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

FUNDING OPPORTUNITY ANNOUNCEMENT/NOTICE OF AVAILABLE FUNDING:
Susan Harwood Training Grant Program, FY 2019 Funding

CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 17.502

FUNDING OPPORTUNITY NUMBER: SHTG-FY-19-03

GRANT CATEGORIES: 1. Capacity Building Developmental
2. Capacity Building Pilot

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

ELIGIBLE APPLICANTS: Non-profit organizations including qualifying labor unions, community-based and faith-based organizations, employer associations that are not an agency of a state or local government, state or local government-supported institutions of higher education, Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, and Native Hawaiian organizations may apply.

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

APPLICATION DEADLINE: This FOA closes on July 02, 2019, at 11:59 p.m. eastern time. Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.

NOTICE OF CONCURRENT FUNDING OPPORTUNITY ANNOUNCEMENT: Applications submitted under the wrong FOA number are invalid and will not be considered. Applicants competing for a Targeted Topic Training grant must submit their application under FOA number SHTG-FY-19-01. Applicants competing for a Training and Educational Materials Development grant must submit their application under FOA number SHTG-FY-19-02.

FURTHER INFORMATION: Information about the Susan Harwood Training Grant Program is located on the OSHA website at https://www.osha.gov/dte/sharwood/index.html. Email your FOA questions to HarwoodGrants@dol.gov, or call 847-725-7805, weekdays before 5:00 p.m. eastern time.

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

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I. EXECUTIVE SUMMARY

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

For FY 2019, OSHA announces the availability of approximately $4.5 million to fund Susan Harwood Training Program capacity building grants. Susan Harwood Training Program grants are subject to the availability of federal funding and appropriations. OSHA expects to award multiple grants to eligible nonprofit organizations under this competitive Funding Opportunity Announcement (FOA). Program funding is for a 12-month period beginning no later than September 30, 2019, and ending on September 30, 2020. Two types of capacity building grant opportunities are available. The maximum award for a Capacity Building Developmental grant is $180,000 and for a Capacity Building Pilot grant is $80,000.

Organizations are restricted to one Susan Harwood Training grant award in a fiscal year. If an organization submits multiple applications, OSHA will review the last complete and viable application package submitted. Once submitted, applications are not available for additions, corrections, or revisions. To make changes to a submitted application, the organization must submit a new application package.

Eligible nonprofit applicants include qualifying labor unions, community-based and faith-based organizations, and employer associations that are not an agency of a state or local government. State or local government-supported institutions of higher education are eligible to apply in accordance with OMB 2 CFR 200 and DOL exceptions in 2 CFR 2900. Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, and Native Hawaiian organizations are eligible to apply in accordance with Executive Order 13175.

Ineligible applicants are individuals, for profit organizations, 501(c)(4) nonprofit organizations, and FY 2018 Susan Harwood grantees with more than a 90-day time extension to their grant.

Information and forms needed to apply for this funding opportunity announcement are published on the http://www.grants.gov website (hereinafter "Grants.gov"). Prior to submitting an application, the applicant's registration must be accurate, up-to-date, and active with Grants.gov and the System for Award Management (SAM). To maintain an active registration in the SAM database, an applicant must review and update their information every 12 months. Inaccurate or expired information may result in rejection of the grant application.

If an applicant is using Grants.gov for the first time, it is strongly recommended that the organization immediately follow the steps to "Register as an Organization" with Grants.gov at

https://www.grants.gov/web/grants/applicants/organization-registration.html. It can take up to five weeks to complete the registration process. The application must have a DUNS number and may acquire a number in one or two business days from the Dun & Bradstreet website at http://fedgov.dnb.com/webform. Registering with SAM may take two to five or more weeks, and requires an employer identification number (EIN) and a notarized letter from the organization's authorized representative. It is free to register on SAM at https://sam.gov/SAM/.

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

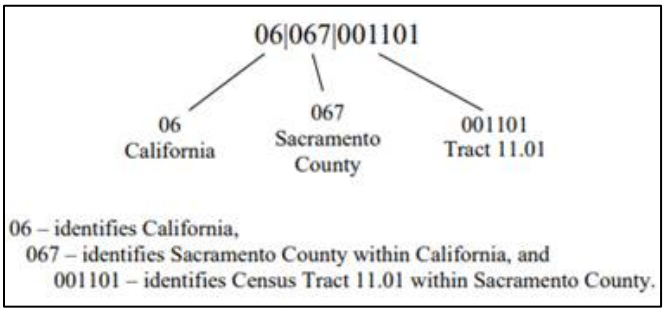
II. PROGRAM OVERVIEW AND FUNDING OPPORTUNITY DESCRIPTION

The Susan Harwood Training Grant Program funds eligible nonprofit organizations to develop training materials and deliver training on the recognition, abatement, and prevention of occupational safety and health hazards in workplaces that may include providing related assistance. Applicants are encouraged but not required to develop training materials. The program emphasizes seven areas:

- training workers and/or employers on identifying and preventing serious 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 https://www.osha.gov);
- educating workers on their rights and employers on their responsibilities under the OSH Act;
- educating workers and/or employers in small businesses (for this grant program, a small business is one with 250 or fewer employees);
- training workers and/or employers about new OSHA standards;
- training at-risk and/or low-literacy workers, including temporary and warehouse workers;
- providing technical assistance to employers and workers; and
- developing and disseminating materials to train and educate workers.

Applicants that demonstrate in their proposal that at least one census tract within their physical service area is designated by the Secretary of Treasury as a qualified Opportunity Zone will receive 2 points toward their overall application score. Applicants will not receive additional points for multiple Opportunity Zones within the proposed physical service area. For more information on Opportunity Zones, go to: https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

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



III. AWARD INFORMATION

Capacity building grants financially support organizations in building their ability to provide occupational safety and health training. OSHA may award a grant with or without negotiations with the applicant. Funding for the Susan Harwood Training Grant Program is subject to the availability of federal funding and appropriations.

A. AWARD CATEGORIES

The two grant categories listed in this FOA have different requirements and applicants must propose activities specific to the grant category for which they are applying.

