order to avoid unexpected delays that could result in the rejection of the application.

Applicants are strongly encouraged to review the Grants.gov user guide, which is available at: <http://www.grants.gov/applicant/resources.jsp>. The link to the guide is located under "User Guides," just click on Applicant User Guide (pdf).

If you have questions regarding the process for updating your organization users or submitting the application through Grants.gov, or are experiencing problems with electronic submissions, contact the Grants Program Management Office via one of the methods below:

- 1) E-mail at: [support@grants.gov](mailto:support@grants.gov).
- 2) Telephone the Grants.gov Contact Center Phone: 1-800-518-4726. The Contact Center is open 24 hours a day, 7 days a week; closed on federal holidays.
- 3) When contacting the Grants Program Management Office, the following information will help expedite your inquiry.
  - a) Funding Opportunity Number (FON).
  - b) Name of Agency You Are Applying To.
  - c) Specific Area of Concern.

Confirmation of Grant Application Receipt from Grants.gov. Once the grant application has been submitted through the Grants.gov system it will be processed. Once the submission has been processed, Grants.gov will send email messages advising of the progress of the application through the system. Within 24 to 48 hours of the submission, two emails should be received. The first will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. Be sure to submit the grant application in sufficient time to ensure that the application has been received and successfully validated by the application deadline. Grant applications submitted on the application due date will be too late for the Grants.gov system to inform the applicant organization of any submittal problems. Applicants are strongly encouraged to utilize the "Track My Application" link that the Grants.gov system will provide in its email message to monitor the processing status of the grant application within the Grants.gov system.

Applications must be submitted through the Grants.gov system. If applying online poses a hardship, applicants must contact the OSHA Directorate of Training and Education office listed in the announcement at least one week prior to the application deadline date of 4:30 p.m., E.T., Friday, August 6, 2010, to speak to a representative who can provide assistance to ensure that applications are submitted online by the closing date. Requests for extensions to the grant application deadline will not be granted.

#### 7. Intergovernmental Review

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

8. Allowable Costs

Grant funds may be spent on the following.

- A. Conducting a needs assessment.
- B. Developing and/or purchasing training materials for use in training.
- C. Conducting training.
- D. Conducting other activities that reach and inform workers and/or employers about workplace occupational safety and health hazards and hazard abatement.
- E. Conducting outreach and recruiting activities to increase the number of workers and/or employers participating in the program.

9. Funding Restrictions

Grant funds may not be used for the following activities under the terms of the grant program.

- A. Any activity that is inconsistent with the goals and objectives of the Occupational Safety and Health Act of 1970.
- B. Activities for the benefit of state and local government employees unless the employees have occupational safety and health responsibilities. Examples of such responsibilities include: occupational safety and health training; safety and health program management; membership on an employer, union or joint safety and health committee; and responsibilities for abatement of unsafe and unhealthful working conditions.
- C. Program activities predominately involving workplaces that are largely precluded from enforcement action by the Occupational Safety and Health Administration under section 4(b)(1) of the Act.
- D. Training on topics that do not cover the recognition, avoidance, and prevention of unsafe or unhealthy working conditions. Examples of unallowable topics include: workers' compensation, first aid, and publication of materials prejudicial to labor or management.

- E. 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.
- F. 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 Occupational Safety and Health Act.
- G. Conducting any of the OSHA Outreach Training Program courses.
- H. Conducting courses that are presented by the OSHA Training Institute or its OSHA Training Institute Education Centers.
- I. Generating membership in the grantee's organization. This includes activities to acquaint nonmembers with the benefits of membership, inclusion of membership appeals in materials produced with grant funds, and membership drives.
- J. Reimbursing the cost of lost-time wages paid to trainees while attending grant-funded training.
- K. Exceeding 25% of the total grant budget for administrative costs. Indirect costs are considered to be administrative costs.

While the activities described above may be part of an organization's regular programs, the costs of these activities cannot be paid for by grant funds, whether the funds are from non-federal matching resources or from the federally funded portion of the grant.

Determinations of allowable costs will be made in accordance with the applicable federal cost principles, (e.g., Nonprofit Organizations – 2 CFR Part 230, formerly OMB Circular A-122; Educational Institutions – 2 CFR Part 220, formerly OMB Circular A-21.) Disallowed costs are those charges to a grant that the grantor agency or its representative determines to not be allowed in accordance with the applicable federal cost principles or other conditions contained in the grant.

No applicant at any time will be entitled to reimbursement of pre-award costs.

