

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

NOTICE OF FUNDING OPPORTUNITY:
Susan Harwood Training Grant Program, FY 2026 Funding

ASSISTANCE LISTING: 17.502

FUNDING OPPORTUNITY NUMBER: SHTG-FY-26-01

GRANT CATEGORY: Targeted Topic Training

ACTION: This Notice of Funding Opportunity (NOFO)/Notice of Available Funding is for eligible organizations to submit proposals to deliver training to eligible workers and employers on a targeted occupational safety and health topic.

ELIGIBLE APPLICANTS: The following applicants may apply: nonprofit organizations including institutions of higher education; OSHA-approved State Plans that receive grants under section 23(g) of the Occupational Safety and Health Act of 1970 (OSH Act); entities that operate On-Site Consultation programs that receive grants under Section 21(d) of the OSH Act; and OSHA Training Institute (OTI) Education Centers authorized by OSHA under Section 21(c) of the OSH Act.

APPLICATION REQUIREMENTS: Applicants must follow the guidelines stated in this NOFO before submitting a complete application package, including attachments, at www.grants.gov (Grants.gov).

APPLICATION DEADLINE: This NOFO closes on **July 31, 2026, 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 NOTICE OF FUNDING OPPORTUNITY: This NOFO is for Targeted Topic Training grant applicants. Applicants competing for a Training and Educational Materials Development grant (SHTG-FY-26-02) must submit their application in response to the appropriate NOFO. Applications submitted under the wrong NOFO number are non-viable and ineligible for consideration.

FURTHER INFORMATION: This NOFO does not itself obligate any federal funds.

Information about the Susan Harwood Training Grant Program is on the OSHA website at www.osha.gov/harwoodgrants. Email questions about this NOFO to HarwoodGrants@dol.gov or call 847-725-7805 on weekdays between 8:00 a.m. and 4:30 p.m. Eastern time, excluding federal holidays.

The Grants.gov Support webpage, www.grants.gov/support, may have answers to questions or problems related to application submissions. Support is available via email at Support@grants.gov or by telephone at 1-800-518-4726, except on federal holidays.

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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 eligible organizations the opportunity 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 supports eligible organizations' efforts to provide occupational safety and health training. These organizations train eligible workers and employers about workplace hazards, hazard avoidance, controls, worker rights, and employer responsibilities under the OSH Act. Information about the Harwood program is located at www.osha.gov/harwoodgrants/applicant-information.

The Susan Harwood Grant Program awards funds to qualifying organizations with demonstrated capabilities to achieve the program's performance expectations outlined in this NOFO. These competencies include occupational safety and health knowledge, experience in recruiting trainees, delivering and administering adult training, and managing grant programs. OSHA monitors each awardee's progress in achieving their performance goals and training targets. OSHA accomplishes this by conducting orientation meetings, reviewing training materials, conducting training observations and monitoring visits, and evaluating quarterly and final reports.

The FY 2026 federal appropriations authorize OSHA to announce the availability of \$12,787,000 in funding for new Susan Harwood Training Program grants. Applications submitted in response to this NOFO compete for a Targeted Topic Training grant. Applicants must propose developing and conducting instructor-led training addressing no more than two of the OSHA-specified training topics. This grant program restricts organizations to one grant award per fiscal year. If an organization submits multiple applications for this or other Harwood funding opportunities, OSHA will review the last viable application package submitted.

Funding is for a 12-month performance period beginning on September 30, 2026, and ending on September 30, 2027. The maximum for a Targeted Topic Training grant award is \$215,000. OSHA expects to award multiple grants under this competitive NOFO. This NOFO does not establish any funding obligations. Selected applicants will receive a notice of award. Funds are obligated when a grant recipient acknowledges receipt and accepts the notice of award documents.

This NOFO closes on July 31, 2026, at 11:59 p.m. Eastern time. Applications must be submitted using Grants.gov (www.grants.gov). Applications not validated by Grants.gov or submitted after this deadline are ineligible for consideration.

The following applicants are eligible to apply: nonprofit organizations including institutions of higher education; OSHA-approved State Plans that receive grants under section 23(g) of the

OSH Act; entities that operate On-Site Consultation programs that receive grants under Section 21(d) of the OSH Act; and OSHA Training Institute (OTI) Education Centers authorized by OSHA under Section 21(c) of the OSH Act. Ineligible applicants include individuals; for-profit organizations; federal, local governmental, and non-OSHA approved State Plans/On-Site Consultation Program state agencies; 501(c)(4) nonprofit organizations; and FY 2025 Susan Harwood Targeted Topic Training grantees with more than a three-month extension to their performance period.

This NOFO is a guide for developing a grant application. Applications are accepted for this NOFO number at Grants.gov. Applicants new to Grants.gov must complete the “Register as an Organization” steps at www.grants.gov/register. The applicant must also register with the System for Award Management (SAM). Registering with SAM (www.sam.gov) is free, 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.

OSHA recommends that the applicant register with SAM and not rely on third parties to engage in registering with SAM on their behalf. Third parties may misrepresent (intentionally or unintentionally) that they have obtained a SAM registration for the organization when they have not done so. Even if an applicant relies in good faith on a third party to complete their SAM registration or renewal process and then learns their organization is not active in SAM, their grant application will be rejected.

If an applicant has used Grants.gov in the past, the applicant should verify the accuracy of the account’s information and ensure their accounts are active in Grants.gov and SAM. SAM requires the organization to review and update its registration information every 12 months. An inaccurate or expired registration may result in the rejection of the grant application.

Additional information about Grants.gov requirements is in [Appendix C](#).

Program Overview and Funding Opportunity Description

The Susan Harwood Training Grant Program funds eligible organizations to develop and deliver training on workplace hazard recognition, as well as abatement and prevention of occupational safety and health injuries and illnesses. 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)
- training workers facing barriers to safety and health training
- 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 as required by the OSH Act

Awardees must include an overview of OSHA Whistleblower Protection Programs (www.whistleblowers.gov), employee rights, and employer responsibilities in each training session. The overview will help trainees understand their workplace rights concerning occupational safety and health.

Grants awarded under the Susan Harwood Training Grant Program are separate from other grants OSHA may award to the applicants (i.e., grants awarded to States under sections 21(d) and 23(g) of the OSH Act) and must be used for Susan Harwood Training Grant Program activities only (i.e., not for State Plan or On-site consultation activities).

Award Information

Funding for the Susan Harwood Training Grant Program is subject to available federal funding. OSHA may award a grant with conditions. As a requirement for the award, OSHA may require new awardees to make minor application revisions to align with this NOFO's requirements and applicable regulations.

A. Award Category

Grants awarded under this NOFO are for conducting occupational safety and health training for eligible workers and employers on no more than two of the OSHA-specified topics in [Appendix A](#). Applicants must conduct instructor-led training using existing or revised Susan Harwood materials, grantee-developed materials, or other training materials approved by OSHA.

B. Performance Period

Grant awards are for a 12-month performance period beginning September 30, 2026, and ending September 30, 2027.

C. Funding

Targeted Topic Training grant applicants may request up to \$215,000. While not required, applicants may commit non-federal funds and resources to the award. The applicant must identify the source of the additional funds and resources, including them in the budget, and spend them according to this funding opportunity and the Harwood program.

D. 2026 Targeted Training Topics

OSHA lists the selected twenty-two (22) training topics for FY 2026 in [Appendix A – FY 2026 Targeted Training Topics](#). Applicants may choose **no more than two** training topics and address federal OSHA requirements, including the recognition, abatement, and prevention of hazards in the training audiences' workplace. Applications identifying

more than two topics are non-compliant and ineligible for consideration.