CAPACITY BUILDING DEVELOPMENTAL grants support and assist organizations that through past activities have established a capability to provide occupational safety and health training, education, materials development, and/or technical assistance. Based on a needs assessment, the applicant must conduct a significant number of trainings that address occupational safety and health hazards. Additionally, applicants are encouraged to develop educational materials, and to provide technical assistance.

Each applicant must develop a comprehensive plan for becoming a resource center for safety and health including how they will become financially self-sufficient after the four-year capacity building period. The plan should focus on developing and/or expanding the capacity of the organization to provide safety and health training, education, and related assistance to the targeted audiences. Based on satisfactory performance and congressional funding, Capacity Building Developmental grants may be eligible for no more than three additional 12-month follow-on grants. This allows the grantee the opportunity to continue building capacity and achieve their objective with follow-on grants. At the end of the final follow-on grant, the organizations must integrate their new capacity into the organization, and continue assisting workers and employers after the grant ends ensuring that services developed under the grant continue.

CAPACITY BUILDING PILOT grants assist organizations that demonstrate a potential for meeting the objectives of the Capacity Building Developmental program, but need to assess their organizational capabilities, priorities, and needs. The Capacity Building Pilot

allows an organization to complete pilot activities and to solidify the organization's capacity building plans, by allowing time to formulate and test program objectives before moving forward into developing a full-scale Capacity Building Developmental program. Recipients of a Capacity Building Pilot grant will initiate limited program operations during the 12-month pilot period. The program operations should be small-scale trial projects. Upon successful completion of the Capacity Building Pilot grant, an organization may apply for a Capacity Building Developmental grant in the next fiscal year the grant opportunity is available. Capacity Building Pilot grants are not eligible for follow-on grants.

B. PERFORMANCE PERIOD

Grant awards are for a 12-month performance period beginning no later than September 30, 2019, and ending on September 30, 2020.

C. FUNDING

There is approximately $4.5 million available for new FY 2019 Capacity Building grants. Capacity Building Developmental grant applicants may request federal funding up to $180,000. Capacity Building Pilot grant applicants may request federal funding up to $80,000. Applicants may commit non-federal resources to their proposed grant program, but it is not a requirement.

Successful Capacity Building Developmental grantee may be eligible for up to three additional 12-month follow-on grants to continue developing their occupational safety and health training capacity program. Funding for Capacity Building Developmental follow-on grants will be conditional on the grantee's performance, congressional approval, and federal funding. Follow-on grants awards may be non-competitive and funded at a level less than the previous year's grant award.

Capacity Building Pilot grantees are not eligible for follow-on grants.

D. ELIGIBLE TRAINEES

OSHA covers most private sector employers and workers. Under this grant program, grantees may train only eligible workers and employers covered under the OSH Act of 1970, SEC. 4, codified at 29 U.S.C. 653 (Appendix A). This may include temporarily unemployed workers who are planning to reenter the workforce in a position covered by the OSH Act within the next three months. Grant funds may not be used to train the applicant's staff and employees.

This grant program does not cover activities that benefit state and local government employees unless the employee is responsible for occupational safety and health duties within their agency. These employees include agency's safety and health trainers/program managers/committee members, or other employees who may be responsible for the abatement of unsafe and unhealthy working conditions in their

agency. Most state and local government employees are ineligible trainees under this program, including those who may have occupational safety and health protection under a state operated OSHA-approved State Plan occupational safety and health program. For information about OSHA-approved State Plan occupational safety and health programs, go to https://www.osha.gov/dcsp/osp/index.html.

E. Targeted Audiences

Training and training materials must be in a language the participants can understand, and must serve employers and workers from multiple small businesses. Training planned for workers and employers in any of the 28 OSHA-approved State Plan states may include a reference to the state OSHA requirements, however, final training materials provided to OSHA as a requirement of this award may reference only federal OSHA regulations. Applicants proposing to provide training programs and materials to workers with limited English proficiency including Spanish, Asian American, and Pacific Islanders will receive special consideration. Targeted audiences are:

- small businesses (fewer than 250 employees);
- new businesses;
- limited English proficiency workers;
- non-literate and low literacy workers;
- young workers;
- temporary workers;
- minority and other hard-to-reach workers; and
- workers in high-hazard industries and industries with high fatality rates.

IV. Grant Application and Submission

This announcement includes instructions for developing and organizing the application package. Application submission information and standard forms are on the Grants.gov website. An organization may receive only one Susan Harwood training grant in any fiscal year; therefore, applicants should apply for only one grant under this FOA, either a Capacity Building Developmental or a Capacity Building Pilot grant. If an organization submits more than one application for this funding opportunity, OSHA will review the last application accepted by Grants.gov.

A. Eligible Applicants

Eligible applicants are nonprofit organizations and include qualifying labor unions, community-based and faith-based organizations, employer associations (may not be an agency of a state or local government), state or local government-supported institutions of higher education, and Indian tribes, tribal organizations, Indian-controlled organizations serving Indians, Alaska Native entities, and Native Hawaiian organizations. Applicants other than state or local government supported institutions of higher education must submit evidence of nonprofit status.

All organizations listed in an application as a partner, or as a part of a consortium, must be eligible to be a grantee as defined by this FOA, and must adhere to program requirements. Grant duties may not be sub-awarded or passed through to other organizations. Contracting for services must include a description of the duties of each contractor, explaining why the contractor is necessary and how the contractor will support grant activities. These contracts may require a full and open competition to meet the requirements of the award and 2 CFR 200.

The applicant is the lead partner and must have the ability, or will work to develop the ability, to perform the program activities. The lead partner must identify who in their organization are the authorized representative and the financial certifying official for this grant. The authorized representative must have the authority to enter into a grant agreement, and will be the primary contact for OSHA communications regarding the grant.

Ineligible applicants are individuals and FY 2018 Susan Harwood grantees with more than a 90-day time extension to their grant. Additionally, 501(c)(4) nonprofit organizations that engage in lobbying activities are not eligible to receive federal funds that constitute an award, grant, or loan.