## **V. Application Review Information**

Grant applications will be reviewed by technical panels comprised of OSHA staff. The results of the grant reviews will be presented to the Assistant Secretary of OSHA, who will make the selection of organizations to be awarded

grants. OSHA may award grants for some or all of the listed topic areas. It is anticipated that the grant awards will be announced no later than September 30, 2010.

1. Evaluation Criteria

The technical panels will review grant applications against the criteria listed below on the basis of 100 maximum points. Targeted Topic training grant applications will be reviewed and rated as follows.

2. Technical Approach, Program Design – 55 points total

Program Design

- A. The proposed training materials and/or training must address the recognition, avoidance, abatement, and prevention of safety and health hazards for one or more of the Targeted Topic subject areas identified in Section I of this solicitation for grant applications. Information on worker rights under OSHA law, including the right to file a complaint free from discrimination and elements for a valid complaint are also addressed in the training materials and/or training. (1 point)
- B. The proposal describes the training materials to be developed, the proposed content, and the development process to be followed. For applicants proposing to utilize existing training materials, describe how the materials will be selected or identify the training product to be used.

For proposals that include the conduct of training, describe the plans to train workers and/or employers, lists the topics to be taught, the exact number of trainees and the number of contact hours per trainee for each proposed course, proposed geographical training locations, and training sites (classroom, worksites). The proposal clearly estimates the total numbers to be trained and clearly identifies the types of workers and/or employers to be trained. Applicants proposing training programs that include more than one of the selected training topics must also indicate the specific number of contact hours per topic. The training will reach multiple employers and their workers. Applicants proposing to conduct a training program that addresses more than one of the selected training topics can only count each trainee once per course. Even though multiple training topics may be presented as a part of the training course, the trainees who complete the program can only be counted as attending one class. Substantiate the methodology used to develop these projections. Grantees are

accountable for accomplishing the activities listed in their work plans and meeting quarterly projections. (6 points)

- C. If the proposal contains a train-the-trainer program, the following information must be provided. (2 points)
- 1) Indicate the type of ongoing support the grantee will provide to new trainers.
  - 2) Include the number of individuals to be trained as trainers during the grant period.
  - 3) Include the number of train-the-trainer courses to be conducted.
  - 4) List the number of trainee contact hours for the train-the-trainer course.
  - 5) Estimate the number of second tier training courses to be conducted by the new trainers during the grant period.
  - 6) List the number of trainee contact hours for the second tier training courses.
  - 7) Estimate the number of trainees to be trained by these new trainers during the grant period.
  - 8) Describe how the organization will obtain data via a formal reporting system from the new trainers to document their classes and trainee numbers.
- D. There is a well-developed work plan, and training materials and activities are adequately described. Work plan activities for a 12-month project performance period are described and broken out by calendar quarters. The planned activities and training are appropriately tailored to the needs and levels of the workers and/or employers to be trained. The target audience to be served through the grant program is described. (18 points)
- E. Programs for workers should be participatory in nature. Provide specific details regarding how this will be achieved. (2 points)
- F. The training materials and training programs are tailored to the training needs of one or more of the following target audiences and the need for training is established: small businesses; new businesses; non-English speaking/limited English proficiency, non-

literate and low literacy workers; young workers; immigrant and minority workers, and other hard-to-reach workers; and workers in high-hazard industries and industries with high fatality rates.

Special consideration will be given to grant proposals that include training programs and training materials for non-English speaking/limited English proficiency workers.

Organizations proposing to develop Spanish-language training materials must utilize the OSHA Dictionaries (English-to-Spanish and Spanish-to-English) for terminology. The dictionaries are available on the OSHA Web site at:

[http://www.osha.gov/dcsp/compliance\\_assistance/spanish\\_dictionaries.html](http://www.osha.gov/dcsp/compliance_assistance/spanish_dictionaries.html).

Organizations proposing to develop materials in languages other than English will also be required to provide OSHA with an English version of the materials. (10 points)

- G. There is an effective plan to recruit trainees for the program that is comprehensively described. The plan describes the type of marketing efforts your organization will employ in order to successfully reach its intended audience. Past success in reaching your target audience is described as well as any plans to work with other organizations in your recruiting efforts. Methodology for projecting trainee numbers is provided.

For applicants only proposing to develop training materials, describe your plan to disseminate and utilize these products to benefit the target training audience(s). (10 points)

- H. If the proposal includes developing any materials (e.g., advertising, informational and training materials for use in the training program(s)), there is a plan for OSHA to review the materials for technical accuracy and suitability of content during development. If previously-developed training products will be used for any of the proposed training programs, applicants have a plan for OSHA to review the materials before using the products in their grant program. (1 point)
- I. For applicants proposing to develop training materials, describe the development process and plans to evaluate and validate the training materials.