E. Eligible Trainees

OSHA covers most private-sector employers and workers. This grant program supports occupational safety and health training for eligible workers and employers covered under the [OSH Act of 1970, §4, codified at 29 U.S.C. 653](#).

Eligible trainees include unemployed workers planning to re-enter the workforce in a similar position within three months of the training, e.g., construction or seasonal workers. Additionally, while most federal, state, and local government employees are ineligible trainees, some may have occupational safety and health duties within their agency. In this context, the employees with occupational safety and health duties who are responsible for ensuring safe and healthful working conditions within their agency or organization (e.g., those employees who provide training, manage or participate in safety committees, or monitor the safety and health of employees within their agency or organization) are eligible trainees.

Ineligible trainees include the applicant's staff/employees, individuals trained at conferences or seminars, individuals participating in a needs assessment, or individuals being trained to qualify for employment. State and local government employees with occupational safety and health protection under an OSHA-approved State Plan, all state employees who work for an OSHA-funded State Plan or Consultation program, and federal OSHA employees are ineligible trainees.

Grantees may not provide training as part of a job placement service or to assist a person in qualifying for employment.

F. Targeted Audiences

Training and training materials must be delivered in a manner the participants can understand and have an impact on workers and employers in small businesses. The targeted audience includes one or more of the following:

- Workers and employers in high-hazard industries
- Workers and employers in industries with high fatality rates
- Workers facing barriers to occupational safety and health training

G. Training and Training Materials

Applicants must focus on delivering instructor-led training for workers and employers on no more than two of the topics listed in [Appendix A](#) and may use previously approved Harwood materials, revise existing materials, or create new materials. Applicants who plan to use existing or acquired training materials must identify the source of the materials and adhere to all copyright laws. Existing non-Harwood or other acquired

materials may be subject to OSHA review and approval. Hybrid and asynchronous training are outside the scope of this funding opportunity.

The training must be delivered in a way that trainees easily understand and must cover exposure to occupational safety and health hazards in the workplace. It must also include a brief overview of worker rights, employer responsibilities, and the OSHA Whistleblower Protection Programs (www.whistleblowers.gov).

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 materials downloaded from the OSHA webpage or obtained directly from a previous Susan Harwood grantee. Applicants must describe how the training will be delivered to ensure trainees can easily understand the content.

Training conducted in OSHA-approved State Plan states may include references to the state's requirements. However, if the applicant plans to revise or develop new training materials, the final OSHA-approved version of training materials provided to OSHA must reference federal OSHA regulations only. Training materials include but are not limited to promotional flyers, advertisements, training objectives, presentation/training materials, instructor guides/presenter notes, videos, student manuals/handouts, student exercises, sign-in sheets, pre- and post-training knowledge assessments, and trainer/training presentation evaluations. Grantees must adhere to all copyright laws and provide a written certification that materials are free from copyright infringements.

Resources addressing needs assessments, adult learning techniques, models for worker training, and training evaluation documentation include “Best Practices for the Development, Delivery, and Evaluation of Harwood Training Grants,” available at www.osha.gov/harwoodgrants/best-practices and OSHA Publication 3824, “Resource for Development and Delivery of Training to Workers,” available at www.osha.gov/Publications/osha3824.pdf. Training materials must follow a commonly accepted Instructional Systems Design (ISD) model, such as ADDIE (Analysis, Design, Development, Implementation, and Evaluation), which is described at www.psu.pb.unizin.org/idhandbook/chapter/addie/.

OSHA posts grant-developed/revised training materials on the OSHA website at www.osha.gov/harwoodgrants/grantmaterials/bytopic/. Grantees who develop new or revised materials must provide OSHA with one electronic copy of the final OSHA-approved materials before September 1, 2027. Materials must comply with Section 508 of the Rehabilitation Act of 1973, as amended. Information on Section 508 compliance is at www.section508.gov. A guidance checklist is at www.hhs.gov/web/section-508/accessibility-checklists/index.html.

Grantees must acknowledge DOL funding on all materials developed or revised under this program. Each type of 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 disclaimer and grant number and acknowledge that they revised 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 a fiscal year. If an organization submits multiple applications for this funding opportunity, OSHA will review the last application accepted by Grants.gov.

A. Eligible Applicants

Eligible applicants are: nonprofit organizations including institutions of higher education; OSHA-approved State Plans that receive grants under section 23(g) of the Occupational Safety and Health Act of 1970 (OSH Act); entities that operate On-Site Consultation programs that receive grants under Section 21(d) of the OSH Act; and OSHA Training Institute (OTI) Education Centers authorized by OSHA under Section 21(c) of the OSH Act.

Entities are eligible to receive only one Susan Harwood Training Grant award regardless of the number of qualifying roles they fulfill. For example, an OTI Education Center that also serves as an On-site Consultation program is only eligible to receive a single Susan Harwood Training Grant award.

Nonprofit organizations must attach evidence of their nonprofit status to their application as listed in [Section F. Nonprofit Status](#) below.

Ineligible applicants are individuals; federal, local governmental, and non-OSHA approved State Plans/On-Site Consultation Program state agencies; FY 2025 Susan Harwood Targeted Topic Training grantees with more than a three-month extension to their performance period; and 501(c)(4) nonprofit organizations.

All organizations listed in an application as partners or key contributors to the grant must qualify as an eligible organization under this NOFO and adhere to program requirements. Moreover:

- As the potential grantee, the applicant must be able 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 have the authority to commit the organization to a grant agreement.
- The authorized representative must be the primary contact for OSHA communications regarding the grant agreement and program.
- An organization cannot be a Harwood grantee and a partner/subcontractor/contributor for another Harwood grantee during the same grant year.
- Grant duties may not be sub-awarded or passed on to other organizations or contractors.
- An organization contracting services for grant activities must describe the services and justify that the contractor is necessary to achieve grant goals. Contract awards must follow full and open competitions, as required by 2 CFR 200.320.
- Contractors cannot provide budgeted grant services (e.g., providing training materials, conducting training) for more than one Harwood grantee during the award period.

B. Application Submission

The applicant should prepare their grant application package using the checklist in [Appendix B](#), which lists the documents needed for a complete application. Applicants should review the Grants.gov application submission and receipt procedures in [Appendix C](#) before submitting the application. [Appendix D](#) outlines the viability criteria for an application. OSHA rejects applications deemed non-viable or if they are submitted after the announcement closes.

The applicant must submit their application at Grants.gov. If applying online poses a hardship, the applicant may contact a program coordinator at HarwoodGrants@dol.gov or 847-725-7805 no later than three weeks before the announcement closes to discuss possible options.

C. Required Grants.gov Application Content

Use the checklist in [Appendix B](#) to confirm the application includes all the required documents. Applications will fail because of missing, incomplete, and improperly formatted documents. The following information supplements the checklist in [Appendix B](#).

SF-424 Application for Federal Assistance

- The amount entered in section 18 box a is the official federal funding request
- The total amount entered in section 18 box g is the official award amount.
- Round dollars down to the nearest whole dollar

- The authorized representative’s electronic signature on the SF-424, block 21, constitutes a binding offer by the applicant and must be the same person stated on the Application Summary document
- The name entered as the contact person on the SF-424, section 8 box f, will be shown as the project director on the notice of award and must be the same person listed as the project director on the Application Summary document

SF-424A Budget Information – Non-Construction Programs

- Round dollars down to the nearest whole dollar
- Budget information on the SF-424A must match the information on the supporting detailed budget and narrative documents. (Examples shown in [Appendix F](#))
- Show the projected program and administrative costs in separate columns (defined in [Appendix E](#))

D. Required Program Attachments

Application Summary (not to exceed two pages) - Use the template in [Appendix H](#)

Program Abstract (not to exceed ½-page) - Use the template in [Appendix I](#)

Technical Proposal (not to exceed 20 double-spaced pages) - Use the formatting requirements located in [Appendix G](#)

Technical Proposal Requirements

Applicants must use the same section headers identified in [Appendix K](#) and provide the following information.