B. APPLICATION SUBMISSION

Prepare your grant application package using the checklist in Appendix B. After reviewing the Grants.gov application submission and receipts procedures in Appendix C, submit your application at https://www.Grants.gov (Grants.gov) prior to this announcement's closing date and time. Refer to Appendix D for important information about application viability.

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

If applying online poses a hardship, applicants must contact the OSHA Directorate of Training and Education (DTE) office at least three weeks prior to the application closing date. An OSHA representative will advise the applicant on how to submit an application online prior to the closing date. Send an email to HarwoodGrants@dol.gov, or call the Susan Harwood Grants Coordinator at 847-725-7805, weekdays between 9:00 a.m. and 5:00 p.m. eastern time excluding federal holidays.

C. REQUIRED APPLICATION CONTENT

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

1. **SF-424 APPLICATION FOR FEDERAL ASSISTANCE**

- Funds requested must be rounded to the nearest dollar.
- The amount entered on the SF-424, box 18a., is the official federal funding request.
- The applicant information must be consistent on all documents.
- The authorized representative's electronic signature on the SF-424, block 21, constitutes a binding offer by the applicant.
- The authorized representative listed on the SF-424 must be the same authorized representative on the application summary document.

2. **SF-424A BUDGET INFORMATION – NON-CONSTRUCTION PROGRAMS**

- The projected budget must cover the 12-month performance period.
- The projected budget must be allocated by cost categories on the SF-424A and the detailed budget support documentation.
- Projected costs in each cost category must be shown as either a program or an administrative cost (defined in Appendix E).
- Budget information provided on the SF-424A must match the information provided by the applicant on the detailed budget support and budget narrative documents. Examples of the SF-424A and the detailed budget support documents are in Appendix F.

3. **SF-424B ASSURANCES – NON-CONSTRUCTION PROGRAMS**

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

4. **PROJECT/PERFORMANCE SITE LOCATION(S)**

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

5. **GRANTS.GOV CERTIFICATION REGARDING LOBBYING FORM**

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

6. **SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES** (IF APPLICABLE)

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

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

7. **APPLICATION SUMMARY** (NOT TO EXCEED 2 PAGES)

   Follow the example in Appendix H to provide basic information about the application.

8. **PROGRAM ABSTRACT** (NOT TO EXCEED 1 PAGE)

   Follow the guidance in Appendix I and briefly describe the proposed capacity building plan and expected outcome.

9. **TECHNICAL PROPOSAL** (NOT TO EXCEED 20 DOUBLE SPACED PAGES)

   Describe the applicant's business, training experience, interaction with the target audience, successes in completing program obligations, staff's occupational safety and health knowledge and experience, and planned activities for accomplishing project training goals. Use the following outline for the proposal:

   A. PROPOSAL IDENTIFICATION

   - Applicant/organization name
   - Grant category: (Capacity Building Developmental or Capacity Building Pilot)
   - Targeted population and/or industry
   - Training topic(s) selected for the grant year

   B. PROPOSAL NARRATIVE

   a. 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.

   - Address the organization's experience in interacting with and training adults.
   - List any organizational experience that is specific to the selected target audience, industry, and/or training topics.
   - Discuss the organization's experience with recruitment, training, and other services involving the targeted audience, industry, and training topics. If the organization has experience conducting the proposed type of training program, briefly describe the program, type(s) of training materials developed, numbers of workers and/or employers trained, and the associated trainee contact hours for the past five years.

- Describe the organization's experience in conducting and using level 1 training session evaluations, level 2 learning assessments, and level 3 training impact assessments.

b. STAFF EXPERIENCE

The applicant must use knowledgeable staff to support this grant program. Describe the occupational safety and health qualifications and relevant project experience of the professional staff as it pertains to the work activities proposed in the application. Include their experience in conducting training and/or developing training materials for adult learners, the targeted audience, occupational safety and health subject, and other experience relevant to the work activities proposed in the application. Attach resumes to support the staff's qualifications. If some positions are vacant or being proposed, include position descriptions and/or minimum hiring qualifications instead of resumes. Attachments may include:

- Organizational chart (may be an attachment)
  - Identify by name and position the staff working on the grant
- Resumes, curricula vitae (CVs) or position description or minimum hiring qualifications, if planning to hire (attachments)
  - Show occupational safety and health knowledge and experience
    - Key staff (authorized representative, project manager, and others who spend more than 50% of their time on grant activities)
    - Professional staff (material developers, trainers, etc.)

c. PROBLEM, PURPOSE, AND FUNDING NEEDS STATEMENT

Provide a clear and concise statement describing the project goals, issues addressed by the training, and organizational need for federal assistance. The statement may address unmet training needs of the target audience, industry, or topic. Include any issues encountered by the workers and employers in obtaining occupational safety and health training.

d. WORK PLAN PROPOSAL

The work plan allows the applicant to list the grant activities required to complete the project requirements and goals during the 12-month performance period. The proposal is comprised of two components, a matrix table that identifies the grant activities by quarter, and a descriptive narrative about the planned activities. The work plan should describe the following activities for the initial grant year only.

- Needs assessment
- Training materials development, revisions, or acquisitions
- Targeted audience, including workers and employers
- Trainees recruitment
- Proposed training sessions including topic(s)

- Training locations (general)
- Training delivery methods
- Anticipated number of trainees and training contact hours per training
- Planned activities for conducting levels 1, 2, and 3 assessments/ evaluations
- Anticipated benefits and results associated with training workers and employers
- Anticipated organizational capacity to be built including measures for showing the increase in capacity as related to the goals accomplished during the year

The work plan must be reasonable and achievable within the 12-month grant performance period. Grantees are accountable for completing the activities listed in the work plans, and meeting the proposed quarterly training projections. The work plan goals are the basis for measuring actual quarterly performance reported to the Assistant Secretary of Labor. Grantees must be mindful of performance issues and consult with OSHA as early as possible. Grantees may not be eligible for a follow-on grant if they are not performing satisfactorily or achieving the work plan goals.