For applicants proposing to conduct training, describe plans to conduct two different types of training evaluations covering the following:

- 1) training session reaction assessment; and
- 2) learning assessments.

Describe when the training evaluations will take place, how the information will be collected, and who is responsible for the collection and coordination of the evaluations.

In addition there is a plan to conduct program activity progress evaluations to assess your organization's progress in accomplishing the grant work activities and goals (planned activities vs. actual activities). The program activity progress evaluations plan should also identify who in your organization is responsible for taking corrective action if plans are not being met. Grantees will be required to include summary reports on the outcomes of their training evaluations and their program evaluation as a part of the grantee Quarterly Progress Report it submits to OSHA each quarter. Additionally, results and findings from training program evaluations will be summarized by each grantee and submitted on an annual basis as a part of the Quarterly Progress Report for the fourth quarter. Program evaluation reports shall describe the current status of instructor effectiveness, trainee retention of knowledge and skills, and positive impacts of training activities on work practices, workplace safety and health conditions, and overall worker protection from on the job hazards. To the extent possible, such evaluations shall include quantitative as well as qualitative assessments. (5 points)

3. Budget – 15 points total

- A. The budget must comply with federal cost principles that can be found in the applicable OMB Circulars and with OSHA budget requirements contained in the grant application instructions. The budgeted costs are reasonable. No more than 25% of the total budget is for administration. Indirect costs are considered to be administrative costs. (10 points)
- B. The cost per trainee should not exceed \$500. The cost per training hour should not exceed \$125. If the expenditures in the work plan exceed these costs, the applicant must provide justification. (5 points)

4. Experience of Organization - 15 points total

- A. The organization applying for the grant demonstrates experience with occupational safety and health. Applicants that do not have prior experience in providing safety and health training materials and/or training to workers or employers may partner with an established safety and health organization to acquire safety and health expertise. (3 points)
- B. The organization applying for the grant demonstrates experience developing training materials and/or training adults in work-related subjects or in recruiting, training and working with the target audience proposed for this grant. (3 points)
- C. The organization applying for the grant demonstrates experience conducting evaluations and assessments of training activities. (3 points)
- D. The applicant organization demonstrates that the applicant has strong financial management and internal control systems. (3 points)
- E. The applicant organization has administered, or will work with an organization that has administered, a number of different federal and/or state grants over the past five years. (3 points)

5. Experience and Qualification of Personnel - 15 points total

- A. The staff to be assigned to the project has experience in occupational safety and health, the topics chosen, and in training adults. (10 points)
- B. Project staff has experience in developing, conducting, and evaluating training, and recruiting and working with the target population your organization proposes to serve under the grant. (5 points)

**VI. Review and Selection Process**

OSHA will screen all applications to determine whether all required proposal elements are present and clearly identifiable. Incomplete applications and applications that do not specifically address any of the designated safety and health training topics listed in this solicitation may be deemed non-responsive and may not be evaluated. A technical panel will objectively rate each complete application against the criteria described in this announcement. The panels' recommendations to the Assistant Secretary are advisory in nature. The Assistant

Secretary may establish a minimally acceptable rating range for the purpose of selecting qualified applicants. The Assistant Secretary will make a final selection determination based on what is most advantageous to the government, considering factors such as panel findings, geographic presence of the applicants, Agency priorities, the best value to the government, cost, and other factors. The Assistant Secretary's determination for award under this solicitation for grant applications is final.

## **VII. Anticipated Announcement and Award Dates**

Announcement of these awards is expected to occur no later than September 30, 2010.

The grant agreements will be awarded by no later than September 30, 2010.

## **VIII. Award Administration Information**

### **1. Award Process**

Organizations selected as grant recipients will be notified by a representative of the Assistant Secretary. An applicant whose proposal is not selected will be notified in writing.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, OSHA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Assistant Secretary reserves the right to terminate the negotiation and decline to fund the proposal.

NOTE: Except as specifically provided, OSHA's acceptance of a proposal and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirement or procedures. For example, if an application identifies a specific sub-contractor to provide services, the USDOL OSHA award does not provide the justification or basis to sole-source the procurement, i.e., to avoid competition.

### **2. Administrative and National Policy Requirements**

All grantees, including faith-based organizations, will be subject to applicable federal laws and regulations (including provisions of appropriations law) and the applicable Office of Management and Budget (OMB) Circulars. The grant award(s) awarded under this solicitation will be subject to the following administrative standards and provisions, as applicable to the particular grantee: 29 CFR Part 2, Subpart D, new equal treatment regulations.