1. Proposal Introduction

- Applicant/Organization Name
- Grant category: **Targeted Topic Training**
- Proposed training topic ([Appendix A](#))
- Potential targeted audience and industry

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. Describe the organization’s:

- Commitment to worker safety and health
- Experience with conducting training and interacting with adult learners

- Engagement with industry workers and employers to increase their understanding of occupational safety and health in the workplace
- Recruitment of trainees in the targeted audiences
- Experience conducting level 1 training session evaluations and level 2 learning assessments, and using the responses to improve the training

3. Staff Positions and Experience

The applicant must have knowledgeable and experienced staff to support this grant program. Describe the staff's occupational safety and health qualifications and experience relevant to the application's proposed work activities. Include their experience conducting training, developing training materials for adult learners, and managing grants or projects. Attach resumes showing staff qualifications and position descriptions or minimum hiring qualifications for vacant positions.

4. Statement of Need

- Describe the organizational need for federal assistance
- Explain the barriers preventing the organization from meeting its audience's occupational safety and health training needs
- Provide a clear and concise description of the geographic scope of the project and industry sectors
- Identify known issues the audience encounters when seeking occupational safety and health training

5. Work Plan

The technical proposal's work plan includes two components: 1) a detailed narrative of all planned grant activities; and 2) an activity table specifying detailed grant activities by quarter. The work plan's detailed narrative must describe: the instructor-led training that will be conducted; other grant activities, tasks, and due dates; and expected results that are achievable within the 12-month grant performance period. Grantees must use the work plan table to compare activities accomplished for the quarterly progress reports and will be held accountable for completing the activities listed in their work plan.

Work Plan Detailed Narrative must include:

Training and Training Materials

Training must be instructor-led. Applicants must describe the training materials, how they will acquire them, and how they will use them to conduct training. Applicants developing, revising, or translating training materials must provide a timeline for developing, evaluating, validating, and producing the materials. Applicants must also state how they will make the new materials compliant with Section 508 of the Rehabilitation Act of 1973, as amended.

Grantees may not provide training using the OTI or OTI Education Center course materials. If an OTI Education Center applies and receives an award, they may use their training materials as a basis for developing abbreviated training for use during the Harwood grant performance period. They may not provide training as if the trainee is enrolled in a numbered OTI Education Center OSHA course.

OSHA must approve new and revised grant materials before the grantee may conduct instructor-led training or translate the materials. Allow at least three weeks for OSHA to review the materials for technical accuracy and suitability. If the grantee revises the materials after receiving OSHA approval, they must submit the updated materials to OSHA for re-approval.

If a grantee chooses to translate materials, OSHA may require the grantee to certify the accuracy of the translation by identifying the translator and providing the translator's qualifications. Organizations developing translated training materials must first obtain OSHA's approval of the English materials. OSHA reserves the right to review translated materials before their use. Spanish safety and health terminology are in OSHA's dictionaries at www.osha.gov/complianceassistance/spanish-dictionaries.

Training Plan and Projections

Training must reach multiple small business employers and their workers. The training may not occur at conferences, expos, symposiums, association meetings, or as part of a needs assessment. Applicants must describe a plan to recruit eligible workers and employers and identify whether the plan includes working with other organizations to recruit the trainees.

Grant activities must focus on providing instructor-led, in-person training sessions on no more than two OSHA-approved occupational safety and health topics. The applicant must describe the training content, location, number of trainees, and contact hours for the training sessions. Describe the methods used to actively involve workers during the training to create a participatory learning environment. Grantees may not include in their quarterly progress reports those workers who attend training during the development or revision of training materials or before OSHA approves the new or revised materials.

A training session is a planned and organized event where trainees gather to learn new knowledge and information. A training session is complete when the grantee presents the training materials approved by OSHA. A training session may be a few hours or multiple days. For training that spans multiple days, a trainee must attend the entire event before the grantee may report them on the quarterly progress report. If the training begins in one quarter but ends in the next quarter, the grantee must wait to report the trainee in the quarter when the training is completed.

Grantees may not train an individual on the same grant topic more than once during the grant period. Organizations that have received consecutive grants to train on the

same topic must describe their tracking plan to ensure they train different workers from the previous grant year.

Daily trainee contact hours must be between 30 minutes and 7.5 hours. Contact hours refer to the time spent covering instructional content. Trainee contact hours do not include breaks; lunchtime; or administrative activities such as time spent on trainee sign-in, describing general training site information, engaging in training evaluation, or the presentation of training completion certificates.

The training class size must be no fewer than three (3) trainees and no more than 40 trainees. The ideal class size to facilitate participatory learning with actively involved trainees is between 10 and 30 trainees.

Training evaluations and assessments help validate the training and assist the grantee in improving the training presentation. Grantees must administer level 1 training session evaluations and level 2 trainee assessments during each training session. The Department of Labor reserves the right to conduct studies on the program’s impact. The grantee agrees to fully cooperate with and provide any data needed for all federally sponsored evaluations of the training.

Level 1 – Training Session Evaluations measure how trainees react to the training experience, including their perception of the training environment, instructor(s), and the quality and usefulness of the training. Level 1 evaluations must be in writing and completed by the trainee.

Level 2 – Trainee Learning Assessments measure the impact of the training on the trainees’ safety knowledge and attitude. To ensure accurate documentation of changes in trainees’ knowledge, all pre- and post-assessments must measure the training objectives and align in content, format, and approach. Level 2 assessments must either be written tests or instructor-documented oral pre- and post-training assessments. The grantee/instructor must maintain documentation of all written, verbal, or activity-based assessments. Grantees must retain all evaluations and assessments for OSHA monitoring purposes.

The applicant’s work plan must include training projections showing the training audience, hours of each training session, projected number of trainees, and training contact hours. The work plan must include the following table. Projections must be a whole number, as shown in Table 1, and may not be a range.

Table 1: Training Projections by Audience

Audience	Hours of each Training Session	Projected Number of Trainees	Total Contact Hours
Worker – Intro	2	340	680
Worker – Advanced	4	120	480
Train-the-Trainer	8	30	240
Employer	8	40	360
	Total	530	1,760

The applicant’s work plan must include each quarter's estimated trainee numbers and training contact hours. Grantees must conduct multiple training sessions. The work plan must explain how these estimates were developed and include the following table. Projections must be a whole number, as shown in Table 2, not a range.

Table 2: Projected Quarterly Number of Trainees and Training Contact Hours

Quarter	Performance Period	Projected Number of Trainees	Projected Training Contact Hours
Quarter 1	October 1 to December 31	0	0
Quarter 2	January 1 to March 31	130	400
Quarter 3	April 1 to June 30	190	650
Quarter 4	July 1 to September 30	210	710
	Totals	530	1,760
	Funding (federal and non-federal)	\$215,000	\$215,000
	Cost per trainee/contact hour	\$406	\$122

NOTE: The cost per trainee must not exceed \$500.

The cost per training contact hour must not exceed \$125.