A WORK PLAN ACTIVITY TABLE divided by program quarter for the 12-month performance period must include the activities and tasks projected for each performance quarter. The project's quarters are:

Quarter 1: September 30, 2019 – December 31, 2019
Quarter 2: January 1, 2020 – March 31, 2020
Quarter 3: April 1, 2020 – June 30, 2020
Quarter 4: July 1, 2020 – September 30, 2020

When developing the work plan activity table, consider what the expected results are, and identify who, when, where, and how each activity or task supports accomplishing the goals of the work plan. Include all required grant-related activities in your work plan. These include attending OSHA-required meetings and monitoring visits, submitting grant-developed materials for OSHA review, submitting quarterly reports, projecting training sessions, projecting trainee numbers and training contact hours, and other grant related activities.

WORK PLAN DETAILED NARRATIVE describes the activities, tasks, and expected results of the project's performance goals. Program requirements are:

1. NEEDS ASSESSMENT

Grantees must complete a needs assessment to identify the gaps or deficiencies preventing them from reaching the targeted industry, audience, or geographic location. The goal is to determine what gaps exist between a present state (what is) and a desired state (what should be).

Needs assessments are systematic approaches to studying the knowledge, ability, interest, or attitude of a defined audience or industry involving a particular subject. Needs assessments may include formal research to gather data, or a carefully documented analysis where an advisory committee meets and follows a defined process to identify organizational needs.

Applicants should describe their experience in conducting needs assessments and outline the process for conducting an assessment to support the occupational safety and health capacity they plan to build. The needs assessment will provide insight about the awareness, demand, approach, impact, outcomes, and credibility of the proposed program. Needs assessments completed by an applicant within the past 6-months that support their capacity building needs are acceptable.

2. TRAINING MATERIALS

This funding opportunity focuses on developing organizational capacity to deliver training to workers and employers in a target industry. Applicants must identify training topics and materials they plan to use, and how and where they will acquire the materials. They must work toward developing a complete training program that includes training objectives, outlines, sign-in sheets, presentations, instructor guides/notes, videos, student manuals/handouts, student exercises, training material content, presentations, evaluations (level 1), trainee assessments before and after the training (level 2), and long-term impact on the trainees safety and health knowledge, work attitude, and workplace environment (level 3). OSHA considers training advertisements and promotional materials part of the training materials.

Applicants may acquire new materials, revise previously-approved Harwood materials, or develop new materials. Applicants should not propose developing training or educational materials that duplicate existing materials, but may update previously-approved Harwood materials as needed. Grantees must adhere to all copyright laws and provide a written certification that materials are free from copyright infringements. Applicants developing new materials must explain why existing materials do not meet their needs.

Training materials must address the recognition, abatement, and prevention of occupational safety and health hazards by covering federal OSHA requirements. Training planned for workers and employers in any of the 28 OSHA-approved State Plan states may include references to the state OSHA requirements, however, final training materials provided to OSHA may contain references to federal OSHA regulations only.

Training sessions may include a brief overview of OSHA Whistleblower Protection Programs (https://www.whistleblowers.gov/) regarding employee rights and employer responsibilities.

APPLICANTS ACQUIRING TRAINING AND EDUCATIONAL MATERIALS from an outside source must provide a list of the acquired training materials. These materials must follow the commonly accepted Instructional Systems Design. Grantees must adhere to all copyright laws and provide a written certification that materials are free from copyright infringements. Acquired materials may be subject to OSHA review and approval.

APPLICANTS REVISING PREVIOUSLY-APPROVED HARWOOD TRAINING AND EDUCATIONAL MATERIALS must provide information on how they acquired the materials and include a list of the materials, the original grant number, and the proposed revisions. OSHA must review and reapprove all material revisions. OSHA may review and approve only the highlighted revisions to the previously-approved grant materials, or OSHA may request to review the entire revised document. This requirement applies to training materials downloaded from the Susan Harwood Grant Products website or acquired directly from a previous Susan Harwood grantee.

OSHA posts grant-developed/revised training materials on the OSHA public website at https://www.osha.gov/dte/grant_materials/index.html. These materials cover various topics in multiple languages. Training materials revised under this grant will increase this valuable resource.

APPLICANTS DEVELOPING NEW TRAINING AND EDUCATIONAL MATERIALS must submit classroom quality products. Applicants must follow the Instructional Systems Design (ISD) that focuses on quality measures for educational and training products. The five major ISD phases are analysis, design, development, implementation, and evaluation (ADDIE Model). Go to http://www.nwlink.com/~donclark/hrd/sat.html for more information.

Applicants should provide a well-developed concept about the training and educational materials they propose to develop. Describe how materials will be developed and/or translated into a non-English language, if applicable, and include an estimated timeline for developing, evaluating, validating, and producing the materials. Explain how the proposed training and educational materials will fill an unmet training and/or training materials need, and describe how the materials will be applicable for other organizations and trainers.

Grantees are encouraged to review the guidance document "Best Practices for the Development, Delivery, and Evaluation of Harwood Training Grants" at https://www.osha.gov/dte/sharwood/best-practices.html. An updated publication, "Resource for Development and Delivery of Training to

Workers," is available at https://www.osha.gov/Publications/osha3824.pdf. These resources address needs assessments, proven adult learning techniques, effective models for worker training, and training evaluation documentation.

ACKNOWLEDGMENT OF DOL FUNDING is required on all materials developed or revised under the grant. These materials include promotional/program flyers and advertisement, training presentations, videos, handouts, student and trainer manuals, evaluations and testing instruments, student sign-in sheets, etc. Each material shall contain the following disclaimer:

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

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

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

OSHA MUST APPROVE THE ENGLISH VERSION OF NEW AND REVISED GRANT MATERIALS before the grantee may use the materials to conduct training or translate them into another language. Allow at least three weeks for OSHA to review materials for technical accuracy and suitability. If the grantee revises the materials after receiving OSHA approval, the grantee must submit the updated materials to OSHA for re-approval.

OSHA reserves the right to review the translated materials prior to their use. OSHA may request the grantee to certify accuracy of the translation by identifying the translator and providing the translator's qualifications. Organizations proposing to develop Spanish-language training materials must use appropriate terminology from the OSHA dictionaries located at https://www.osha.gov/dcsp/compliance_assistance/spanish_dictionaries.html.