- A. 29 CFR Parts 31, 32, 35 and 36 as applicable.
- B. 29 CFR Part 93, new restrictions on lobbying.
- C. 29 CFR Part 95, which covers grant requirements for nonprofit organizations, including universities and hospitals. 29 CFR Part 95 is the Department of Labor regulation implementing 2 CFR Part 215, formerly OMB Circular A-110.
- D. 29 CFR Part 98, government-wide debarment and suspension (non-procurement) and government-wide requirements for drug-free workplace (grants).
- E. 2 CFR Part 220, formerly OMB Circular A-21, which describes allowable and unallowable costs for educational institutions.
- F. 2 CFR Part 230, formerly OMB circular A-122, which describes allowable and unallowable costs for other nonprofit organizations.
- G. OMB Circular A-133, 29 CFR parts 96 and 99, which provide information about audit requirements.

3. Certifications

All applicants are required to certify to a drug-free workplace in accordance with 29 CFR part 98, to comply with the New Restrictions on Lobbying published at 29 CFR part 93, to make a certification regarding the debarment rules at 29 CFR part 98, and to complete a special lobbying certification.

4. Training Audience

- A. Grant-funded training programs must serve multiple employers and their workers.
- B. As a part of the grant close-out process, grantees must provide a written self-certification that their grant-funded programs and materials were not provided to ineligible audiences.
- C. As a part of the grant close-out process, grantees must provide a written self-certification that any materials developed with grant funds are free from copyright infringements.

**IX. Other**

In keeping with the policies outlined in Executive Orders 13256, 12928, 13230, and 13021 as amended, the grantee is strongly encouraged to provide subcontracting opportunities to Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities. Freedom of Information Act (FOIA).

Submission of the grant application information is required in order for the applicant to be considered for a grant award. Information submitted in the respondent's application is not considered confidential. Awarded grant application packages are releasable under the Freedom of Information Act. However, information protected from disclosure under the Privacy Act will be withheld.

## **X. Special Program Requirements**

### **1. OSHA review of training materials**

OSHA will review all training materials, as well as any other products such as advertising, produced by the grantee for technical accuracy and suitability of content during development and before final publication. OSHA will also review previously-developed training materials and purchased training materials for technical accuracy and suitability of content before the materials are used. Grantees developing training materials must follow all copyright laws and provide written certification that their materials are free from copyright infringements.

When grant recipients produce training materials, they must provide two copies of completed final-product materials to OSHA before the end of the grant period. OSHA has a lending program that circulates grant-produced audiovisual materials. Audiovisual materials produced by the grantee as a part of its grant program may be included in this lending program. Two copies of all final product materials produced by grantees must be provided to OSHA in hard copy as well as in a digital format (CD Rom/DVD) for possible publication on the Internet by OSHA. The hard-copy and electronic versions of the products should be provided to OSHA in final-product, professional formats. Acceptable formats for training materials include Microsoft Office 2003 and 2007 and the Adobe pdf format.

As stated in 29 CFR 95.36, the Department of Labor reserves a royalty-free, nonexclusive 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. Applicants should note that grantees must agree to provide the Department of Labor a paid-up, nonexclusive 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 the 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.

2. Acknowledgment of USDOL Funding

In all circumstances, all approved grant-funded materials developed by a grantee shall contain the following disclaimer:

This material was produced under grant number \_\_\_\_\_ 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.

3. Public reference to grant

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds must clearly state:

- A. the percentage of the total costs of the program or project that will be financed with federal money;
- B. the dollar amount of federal financial assistance for the project or program; and
- C. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

4. Use of U.S. Department of Labor (USDOL) OSHA Logo

Neither the USDOL, nor OSHA logo may be applied to any grant products developed with grant funds.

5. Reporting

Grantees are required by Departmental regulations to submit program and financial reports each calendar quarter. All quarterly reports are due no later than 30 days after the end of the fiscal quarter. In addition, grantees are required to submit grant program and financial closeout reports within 90 days after the grant termination or expiration date.