Use the following formulas:

- Cost per trainee: Total number of trainees ÷ total funding < \$500
- Cost per contact hour: Total number of contact hours ÷ total funding < \$125

A train-the-trainer program allows the grantee to expand the distribution of their occupational safety and health training to reach more workers. Grantees who opt to conduct train-the-trainer programs provide “tier-one training” directly to eligible workers and employers and may also conduct train-the-trainer training to eligible workers and employers. Only the grantee may conduct train-the-trainer training.

Trainees who complete a train-the-trainer class become “tier-two trainers” and must conduct “tier-two training” for additional eligible workers and employers using the grantee’s training materials. Tier-two trainers must collect the trainees’ learning assessments and training evaluation responses on the training they conduct and maintain supporting documents for the grantee. Tier-two trainers may not conduct additional tiers of train-the-trainer training. Grantees may not use grant funds to compensate tier-two trainers.

The train-the-trainer program requires more effort from the grantee. Tier-two trainers must comply with grant requirements and restrictions. The grantee must provide guidance to tier-two trainers and formally monitor them to authenticate the training quality, training numbers, and contact hours. The grantee must obtain training information from the tier-two trainers for the quarterly progress reports (number of trainees, contact hours, and assessment/evaluation results). Neither the grantee nor the tier-two trainers may train the grantee’s staff.

Applicants proposing tier-two training must provide the following information and estimates:

- identity of the tier-two training audience
- number of tier-two trainings
- number of tier-two trainees (workers and employers)
- number of tier-two training contact hours
- process for acquiring the quarterly training, assessments, and evaluation data from the tier-two trainers
- grantee planned support for the tier-two trainers
- grantee monitoring plan for the tier-two trainers

Work Plan Activity Table

The work plan activity table must show each quarter’s grant-related activity. Include participating in OSHA-required meetings, submitting grant-developed materials for OSHA review, submitting quarterly progress reports, conducting projected training sessions, and doing other grant-related activities. Identify anticipated completion dates for these activities.

Institutions of higher education must observe Constitution Day and Citizenship Day to commemorate the September 17, 1787, signing of the United States Constitution. Each educational institution that receives Federal funds for a fiscal year must hold an educational program about the U.S. Constitution for its students. Visit [Commemorating Constitution Day](#) for relevant information. **This grant does not fund these activities.**

E. Required Detailed Budget and Budget Narrative Attachments

The Application for Federal Assistance, SF-424, section 18, identifies the requested federal funds. On line 18a, an applicant may request federal assistance up to the maximum \$215,000 award amount for this NOFO. No additional federal funds will be available during the performance period.

Budget allocations must be consistent throughout the application. The detailed budget and supporting budget narrative itemize and allocate the anticipated costs and explain how the costs support the work plan activities. Proposed expenditures of grant funds must be necessary, reasonable, allowable, and follow federal guidelines. [Appendix E](#) and [Appendix J](#) identify allowable and unallowable costs for this program. Expenditures must comply with the NOFO and federal cost principles in the Uniform Guidance, 2 CFR 200 and 2 CFR 2900.

Detailed Budget Table

The work plan’s detailed budget table must ensure the costs are allocated so that they match page 2 of the SF-424A Budget Information document. Personnel and benefits categories must state the names, positions/titles, salaries, and the percentage of time each position works on grant activities. Applicants must show how individuals’ salaries and

benefit costs are calculated. Itemize and show the cost for the items that make up the budget for the other categories, i.e., travel, supplies, and others.

As explained in [Appendix E](#), each category of costs must be identified as a program or administrative cost. These costs must be shown in separate columns like the example table in [Appendix F](#). Applicants who include non-federal funding in their applications must identify where the funds are from, allocate them as part of the budget, and appropriately list them as paying for program costs or administrative costs. The indirect cost allocation added to the budget must be in the administrative cost column.

Supporting Budget Narrative

Briefly describe the organization's financial management processes, including its accounting system, internal funds control, segregation of fiscal duties, and fiscal management procedures. Explain how funds support the goals and objectives of this program. Use the supporting budget narrative to itemize and justify costs in each category. Identify the source and amount of non-federal funding (see Voluntary Resource Contributions below). Describe the method used to calculate each cost.

Applicants with one or more partners must include a budget for each partner that describes the partner's costs and the impact on the program's budget. The personnel and benefits categories must state the names, positions/titles, and the percentage of time each position works on grant activities, salaries, and benefits calculations. For other budget categories, provide specific details, such as mileage and mileage rates, supply items and costs, and other itemized costs. For service contracts, describe the contracting method, purpose, and scope of work. Contracts must meet the requirements stated in [Appendix E](#).

Administrative and Program Costs

[Appendix E](#) outlines allowable administrative and program costs.

Administrative costs support the management of the grant. Costs include salaries and benefits for the authorized representative, financial certifying representative, administrative support staff, and others who manage the grant related to preparing and completing reports, travel costs to OSHA-required meetings, supplies needed for administrative tasks, and the indirect cost allocation. This program's maximum allowance for administrative costs is 25 percent of the total funding amount (federal award and applicant's non-federal funds).

Program costs are costs incurred to develop and conduct training. These include salaries and benefits for the project director, developers, instructors, travel costs to conduct training, instructional supplies, and other costs associated with conducting training. Applicants may not request funds to purchase equipment and furniture or to establish or maintain remote training systems/platforms.

Applicants may not use grant funds to pay for services provided by: federal or federally

funded employees; or by state employees, with the exception of Harwood grant-related services rendered by state employees who are officially assigned to and approved to work on the state's Harwood grant (e.g., employees of a grantee that is an OSHA 21(d) Consultation Program or an OSHA 23(g) State Plan).

OSHA 21(d) Consultation Program and OSHA 23(g) State Plan staff duties must be accounted for separately from duties associated with the Susan Harwood Training Program (that is, State Plan and Consultation Program grant activities cannot be charged to the recipient's Susan Harwood grant, and activities conducted under the Susan Harwood grant cannot be charged to grants disbursed to the recipient pursuant to sections 21(d) and 23(g) of the OSH Act). An employee's time working on all OSHA-funded programs may not exceed 100 percent of that employee's time.

[Appendix J](#) lists additional prohibited use of grant funds.

Voluntary Resource Contributions

Applicants must identify all voluntary resource contributions used to support the project. Voluntary resources are supplemental to federal funding and must be used under the same conditions as the OSHA funds. The voluntary contributions may not include federal funds received from another agency.

Indirect Cost Allocation

The indirect cost allocation is an administrative cost for this grant. If the applicant has an approved negotiated Indirect Cost Rate Agreement (ICRA), they must submit a copy of their signed agreement as an attachment to their application in Grants.gov. The IRCA's effective dates must cover the entire grant performance period.

Applicants without an approved ICRA may allocate a 15 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 15 percent de minimis rate, the applicant must identify it as a "de minimis rate" and provide their method for calculating the MTDC.

F. Nonprofit Status

As applicable, applicants and their partners must submit proof of non-profit status. A legible copy of the organization's Internal Revenue Service (IRS) determination letter issued under the Internal Revenue Code, 26 U.S.C. § 501(c) is requested. However, the applicant may instead attach a legible, signed copy of one of the following documents.

- A state taxing body or Secretary of State letter certifying that the organization is a nonprofit organization operating within the state and that no part of its net earnings benefits any private shareholder or individual
- A certified copy of the applicant's certificate of incorporation or similar document used to establish their nonprofit status

- A parent (state or national) organization’s proof of nonprofit status and a statement from the parent organization that the applicant is a local nonprofit affiliate of the parent organization

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.

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. Applicants must state in their budget documents that they will attend the orientation meeting.