GRANTEES SHOULD PROMOTE the training they develop during the capacity building period on their website as free training until after the end of the last follow-on grant.

OSHA'S INTERNET POSTING REQUIREMENTS APPLY TO NEW AND REVISED MATERIALS developed with grant funds. Annually, the grantees must provide one (1) bound paper copy and two (2) electronic copies of the final training

materials to OSHA no later than the last day of the grant performance period, September 30, 2020. Materials must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended. This act requires electronic and information technology (EIT) documents to be accessible for people with disabilities. To view Section 508 guidance checklists, go to https://www.hhs.gov/web/section-508/making-files-accessible/index.html.

3. Training Plan and Projections

A recruitment plan for reaching trainees from the target audience must be provided. Describe past successes in reaching the target audience as well as any plans to work with other organizations during the recruiting efforts.

The training proposal must focus on building training capacity with an identified occupational safety and health audience, topics, or industry. Provide a description of the methods you will use to reach multiple employers and their workers. Explain the teaching methods, training locations, geographical impact, and projected number of trainees and contact hours. Describe the methodology used to develop the projections for total number trained and total contact hours for each type of training (train-the-trainer, worker, or employer by topic). Explain how you plan to involve workers actively during the training to create a participatory learning environment.

Grantees may not train an individual on a grant topic more than once during the capacity building period. Individuals trained at conferences or as part of a needs assessment are ineligible trainees, and are not reportable as workers trained or as training contact hours. Organizations awarded grants in consecutive years to train on the same topic must describe their processes to ensure they train different workers from the previous grant year(s).

Training sessions must last a minimum of 30 minutes, but may not exceed 7½ trainee contact hours per day. Contact hours refer to time spent covering course content. Trainee contact hours do not include breaks, lunchtime, or instructor-led minutes used for administrative activities such as trainee sign-in, general training site information, training presentation evaluation, or presentation of certificates of completion. If the training occurs over multiple days, the trainee must attend the entire training before the grantee may count them as trained, or include their contact hours in the quarterly report. Training that begins in one quarter, but ends in the next quarter is reported only in the quarter the training is completed.

Recommended Training Class Size is between 3 – 40 trainees per class. To facilitate participatory learning with active trainee involvement, the ideal class size is between 10 – 30 trainees.

TRAINING EVALUATION AND TRAINEE ASSESSMENTS are important in validating training materials and improving the training presentation. Occasionally, the Department of Labor conducts a separate study on the impacts of the program's training. In accepting grant funding under this program, the grantee agrees to fully cooperate with and provide any data needed by federally-sponsored evaluations of the training. Capacity Building Pilot grantees must administer level 1 training session evaluations and level 2 trainee assessments at each training session. Capacity Building Developmental grantees must administer level 1 evaluations and level 2 assessments at each training session, and conduct a level 3 impact assessment approximately three months after each training.

TABLE 1: EVALUATION/ASSESSMENT REQUIREMENTS

Evaluations/Assessments	Capacity Building - Developmental	Capacity Building - Pilot
Level 1 Evaluations	yes	yes
Level 2 Assessments	yes	yes
Level 3 Impact Assessments	yes	no

LEVEL 1 - TRAINING SESSION EVALUATIONS measure how trainees react to the training experience including trainees' perceptions of the training environment, instructor(s), and quality and usefulness of the training. Level 1 evaluations must come from the trainee on a written form. If language or literacy is an issue, the evaluation may include an instructor-documented verbal satisfaction survey.

LEVEL 2 – TRAINEE LEARNING ASSESSMENT measures the skills, knowledge, or safety attitude the trainee acquires and retains. The instructor must document the pre- and post-training assessment results of each trainee. Level 2 assessments may be written tests, or an instructor-documented oral pre- and post-training assessments. All pre- and post-assessments must measure the training objectives and match in content, format, and approach. This will accurately document changes in trainee knowledge and skills as a result of participating in the training.

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

Level 3 - TRAINING IMPACT ASSESSMENTS measure the skills, knowledge, or safety attitude the trainees retain three months after training. The grantee must maintain contact information for trainees to contact the trainees three months after the training to assess changes in the trainees' knowledge/skill level, changes in their safety and health work attitude, and

residual changes to their workplace because of the training. This information is valuable and grantees must complete level 3 assessments for all training classes. By the end of the grant period, the grantees must complete level 3 impact assessments related to all training occurring during the first three quarters of the grant period. Level 3 assessments for the fourth quarter training may be a work plan activity during the first quarter of the follow-on grant.

TRAINING PROJECTIONS define the proposed training sessions by type of training, course duration, projected number of trainees, and training contact hours. Include a table similar to the following:

TABLE 2: TRAINING PROJECTIONS BY TRAINING TYPE AND AUDIENCE

Type of Training	Length of training (hours)	Projected Number of Trainees	Total Contact hours
Worker - Intro	2	250	500
Worker - Advanced	4	140	560
Train-the-Trainer	16	20	320
Employer	8	10	80
	Total	420	1460

TRAINEE NUMBERS AND TRAINING CONTACT HOURS are estimates based on proposed training for each quarter. Capacity Building Pilot grantees are expected to conduct limited pilot training.

Capacity Building Developmental grantees must conduct training throughout the grant period, and must adhere to the cost per trainee and cost per training contact hour restriction. Describe the methodology used to develop your estimates. Developmental grantees must limit the grant expenses to less than $500 per trainee and less than $125 per training contact hour. Projections must be a single number estimate (not a range) as shown in the table below.

TABLE 3: TRAINING NUMBERS AND TRAINING CONTACT HOURS

Note: This requirement does not apply to Capacity Building Pilot grants

Quarter	Performance Period	Projected number of Trainees	Projected Contact Hours
Quarter 1	October 1 to December 31	0	0
Quarter 2	January 1 to March 31	70	280
Quarter 3	April 1 to June 30	240	740
Quarter 4	July 1 to September 30	110	440
	Totals	420	1460
	Total funding (federal and non-federal)	$165,000	$165,000
	***Costs per Trainee/Contact Hour**	**$393**	**$113**

*Costs per trainee/contact hour are determined by dividing the total grant funding (federal and non-federal funds) by the total number of trainees or contact hours.