6. Program Reports

After signing the agreement, the grantees shall submit technical progress reports to USDOL/OSHA Regional offices at the end of each fiscal quarter. Technical progress reports provide both quantitative and qualitative information

and a narrative assessment of performance for the preceding three-month period. OSHA Form 171 shall be used for reporting training numbers. In addition, a narrative report shall be provided that details grant activities conducted during the quarter. This narrative report will include summary reports on the outcomes of the grantee's training evaluations and its program evaluation regarding how the project is progressing in achieving its stated objectives, and notes any problems or delays along with corrective actions proposed. The first reporting period shall end on the last day of the fiscal quarter (December 31, March 31, June 30, or September 30) during which the grant was signed. Quarterly progress reports are due within 30 days of the end of the report period (i.e., by January 30, April 30, July 30, and October 30.) Between reporting dates, the grantee(s) shall also immediately inform USDOL/OSHA of significant developments and/or problems affecting the organization's ability to accomplish planned grant activities. Results and findings from training program evaluations will be summarized by each grantee and submitted on an annual basis as a part of the Quarterly Progress Report for the fourth quarter. Program evaluation reports shall describe the current status of instructor effectiveness, trainee retention of knowledge and skills, and positive impacts of training activities on work practices, workplace safety and health conditions, and overall worker protection from on the job hazards. To the extent possible, such evaluations shall include quantitative as well as qualitative assessments.

At the conclusion of the grant, grantees are required to submit a program closeout report that summarizes all the activities accomplished during the grant, provides training evaluation and follow-up training evaluation results, lessons learned, and outcomes of the grant. The grantee shall also submit copies of final editions of all training and advertising materials produced under the grant which have not been previously submitted. Closeout reports are due 90 days after the termination or expiration of the grant.

#### 7. Financial Reports

Grantees shall submit financial reports on a quarterly basis. The first reporting period shall end on the last day of the fiscal quarter (December 31, March 31, June 30, or September 30) during which the grant was signed. Financial reports are due within 30 days of the end of the reporting period (i.e., by January 30, April 30, July 30, and October 30).

Grantees shall use Standard Form (SF-425), Federal Financial Report (FFR), to report the status of funds at the project level, during the grant period. A final SF-425 shall be submitted no later than 90 days following completion of the grant period. The SF-425 reports will be submitted electronically through the Department of Labor (DOL) E-Grants system.

8. Training Quality

Grantees will be provided an OSHA Publication currently under development, which will be entitled *Minimum Safety and Health Training Criteria: Guidance for the Development, Delivery and Evaluation of Susan Harwood Training Grants*. Grantees will be expected to follow the guidance in the document which will address such criteria as:

- A. Peer to peer training with hands-on activities has been shown to be an effective model for worker training. Hands-on training should fill at least one third (1/3) of the training program hours.
- B. Proven adult learning techniques should be the core of all worker training. Detail on these techniques will be provided.
- C. Worker safety and health training must be preceded by a needs analysis to ensure the appropriate knowledge, skills and attitudes are being transmitted.
- D. Training must be followed by a proper evaluation to document that knowledge, skills and/or attitudes were acceptably transmitted and that the worker possesses the necessary ability to perform the tasks taught.

**Authority:** The Occupational Safety and Health Act of 1970, (29 U.S.C. 670), Public Law 111-117, and the 2010 Consolidated Appropriations Act.

**Application Document Checklist**

Application for Federal Assistance (SF-424 Form)

Budget Information (SF-424A Form)

Assurances (SF-424B Form)

Combined Assurances for (ED 80-0013 Form)

Survey on Ensuring Equal Opportunity for Applicants (Faith-Based EEO Survey),  
(OMB No. 1890-0014 Form)

**Attachments (Please attach in the following order)**

Program Summary (not to exceed two single-sided pages)

Detailed Project Budget Backup

If applicable: provide a copy of approved indirect cost rate agreement, statement of program income, and a description of any voluntary non-federal resource contribution to be provided by the applicant, including source of funds and estimated amount.

Technical Proposal, program narrative, not to exceed 20 single-sided pages, double-spaced, 12-point font, containing:

Problem Statement/Need for Funds;

Administrative and Program Capability; and  
Work plan.

Organizational Chart

Evidence of Nonprofit status, (letter from the IRS) if applicable

Accounting System Certification, if applicable

Other Attachments such as:

Resumes of key personnel or position descriptions, exhibits, information on prior government grants, and signed letters of commitment to the project.

NOTE: The Susan Harwood grant application package at: <http://www.grants.gov> contains a menu of “Mandatory Documents” that must be completed and submitted online. The menu of “Mandatory Documents” can only be located after opening the grant package. Grant application documents that the applicant creates such as the Program Summary, Detailed Budget Backup, Technical proposal, etc., may be scanned into a single document, saved as an Adobe pdf file, and attached in the area for “Mandatory Documents.”

**Billing Code 4510-26-P**