Grantee reporting requirements include quarterly submission of financial and program progress reports to OSHA. The quarterly report compares the applicant’s planned activities in the work plan to actual quarterly accomplishments and may include grantee-proposed corrective actions. They are due no later than 30 days after the end of the quarter. The grant closeout report is due no later than 120 days after the end of the grant period. The grantee’s personnel and other costs related to these reporting requirements are administrative costs.

Table 3: Grantee reporting due dates

Report	Reporting Period	Due Date
Quarter 1	10/01/2026 - 12/31/2026	01/30/2027
Quarter 2	01/01/2027 - 03/31/2027	04/30/2027
Quarter 3	04/01/2027 - 06/30/2027	07/30/2027
Quarter 4	07/01/2027 - 09/30/2027	10/30/2027
Closeout/Final	10/01/2026 - 09/30/2027	01/28/2028

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 120 days after the end of the grant performance period. No expenditures may be obligated to the grant during the closeout period.

The Quarterly Progress Report (OSHA 171 Form and Narrative) is due from the grantee to OSHA within 30 days after the end of each quarter. The OSHA 171 is a quantitative report that shows training dates, locations, number of trainees, and training contact hours. The accompanying narrative requires the grantee to describe their progress toward completing activities and meeting quarterly work plan goals. Include summary data from the training assessments and evaluations reported in the narrative to provide the qualitative outcomes of the training sessions. The grantee reports on issues they have encountered or successes and accomplishments they achieved.

Within 120 days of the grant performance period, the grantee must complete a final closeout narrative analyzing their performance. This narrative summarizes the activities reported during the previous quarters. It addresses how the grant activities enabled them to accomplish the work plan goals and how the training impacted the trainees. The grantee must submit a final summary of the assessments and evaluations.

H. Submission Format

Use the Application Checklist in [Appendix B](#) to verify the application package includes all the required forms and attachments before applying at Grants.gov. Missing, incomplete, or oversized documents will affect the review and viability of the application. Organize the application's attachments in the following order:

- application summary
- program abstract
- technical proposal (as one document)
- organizational chart(s)
- resumes for key personnel
- position descriptions for key vacancies
- detailed budget
- budget support narrative

Do not include sample training outlines or 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 NOFO's requirements. Applications that do not comply with one or more requirements are non-responsive and disqualified from consideration.

A technical panel of OSHA staff will rate each responsive application using the criteria in [Appendix K](#). The Assistant Secretary for OSHA makes the final award decisions after considering the review panel's ratings, comments, and funding recommendations. The agency's priorities, grant costs, training value, and geographic impact are considered, and the most advantageous applications to the government are chosen.

Prior to issuance, and annually thereafter, awards will be subject to review in accordance with the process described in Executive Order 14332, Improving Oversight of Federal Grantmaking".

K. Anticipated Award Announcement Date and Notification

Award announcements will occur before September 30, 2026. The Assistant Secretary or their representative will notify successful applicants. The Office of Training and Education (OTE) will mail consolation letters to unsuccessful applicants.

An award does not constitute approval of the grant application as submitted. The applicant must comply with the program's grant requirements and procedures. A grant awarded subject to revisions constitutes a binding offer that the authorized representative may accept or decline. By accepting the award, the authorized representative agrees to revise their proposal as required by OSHA.

OSHA may require revisions to the application regarding compliance with program components, staffing, budgeting, funding levels, and/or administrative systems. If negotiations do not result in an acceptable revision, 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, 2026.

Request for Application Comments

Award decisions are final and cannot be appealed. Unsuccessful applicants have until March 31, 2027, to request reviewers' comments about their application. The requests must be on the applicant's letterhead and be 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.

Include the following information with the written request:

- Notice of Funding Opportunity number (SHTG-FY-26-01)
- Grants.gov Tracking Number (GRANT _____)
- Organization Name
- Grant type: **Targeted Topic**
- Training topic
- Authorized Representative's name and complete mailing address
- Contact phone number and email address

Applicable Federal Laws and Post-Award Grant Program Conditions

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. The grant awards under this NOFO are subject to the following administrative standards and provisions 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.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)
- 2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance (www.ecfr.gov/current/title-2/subtitle-B/chapter-XXIX/part-2900)
- General Terms and Conditions of Award (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)
- 2 CFR 25, Universal Identifier and System for Award Management (www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25)
- 2 CFR 170, Reporting Subaward and Executive Compensation Information (www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-170)
- 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)

Except as explicitly 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).

Please note the provisions of Executive Orders 14151, 14168, 14173, and 14190 as well as the U.S. Department of Justice’s July 29, 2025, non-regulatory “Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination.” Grantees and subgrantees may not implement diversity, equity, and inclusion (DEI) activities, or any initiatives that discriminate on the basis of race, color, religion, sex, or national origin, as implementing these activities and initiatives risks violating federal civil rights laws such as Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), and similar federal laws.

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 convictions related to violating 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. 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 submitting this grant application, the applicant further acknowledges having the authority to execute this release of liability.

The Freedom of Information Act: Grant applications are protected from public disclosure to the extent permitted by 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 and grantees must comply with all local, state, and federal laws and regulations.

Grantees must submit a program summary closeout narrative report within 120 days after the grant ends. OSHA discusses what must be included in the closeout narrative

earlier in this NOFO. With the closeout narrative, the grantee must provide a document written on the organization's letterhead and signed by the authorized representative certifying the following statements are true:

- The training impacted the safety and health of each trainee and their workplace.
- Ineligible trainees did not participate in this grant-funded program or receive grant-funded materials.
- Training materials used, revised, or developed 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. As a condition of an award, grantees agree to cooperate with any evaluation of the program OSHA or DOL may undertake. Evaluations of the overall performance of the Harwood grants and/or the impact of the training on participants may be required. Grantees must promptly respond to OSHA or DOL requests for performance and/or training impact evaluations of 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.

DOL prohibits grantees from using the DOL or OSHA logo.

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). The 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 OSHA with a 508-compliant electronic copy of all training and educational materials developed or revised for this grant program. Grantees must label the digital materials with the grantee's name and grant number. Guidelines for submitting the final materials to OSHA are in [Appendix L](#).

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 per the Stevens Amendment:

- The dollar amount of federal financial assistance for the project or program
- The dollar amount of the total cost of the project or program funded by non-governmental sources
- The percent of the total cost of the program or project funded with federal money

- The percent of the total cost of the program or project funded with non-governmental sources

Using the following statement, the grantee will 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.

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: 06/30/2028

OFFICE OF MANAGEMENT AND BUDGET INFORMATION COLLECTION REQUIREMENTS:

This NOFO requests information from applicants. This collection of information is approved under OMB Control No. 1225-0086 (Expires 06/30/2028).