A TRAIN-THE-TRAINER PROGRAM allows the grantee to expand the distribution of their occupational safety and health training, ultimately reaching more workers. However, a train-the-trainer program requires more

effort by the grantee to monitor the trainers, and acquire quarterly training, assessments, and evaluation results.

Grantees provide **"tier-one training"** to workers, employers, and trainees under the train-the-trainer component of the grant. The train-the-trainer component does not include training the applicant's staff.

After trainees complete a train-the-trainer class, they may conduct **"tier-two training"** under the supervision of the grantee. Tier-two trainers may train workers and employers, but may not conduct additional tiers of train-the-trainer classes. Additionally, grantees may not use grant funds to compensate tier-two trainers. However, tier-two trainers must follow grant requirements and provide appropriate supporting documents to the grantee for inclusion in the quarterly reports. Grantees must formally monitor the training provided by the tier-two trainers to validate the quality of the training and to ensure the training numbers and contact hours are reported correctly.

For applicants proposing to use tier-two trainers, you must associate the train-the-trainer program as a component in building the organizational training capacity. The following information is required to show the benefit of conducting tier-two training.

- proposed tier-two training audience;
- proposed number of trainings;
- proposed number of trainees (workers and employers);
- proposed training contact hours;
- proposed process for acquiring the quarterly training, assessments, and evaluation data from the tier-two trainers;
- planned support by the grantee to the tier-two trainers; and
- planned monitoring of the tier-two trainers by the grantee to validate training quality and reporting accuracy.

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

10. FISCAL RESPONSIBILITY AND PROGRAM BUDGETING

Briefly describe the organization's financial management process including any separation of fiscal duties and internal funds controls.

THE FUNDS REQUESTED ON THE SF-424, APPLICATION FOR FEDERAL ASSISTANCE, BOX 18, TAKE PRECEDENCE OVER FUNDS SHOWN ON ALL OTHER DOCUMENTS. Federal funds requested must be rounded to the nearest dollar. It is important that all supporting budget information matches the requested funds stated on the SF-424. Supporting budget documents include the SF-424A, Budget Information – Non-Construction Programs, the project funding stated on the application summary document, and the total funding allocated on the detailed budget and budget narrative.

The applicant's budget and budget narrative must demonstrate that the funds requested are necessary and sufficient to cover the cost of the capacity building activities identified in the proposal. The federal share of the budget shall not exceed the maximum award established in this FOA. No additional federal funds will be available during the performance period.

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

A DETAILED PROJECT BUDGET SUPPORT NARRATIVE must describe and justify the projected costs including the methodology for allocating the costs. Clearly describe the costs related to the program and administrative activities for the 12-month performance period as shown on the SF-424A, Budget Information. Cost categories must match the SF-424A categories, and be identified as either administrative or program as defined in Appendix E. The budget must include all grant funding (federal award and non-federal funds, if applicable).

The personnel and benefits cost categories of the detailed budget and narrative must include the names, positions, and percent of time the staff works on grant activities. For the other cost categories, provide detailed lists such as travel locations, supplies, services, and other necessary project costs. Show how the costs are calculated. For service contracts, state the purpose of the contract, anticipated duties, and the method for calculating the costs. Contracts must meet the requirements stated in Appendix E.

ADMINISTRATIVE COSTS are costs that support the management and administration of the project. These includes salaries and benefits for the authorizing representative, financial certifying representative, administrative assistants, and others who manage the grant and/or complete the reporting requirements, travel costs to attend OSHA-required meetings, and cost of supplies and materials used for administrative tasks. Indirect costs are applicable only as an administrative cost under this grant.

The focus of this program is to assist organizations in developing occupational safety and health training capacity. OSHA has established a maximum allowance for

administrative costs under this funding opportunity to be no more than 25 percent of the total funding amount (federal award and applicant's non-federal funds).

PROGRAM COSTS are direct costs and services necessary to develop and conduct the training and educational program. These includes salaries and benefits for the project director, developers, trainers, etc., travel costs to conduct training, and costs to purchase supplies and materials needed for the training development and presentation. Grantees may not use grant funds to compensate trainees or their employers during the grant period including refreshments, gift cards, stipends, or other enticements.

APPLICANTS PROPOSING TO PURCHASE TRAINING OR SAFETY EQUIPMENT FOR DEMONSTRATION PURPOSES must provide a justification stating why it is necessary for training development and presentation, and how it will enhance the program. Training or safety equipment may not be purchased as a giveaway to the trainees as it may create an incentive for attending the training. If reasonable and justified, informational technology (IT) equipment purchases such as a laptop, tablet, software, CPU/monitor, or projector are allowed for training presentation purposes only. Grant funds may not be used to purchase an item with a useful life of more than one year, costs more than $5000, or is depreciable for tax purposes. Grant funds may not be used to purchase items to establish or update offices or training spaces including desks, tables, chairs, file cabinets, room dividers, technical equipment, machinery, or models. Information about allowable administrative and program costs is included in Appendix J.

APPLICANTS MUST IDENTIFY ALL VOLUNTARY APPLICANT RESOURCE CONTRIBUTIONS used to support the project. Describe the source of funds and amount. State how the voluntary funds will be used, and that their use is consistent with the goals and objectives of this grant program.

The applicant contribution may not include federal funds they receive from another agency. They may not use grant funds to pay consultants who are federal employees, or federally funded state employees such as OSHA 21(d) consultants or 23(g) compliance officers.

INDIRECT OR 10 PERCENT DE MINIMIS COSTS ALLOCATED TO THE BUDGET requires appropriate support documentation. Applicants must submit a copy of their approved negotiated Indirect Cost Rate Agreement (ICRA) with their application. The effective dates in the ICRA must cover the entire grant performance period.

Applicants without an approved ICRA, and who have never had an ICRA, may add a 10 percent de minimis rate to their budget based on their Modified Total Direct Costs (MTDC) as described in 2 CFR 200.68 and 2 CFR 200.414. If allocating a 10 percent de minimis rate to their budget, applicants must provide their method for identifying and calculating the MTDC. All indirect or 10 percent de minimis costs are administrative costs for this grant.