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. A copy of your comments may be sent electronically to the Susan Harwood Grant Coordinator at HarwoodGrants@dol.gov or by mail to Susan Harwood Grant Coordinator, 2020 S. Arlington Heights Road, Suite 100, 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 – FY 2026 Targeted Training Topics

Applicants must propose conducting instructor-led training on **no more than two** of these topics:

1. Agricultural grain handling—training addresses hazards and preventive measures for grain handling, grain bin entry, entrapment, combustible dust, fires, and falls (may not include training workers to be rescuers).
2. Chemical hazards/hazard communication—training addresses the identification of hazards, chemical exposure prevention, labeling, Safety Data Sheets, or other related topic(s).
3. Chemical inhalation and absorption hazards—training addresses chemical inhalation and absorption hazards in the workplace, including health effects, and exposure control measures through engineering controls, administrative controls, and personal protective equipment.
4. Combustible dust—training addresses combustible dust hazards and controls in the workplace, including controlling ignition sources, dust accumulation (housekeeping), isolation and ventilation, and the use of appropriate electrical equipment, wiring, and grounding.
5. Confined space—training addresses confined space entry and hazards in construction, maritime, or general industry.
6. Electrical hazards—training addresses workplace electrical hazards and controls in construction, maritime, or general industry.
7. Excavation/trenching—training addresses proper excavation and trenching procedures, including preventing cave-ins, collapse, entrapment, and related hazards.
8. Falls prevention/protection, including falls from ladders and scaffolds—training addresses preventing falls from heights in construction, maritime, or general industry.
9. Fire safety—training addresses fire hazards in the workplace, means of egress, and preparation for a fire emergency.
10. Hazardous temperature exposure—training addresses hazards and controls for workers exposed to heat or cold in construction, maritime, or general industry.
11. Landscaping/tree care hazards—training addresses topics such as falls from trees, aerial lifts, ladders, struck-by buckets, electrocution, chipper safety, chainsaw safety, rollover protection, and traffic safety.
12. Lithium-ion battery hazards—training addresses hazards and controls related to using, charging, and storing lithium-ion batteries in the workplace.

Appendix A – FY 2026 Targeted Training Topics (cont.)

13. Lockout/tagout—training addresses procedures to protect workers from unexpected energizing or startup of machinery and equipment, including releasing hazardous energy during servicing and maintenance.
14. Machine guarding/amputation prevention—training addresses the operation of stationary equipment, press brakes, saws, shears, slicers, etc., guarding points of operations, and related hazards.
15. Maritime—training addresses: dock safety topics, such as dock edge protection, working over water, lifting equipment, cargo handling, mooring operations, gangways, fall protection, lifesaving equipment, and traffic safety; marine terminal and longshoring industry safety, covering topics in 29 CFR 1917 and 29 CFR 1918; or shipyard safety topics, such as electrical hazards, arc flash, ergonomics, personal protective equipment (PPE), flotation devices, or emergency procedures.
16. Noise/hearing conservation—training addresses the identification, control, and protection of workers exposed to hazardous noise in construction, maritime, or general industry.
17. Oil and gas production—training addresses hazards and controls related to hydraulic fracturing, confined spaces, falls, explosions, fires, struck-by/caught-in/caught-between, and other hazardous exposures.
18. Personal protective equipment (PPE)—training addresses the identification of hazards requiring PPE and the selection and proper use of PPE to protect workers from exposure and injury in the workplace.
19. Residential construction hazards—training addresses general safety and health hazards and controls in the residential construction industry, such as falls, electrical, hand/power tools, struck-by/caught-in/caught-between, drywall dust/respiratory protection, PPE, hazard communication, ladders, or scaffolds.
20. Respirable crystalline silica hazards, including those related to artificial stone—training addresses the hazards and controls for workers exposed to respirable crystalline silica (including those who fabricate and install artificial stone/engineered stone products) in general industry and construction. Training materials should address the health hazard of accelerated silicosis, engineering controls to eliminate exposures, and PPE where exposures cannot be eliminated.
21. Roadway construction and work zones—training addresses hazards and controls associated with roadway construction, such as being struck by vehicles and equipment, slips and falls, overexertion, exposure to harmful substances, and exposure to electrical conductors.

Appendix A – FY 2026 Targeted Training Topics (cont.)

22. Warehousing—training addresses the operation of powered industrial trucks/forklifts, chemical hazards/hazard communication, safe material and package handling, electrical safety, means of egress, lockout/tagout, slips, trips, and falls, floor guards, wall openings and holes, prevention of musculoskeletal disorders (MSD), respiratory protection, and electrical safety.

Appendix B – Application Checklist

The budget amount specified on the SF-424 is the official funding amount requested. If selected for an award, grantees must correct documents that do not match the official award amount.

Application Checklist
Forms completed at www.grants.gov
<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)
Documents that must be attached to the application package in Grants.gov and uploaded in this order:
<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 7 pages per document)
<input type="checkbox"/> Position description/minimum hiring criteria for vacant positions
<input type="checkbox"/> Evidence of nonprofit status, if applicable
<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, identify which one is used)
<input type="checkbox"/> Approved Indirect Cost Rate Agreement (ICRA)
<input type="checkbox"/> 15 percent de minimis indirect cost calculation document
Optional other attachments
<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

The Grantor Standard Language document describes the Grants.gov application process (available at www.grants.gov/grantors/grantor-standard-language). However, as noted on Grants.gov, the Grantor Standard Language available on the webpage is currently under review. For guidance, applicants are directed to Grants.gov’s “Quick Start Guide for Applicants” page at www.grants.gov/quick-start-guide/applicants.

Appendix D – Viable Application Requirements

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

Viable applications are:

- Submitted through Grants.gov
- Submitted before the application deadline
- Validated by Grants.gov
- Submitted under the correct NOFO
- Completed with all the required forms and documents ([Appendix B](#))
- Submitted by an eligible organization
- Submitted with readable and valid proof of current nonprofit status, as applicable
- Proposing training on no more than two of the OSHA-identified topics listed in this NOFO
- Meeting the application instructions and program requirements as outlined in this NOFO

Appendix E – Program and Administrative Costs Definition

This Harwood grant proposal must clearly itemize program costs, align with the budget categories in the SF-424A Budget Information form, and be reflected consistently in the detailed budget table and supporting narrative. It must also distinguish between requested Harwood federal funding and non-federal resources (if applicable). Applicants must allocate the eligible partners' administrative and program costs to the appropriate cost category and separate the budget costs into either program or administrative costs. Applicants and partners who include an indirect cost allocation in the budget must provide an approved Indirect Cost Rate Agreement (ICRA) or supporting statement with calculations when using the 15 percent de minimis allowance.

Program Costs

Program costs are easily identifiable and relate to developing and conducting training and other training-related activities. Program costs may not include any of the indirect cost allocation.

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 (may not include trainee incentives or other items unrelated to conducting training)
 - Rental of training space (limited to costs related to delivery of instruction)
4. Payments to eligible partners, vendors, or contractors for services supporting program activities (supported by invoice).

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

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 to both program and administrative costs based on the role and task. Applicants must 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.

Administrative Costs

Administrative costs are expenses associated with administering and supporting Harwood grant-related activities, including the indirect cost allocation. OSHA allows administrative costs up to 25 percent of the funds stated on the Application for Federal Assistance SF-424, line 18g.

Administrative costs include:

1. Administrative personnel salaries and fringe benefits for:
 - Data collection and progress report preparation
 - Program monitoring activities and responses
 - Accounting, cash management, purchasing, and payroll functions
 - Personnel management
2. Travel for the program's administrative or management activities, including attending the OSHA Orientation Meeting
3. Goods and services necessary to administer the grant
4. Indirect cost allocation

Indirect Cost Allocation

As specified in 2 CFR 200, expenses that are associated with the general operation of the organization and are essential for the overall functioning of the organization, but are not directly tied to specific grant activities, may be allocated to the grant's budget as an indirect cost allocation. An approved Indirect Cost Rate Agreement (ICRA) must accompany the application and show effective dates that cover the entire grant performance period.

If the organization has never had an ICRA, a 15 percent de minimis allowance may be allocated to the budget. To use the 15 percent de minimis allocation, the applicant must include a statement with their supporting budget narrative stating they have never had an ICRA and provide the method for calculating their modified total direct cost.

The indirect cost allocation must be placed in the administrative cost column of the grant's budget. The administrative columns total must not exceed 25 percent of the funds shown on the SF-424, line 18g.