THIS PROGRAM REQUIRES EVIDENCE OF AN ORGANIZATION'S NON-PROFIT STATUS. State and local government-supported institutions of higher education are exempt. Attach a legible and recent copy of one of the following documents:

- Internal Revenue Service letter recognizing the applicant as tax exempt under the Internal Revenue Code, 26 U.S.C. § 501(c)(3);
- 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;
- Certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant;
- Parent (state or national) organization's proof of non-profit status listed above, and a statement from the parent organization that the applicant is a local nonprofit affiliate; and
- Comparable documentation to that listed above supporting the non-profit status for Indian tribes and other tribal organizations.

D. MEETINGS, REPORTING, AND DOCUMENTATION

Grantees must participate in OSHA meetings and monitoring/observation visits, maintain training documentation, and submit quarterly progress reports. Applicants must include these activities in their work plan and show related costs in their budget proposal. OSHA uses the activities listed in the work plan to measure the grantee's progress toward the work plan goals. These assessments allow OSHA to evaluate the grantee's performance and to provide guidance to the grantee as needed. OSHA Instruction TED 03-00-002, "Administering OSHA Discretionary Grant Programs" establishes the requirements. Go to https://www.osha.gov/dte/sharwood/grant_requirements.html to view the document.

A GRANTEE ORIENTATION MEETING is mandatory and occurs early in the performance period at a location determined by OSHA. All applicants must budget for two staff members (one program and one financial) to attend this meeting. While an orientation meeting may occur at each OSHA regional office, applicants should budget the time and travel-related costs as an administrative cost based on travel to Chicago, IL.

GRANTEE REPORTING REQUIREMENTS include quarterly submission of financial and program progress reports to OSHA. Quarterly reports include a comparison of the planned activities vs. actual accomplishments, and may include proposed corrective actions, if needed. Quarterly reports are due no later than 30 days after the end of the quarter. The grant closeout report is due no later than 90 days after the end of the grant period. Personnel time and other costs related to OSHA meetings, reporting, and visits requirements are administrative costs.

TABLE 4: GRANTEE REPORTING DUE DATES

Program and Financial Reports Due Dates		
Report for	**Reporting Period**	**Due Date**
Quarter 1	10/01/2019 - 12/31/2019	01/30/2020
Quarter 2	01/01/2020 - 03/31/2020	04/30/2020
Quarter 3	04/01/2020 - 06/30/2020	07/30/2020
Quarter 4	07/01/2020 - 09/30/2020	10/30/2020
Closeout/Final	09/30/2020 - 12/29/2020	12/29/2020

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

THE OSHA 171, GRANTEE QUARTERLY PROGRESS REPORT, and progress narrative are due to the regional program staff within 30 days after the end of each quarter. The OSHA 171 is a quantitative report showing the date and location of the training session, the number of workers and employers trained, and training contact hours. A separate OSHA 171 is required for each type/tier of training conducted during the quarter.

The quarterly report includes a progress report narrative that is a written self-analysis of the grantee's progress toward meeting quarterly work plan goals and must accompany the OSHA 171. The grantee must use training records for the quarter to identify successes, challenges, and gaps in meeting work plan goals. When possible, the assessments and evaluations shall provide quantitative and qualitative results.

The analysis of level 1 training evaluations and levels 2 and 3 trainee assessments must describe the instructor's training effectiveness, changes in the trainees' knowledge/skill level, safety attitude, workplace practices, and any long-term changes in the trainees' safety attitudes and in their workplaces. If the grantee recognizes a gap in achieving their work plan activities, the grantee must identify a plan to resolve the issues that prevented them from reaching their work plan goals.

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

- Quarterly activities completed and compared to the work plan;
- Needs assessment;
- Training materials used (developed/revised/acquired);
- Recruitment activities;
- Training conducted, including type of training;
- Quarterly training numbers and contact hours compared to the work plan;
- Training evaluations/assessments completed with results (levels 1, 2, and 3);
- Successes and challenges identified;
- Corrective plans implemented to correct performance deficiencies; and
- Other activities accomplished.

The closeout narrative is the final analysis of the entire grant performance, and is due no later than 90 days after the grant ends. This cumulative report summarizes the grant activities by highlighting successes and problems. The report explains how the grant and grant activities enabled the grantee to accomplish the work plan goals. The report must include a summary of the level 1, 2, and 3 assessments/evaluations results. For grants ending on September 30, 2020, the grant closeout report is due no later than December 29, 2020.

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

- Ineligible audiences did not participate in grant-funded programs or receive grant-funded materials; and
- Materials developed with grant funds are free from copyright infringements.

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

E. SUBMISSION FORMAT

The grant application package includes forms and attachments itemized in the Application Checklist located in Appendix B. Use the checklist to verify a complete application package prior to submitting the application at Grants.gov. Attachments submitted as a part of the Grants.gov grant application must be either Microsoft Office or Adobe Acrobat (PDF) documents. Missing and incomplete documents may affect the viability of the application.

Attach required documents only. Do not include sample documents of training materials or training programs. The application summary, program abstract, technical proposal, resumes for key personnel, position descriptions for key vacancies, and budget support documentation are required documents. Other attachments may include a list of prior government grants and signed letters of commitment to the project. If desired, attach the organization chart(s) for the applicant and the partners separately from the technical proposal. However, do not separate other components of the technical proposal including the work plan or work plan matrix.

F. INTERGOVERNMENTAL REVIEW

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

G. APPLICATION EVALUATION CRITERIA, REVIEW, AND SELECTION PROCESS

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

A technical panel of OSHA staff will rate each responsive application against a defined criterion similar to the one included in Appendix K. After reviewing the panel ratings, comments, and recommendations, the Assistant Secretary will consider Agency priorities, training value, geographic presence, related cost, and other factors before selecting the applications most advantageous to the government. The Assistant Secretary's award decisions are final.