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

Contracts/Sub-Awards

Contracts awarded by the grantee to vendors must meet the requirements of 2 CFR 200 and the grant award. Before awarding a contract, the grantee must execute a full and open competition method for procurement to the maximum extent possible. OSHA encourages applicants to offer contracting opportunities to Small Businesses, Historically Black Colleges and Universities, and Minority Institutions, as stated in the policies outlined in Executive Order 12928.

This NOFO prohibits grantees from entering into a sub-award agreement with a third party to execute grant activities.

Appendix F – Examples of Budget Forms

Applicants must complete the SF-424A Budget Information forms at Grants.gov.

Section A – Budget Summary must separate program and administrative costs into two rows, as shown in the example below. Column (b) must state 17.502. Columns (e) and (f) must show the federal and non-federal share of the program and administrative budget costs.

View Burden Statement		BUDGET INFORMATION - Non-Construction Programs				OMB Number: 4040-0006 Expiration Date: 06/30/2014	
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
2. Administrative	17.502			\$ 25.00			\$ 25.00
3.							
4.							
5. Totals		\$		\$		\$ 100.00	\$ 100.00

Standard Form 424A (Rev. 7-97)

Section B – Budget Categories asks the applicant to allocate program and administrative costs by budget category, as shown 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 – Examples of Budget Forms (Cont.)

The Detailed Budget Table itemizes the projected costs for each line item and details each category's cost. It must also describe the method for determining the cost. Personnel and fringe benefits cost categories must include the person's name, title, and the percentage of time they will work on the project.

Applicants must ensure the subtotals for each cost category match the cost category amounts shown on the SF-424A, Section B. At the bottom of the form, show the percentage of the program and administrative costs compared to the total funding amount shown on the SF-424, line 8g.

Example Detailed Budget Table

ABC Organization

Detailed Project Budget

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

Appendix G – Application Formatting Restrictions and Requirements

OSHA will not consider documents that do not comply with the following restrictions and requirements:

Requirements for document formatting:

- Document pages must be oriented in portrait position on an 8½” x 11” white page with one-inch margins
- Documents must be typed in 12-point Times New Roman font
- Documents may not be submitted as compressed files
- Documents may not be locked or password-protected
- Documents may not be watermarked
- Documents may not contain images
- Documents may not exceed these page limits:
 - Application Summary: 2 pages, outline format as shown in [Appendix H](#)
 - Program Abstract: ½-page, paragraph format as shown in [Appendix I](#)
 - Technical Proposal: 20 pages, double-spaced, organized as listed in [Appendix K](#)
 - Graphs and tables in the technical proposal may be single-spaced
 - Resumes/ abbreviated CVs: 7 pages
- Documents must be saved as an editable Adobe PDF document

Requirements for filenames of documents that are attached to the application:

- Filename must be unique and descriptive
- Filename may not exceed 30 characters, including spaces
- Filename must identify the type of document (abstract, app summary, tech proposal, resume, budget, etc.) and the organization’s name or acronym
- Filename may include letters and numbers – A-Z, a-z, 0-9
- Filename may include some special characters
 - Do not use these characters: (), [], {}, @, #, !, &, \$, %, +, ~ (tilde), comma, or ‘(apostrophe)
- Filename may not have more than one space between words or characters.
- Filename may not begin or end with a space

NOTICE: Do not attach sample training materials to your application. They will not be reviewed.

Appendix H – Application Summary Format

1. Organization name, physical address, and telephone number
2. Authorized Representative (AR)
Primary Contact for OSHA correspondence
 - Name and title (**same as on SF-424, section 21**)
 - Physical address (for courier delivery)
 - Email address and telephone number*(Colleges and universities may identify a secondary AR, e.g., Pre-award AR and Post-award AR)*
3. Project director
 - Name and title (**same as on SF-424, section 8 f.**)
 - Address
 - Email address and telephone number
4. Financial certifying representative
 - Name and title
 - Address
 - Email address and telephone number
5. Grant type: **Targeted Topic Training**
6. Grant topic: *(select no more than two topics from [Appendix A](#))*
7. Targeted audience and industry
8. Funds requested *(round to nearest dollar)*
 - Federal funds \$
 - Other funds \$
 - Total funds \$
9. Projected number of trainees (total for the year)
10. Projected contact hours with trainees (total for the year)
11. Organization's 501(c) tax-exempt classification
12. Organization type (select one: *community-based; faith-based; employer association; labor union; public/state-controlled institution of higher education; other institution of higher education; native tribal; trade association, OSHA 23(g) State Plan or 21(d) On-Site Consultation program, or specify other type*)
13. List any organization affiliation and OSHA alliances
14. List of other organizations associated with this proposal
15. List targeted cities/counties/states and associated congressional districts where training will occur

Appendix I – Program Abstract Narrative

A program abstract must be brief (limit to ½ page) and include the applicant’s name, award category, and planned grant activities. Using the following format, change the bracketed sections to reflect the content of the proposal.

[Insert Organization Name] proposes to deliver *[#]* hours of *[specific targeted topic(s)]* training to *[**]* employers and workers in the *[targeted industry]*. The targeted audience includes *[eligible]* workers in this high-hazard industry. Training will include *[identify training topic(s), 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 the source of materials]*.

Note: # is the number of hours a training session will last.

** is the total number of proposed trainees (workers and employers)

Appendix J – Allowable/Unallowable Use of Grant Funds

The grant's projected budget includes OSHA Susan Harwood funding and funds from other sources, as shown in 18g. of the Application for Federal Assistance, SF-424. Grantees may not include funds from other federal, state, or local agencies.

Grantees must carry out grant activities following all applicable legal and program requirements. Proposed grant costs must be necessary, reasonable, and allowed by federal guidelines. The Uniform Administrative Requirements, 2 CFR 200 and 2 CFR 2900, Cost Principles in Subpart E, and this NOFO define the allowable and unallowable program costs. OSHA will disallow costs if deemed unallowable.

Allowable Uses of Grant Funds

- Developing new or revised training and educational materials for the project
- Conducting recruiting activities to increase the number of workers and/or employers participating in the program
- Conducting free training to eligible workers and employers about occupational safety and health hazards and hazard abatement in their workplace

Prohibited Uses 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. Do not use grant funds for:

- Activities that are incongruent with the scope, goals, and objectives of the OSH Act
- Activities that benefit state and local government employees unless they have occupational safety and health responsibilities (e.g., agency safety and health trainer, committee member, or duties that include identifying and abating unsafe and unhealthy working conditions in their agency)
- 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)
- Assisting workers in arbitration cases or other actions against employers
- Assisting workers and/or employers in the prosecution of claims against federal, state, or local governments
- Attending conferences, expos, symposiums, association meetings, or other non-program events
- Attending training at the OSHA Training Institute, OSHA Training Institute Education Center courses, or other industry-sponsored training
- Conducting training as part of a pre-existing, proprietary, industry, or certification program
- Conducting training for federal, state, or local government employees (exceptions listed in the instructions Award Information, section E)

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

Prohibited Uses of Grant Funds (cont.)

- Conducting training for the OSHA Outreach program (e.g., 10- or 30-hour classes)
- Conducting training for any state employee who works for an OSHA-funded State Plan or Consultation program or any federal employee who works for OSHA
- Conducting training or presenting at conferences, expos, symposiums, association meetings, or other gatherings that limit access to a specific group or require attendees to pay a fee to attend
- Designating or using Harwood training for a certification program or as a requirement for a certification program
- Describing training as OSHA-certified
- Duplicating services offered by OSHA or an OSHA-approved State Plan or a Consultation Program provided by state-designated agencies under section 21(d) of the OSH Act, codified at 29 U.S.C. 670(d)(1)
- Duplicating services of other federal and/or state agencies
- Generating membership in the 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)
- Paying salaries, travel, or other expenses for federal, state, or local government employees, except for OSHA State Plan and OSHA Consultation employees who are officially assigned to and approved to work on the State's Harwood grant.
- Paying compensation, stipends, travel, or other incentives to trainees, including train-the-trainer trainees, to attend training
- Proposing training required by other federal and/or state agencies
- Providing food and beverages at meetings or training events
- Providing staff development or training for the grantee's employees or contractors
- Publishing materials prejudicial to labor, management, or OSHA
- Reimbursing pre-award costs (e.g., grant writing costs)
- Reimbursing trainees or employers for the cost of lost-time wages while attending grant-funded training
- Revising or using OSHA Training Institute or OSHA Training Institute (OTI) Education Center course materials, with the exception of OTI Education Centers, which may use their training materials as a basis for developing abbreviated training for use during the Harwood grant performance period. However, they may not provide training as if the trainee is enrolled in a numbered OSHA course.
- Training on a topic that does not cover the recognition and prevention of unsafe or unhealthy working conditions (e.g., workers' compensation, first aid, skills to qualify for a job, etc.)
- Using grant funds to assist, promote, or deter union organizing

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

Faith-Based Organizations

According to 29 CFR 2, Subpart D:

- (a) Faith-based organizations are encouraged to apply, as are all organizations. Those that meet the eligibility requirements may receive awards under this funding opportunity. DOL will not, in the selection of recipients and administration of the grant, discriminate on the basis of an organization's religious character, affiliation, exercise, 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.)

Written Notice of Trainee Protections (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; 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 – Targeted Topic Training 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 Evaluation Components	Points
<ul style="list-style-type: none"> A. Proposal Identification <ul style="list-style-type: none"> 1) Applicant name 2) Grant category 3) Proposed training topic(s) 4) Potential targeted audience/industry B. Organization Background and Experience <ul style="list-style-type: none"> 1) Overview of organization 2) Grant experience 3) Experience with adult learners 4) Industry engagement, recruitment, and work with target audiences 5) Training assessments and evaluations C. Staff Positions and Experience <ul style="list-style-type: none"> 1) Occupational safety and health experience 2) Training experience 3) Grant/project management experience 4) Organizational chart 5) Resumes, CVs, position descriptions D. Statement of Need <ul style="list-style-type: none"> 1) Target audience’s unmet training needs 2) Organization’s need for federal assistance 	20
<ul style="list-style-type: none"> E. Work Plan Proposal <ul style="list-style-type: none"> 1) Work plan detailed narrative <ul style="list-style-type: none"> a. Training materials b. Training plan and projections <ul style="list-style-type: none"> (1) Recruitment (2) Training session(s) (3) Training evaluations and assessments (4) Training projections 2) Work plan activity table 	40
<ul style="list-style-type: none"> F. Detailed Budget and Budget Support Narrative <ul style="list-style-type: none"> 1) Detailed budget table 2) Budget support narrative <ul style="list-style-type: none"> a. Financial management processes b. Budget justification 3) Indirect Cost Rate Agreement or 15% de minimis supporting document 4) Nonprofit status, if applicable 	30
<ul style="list-style-type: none"> G. Other Attachments <ul style="list-style-type: none"> 1) Required resumes 2) Partners’ budgets 3) Letter of support 4) Optional other letters of support 	10
Total	100

Appendix L – Grant Funded Materials Submittal Process

Grantees may not use newly developed, revised, or translated training materials to conduct training without OSHA’s approval.

By September 1, 2027, grantees must provide OSHA with a list of training materials used for the program. For new or revised materials, the grantee must include one (1) electronic copy of the approved materials for OSHA to post on the Susan Harwood webpage. This list must state the following:

- Acquisition method of training materials
- Title of the materials
- Author of the materials
- Type of materials (PowerPoint, manual, recruitment, assessment, evaluation, etc.)
- Material uses (recruitment, instructional, presentation, assessment, evaluation)
- Copyright certification (free from copyright infringement, if applicable)
- Materials compliance certification to Section 508 of the Rehabilitation Act

A. Material Requirements

1. Provide a list of training materials (new, revised, or acquired) used for the program.
2. Training materials must be relevant to all audiences
3. Ensure files will open
4. “Draft” or other watermarks must not appear on the materials
5. Approved English materials must accompany translated materials
6. Remove references to:
 - Specific groups, members of a group, or individuals
 - Identifying information (organization/instructor names, location, phone number, email, etc.)
7. Provide blank assessment tests and answer keys
8. Place the applicable OSHA disclaimer on all new or revised materials developed for this grant, as follows:
 - On new materials:

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.
 - On revised Susan Harwood materials, retain the original disclaimer with the original grant number, followed by an abbreviated disclaimer with the new grant number:

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

Appendix L – Grant Funded Materials Submittal Process (Cont.)

B. Section 508 Compliance

Training materials must comply with Section 508 of the Rehabilitation Act of 1973. If using an accessibility checker like the one built into the Microsoft Office software, please be aware that built-in accessibility checkers may not catch all compliance issues. Compliance issues often relate to image size, missing alternate text, document navigation, hyperlinks, data tables, color, blank spaces, titles, tabs, reading order, and other non-readable placeholders. Section 508 compliance resources are included elsewhere in this NOFO.

C. Document and File Requirements

Grantees must produce grant-funded training materials in a format that is widely accessible to the public. Microsoft Word or Adobe Acrobat (pdf) documents meet this requirement. Submit final training materials as follows:

1. All files must be named/labeled
 - a. Grantee’s organization and the grant number (e.g., SH-123456-SH6)
 - b. Type of material (examples: Presentation, Recruitment flyer, Sign-in form, Instructor Manual, Student Manual, Pre-Test, Post-Test, Test Answers, Assessment, Evaluation, etc.)
2. Do not exceed 15MB per electronic file
3. Submit unlocked, editable, and printable materials
 - a. **PowerPoint Files:** Submit unlocked and editable presentations
 - Do not save the document as “PowerPoint Show.”
 - Add talking points to each slide
 - Review for Section 508 compliance
 - Format photographs and other images
 - May not exceed 96 ppi (.jpg)
 - Must have an “alternate text” description
 - For presentations containing hyperlinked videos and embedded audio, OSHA requires one (1) additional copy of the presentation.
 - Submit two (2) copies of the presentation
 - One with hyperlinked videos and embedded files
 - One without hyperlinked videos and embedded files
 - ❖ Describe the purpose of the video on the slide
 - ❖ Type the Internet address to access the video
 - b. **Media Files** (size prohibits posting to the Harwood website)
 - Audio files must have transcripts
 - Video files must be captioned and have transcripts
 - Images such as photographs must have descriptive captions
 - Files must be Section 508 compliant

References

Acronyms

AR/AOR	Authorized Representative
CFR	Code of Federal Regulations
DOL	U.S. Department of Labor
FFR	Federal Financial Report SF-425
FY	Fiscal Year
ICRA	Indirect Cost Rate Agreement
MTDC	Modified Total Direct Costs
NOFO	Notice of Funding Opportunity
OMB	Office of Management and Budget
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OTE	Office of Training and Education
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
- 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
- Grants.gov – www.grants.gov
- OSHA – www.osha.gov
- The Rehabilitation Act of 1973, Section 508 – www.section508.gov/manage/laws-and-policies
- Susan Harwood Training Grant Program– www.osha.gov/harwoodgrants
- System Award Management (SAM) – www.sam.gov