H. ANTICIPATED AWARD ANNOUNCEMENT DATE AND NOTIFICATION

Award announcements will occur no later than September 30, 2019. The Assistant Secretary, or representative, will notify successful applicants. Directorate of Training and Education (DTE) will mail consolation letters to unsuccessful applicants.
The award notice sent to a successful applicant does not constitute approval of the submitted grant application. The acceptance of a proposal and award of federal funds to sponsor any program does not constitute a waiver to comply with grant requirements or procedures. OSHA may elect to award a grant with or without negotiations with the applicant. A grant awarded without negotiations constitutes a binding offer by the authorized representative, shown on the SF-424, Section 21 (the Grants.gov E-Authentication electronic signature) and the application summary document.

OSHA may enter into negotiations with the applicant regarding compliance to program components, staffing, budgeting, funding levels, and/or administrative systems. If negotiations do not result in an acceptable submittal, the Assistant Secretary reserves the right to terminate the negotiation and decline to fund the proposal. Awardees must submit negotiated revisions to their application to the appropriate Regional Office by October 31, 2019.

I. REQUEST FOR APPLICATION COMMENTS

Award decisions are final and cannot be appealed. Unsuccessful applicants may request comments on their application until March 31, 2020. Requests must be on the organization's letterhead and signed by the authorized representative as shown in Section 21 of the SF-424, Application for Federal Assistance, and/or identified as the authorized representative on the application summary document. Send requests by email to HarwoodGrants@dol.gov, or by regular mail to:

Susan Harwood Program Coordinator
U.S. Department of Labor, OSHA
Directorate of Training and Education
2020 South Arlington Heights Road
Arlington Heights, IL 60005-4102

Include the following information with the written request:

1. Funding Opportunity Announcement number (SHTG-FY-19-03);
2. Grants.gov Tracking Number (GRANT_____);
3. Organization name
4. Training category (Capacity Building Developmental or Capacity Building Pilot);
5. Authorized Representative's name and complete mailing address, zip + 4; and
6. A contact phone number or e-mail address.

V. POST AWARD ADMINISTRATIVE AND NATIONAL POLICY

A. APPLICABLE FEDERAL LAWS

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

- 29 CFR 2, Subpart D, equal treatment regulations;
- 29 CFR Parts 31, 32, 35 and 36, as applicable;
- 29 CFR 93, restrictions on lobbying;
- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), which covers grant requirements for nonprofit organizations, including universities and hospitals (https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf);
- 2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance (https://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf);
- General Terms and Conditions of Award (https://www.osha.gov/dte/sharwood/grant_requirements.html);
- 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) (https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf);
- 2 CFR 25, Financial Assistance Use of Universal Identifier (https://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf);
- 2 CFR 170, Reporting Subaward and Executive Compensation Information (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl); and

- 41 U.S.C. 702 - Drug-Free Workplace Requirement for Federal Grant Recipients Act of 1988, and 2 CFR 182 (https://www.gpo.gov/fdsys/granule/USCODE-2009-title41/USCODE-2009-title41-chap10-sec702).

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 convicted of a criminal drug statute violation. Failure to comply with these requirements may result in suspension or debarment.

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

THE FREEDOM OF INFORMATION ACT: Grant applications will be protected by DOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), 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

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

DOL PROHIBITS THE USE OF THE DOL OR OSHA LOGO BY THE GRANTEE. This includes using the logos on grant-produced materials.

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

GRANTEES MUST PROVIDE TO OSHA usable copies of all training and educational materials developed or revised under this grant for inclusion in a public access location on the OSHA webpage. Grantees must provide to OSHA one (1) bound hard copy of all final materials produced by grantees. Additionally, they must provide two (2) Section 508 compliant digital (CD Rom/DVD/flash drive) copies of the materials formatted for publication on the OSHA website. Label the digital materials with the grantee's name and grant number. The required guidelines for submitting the final materials to OSHA are in Appendix L, Grant-Funded Materials Submittal Procedures.

GRANTEES USING EXISTING TRAINING MATERIALS ACQUIRED FOR GRANT TRAINING PURPOSES must certify the materials are free of copyrights. Provide a list of the acquired training materials used during the grant period including previously-approved Susan Harwood materials. State the type of materials acquired, the name/title of the materials, the author/owner of the materials, the rights to use the materials, information on how to acquire the materials, and a description of how the materials were used, i.e., instructional, recruiting, evaluating, audiovisual. OSHA may post this information on the Susan Harwood website as additional resources for trainers.

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

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

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

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

AUTHORITY: Section 21(c) of the Occupational Safety and Health (OSH) Act of 1970, (29 U.S.C. 670), Public Laws 111-117 and 112-10.

OMB Approval No.: 1225-0086
Expiration Date: 05/31/2019

OFFICE OF MANAGEMENT AND BUDGET INFORMATION COLLECTION REQUIREMENTS:

This FOA requests information from applicants. This collection of information is approved under OMB Control No. 1225-0086 (Expires 05/31/2019).

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, Arlington Heights, Illinois 60005.

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

Billing Code: 4510-26-P

APPENDIX A - TARGETED AUDIENCES

A. Eligible Trainees

This grant supports the development of training and educational materials for eligible workers and employers currently covered under the OSH Act of 1970, SEC. 4, codified at 29 U.S.C. 653, who work for small businesses with limited access to safety and health training or work in a high hazard industry. Other eligible trainees include unemployed workers planning to return to the workforce in a position covered by the OSH Act within the next three months. OSHA covers most private sector employers and workers.

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

(a) This Act shall apply with respect to employment performed in a workplace in a State, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, the Trust Territory of the Pacific Islands, Wake Island, Outer Continental Shelf Lands defined in the Outer Continental Shelf Lands Act, Johnston Island, and the Canal Zone. The Secretary of the Interior shall, by regulation, provide for judicial enforcement of this Act by the courts established for areas in which there are no United States district courts having jurisdiction.

(b) (1) Nothing in this Act shall apply to working conditions of employees with respect to which other Federal agencies, and State agencies acting under section 274 of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2021), exercise statutory authority to prescribe or enforce standards or regulations affecting occupational safety or health.

Ineligible trainees are public sector employees including federal, state, and local government employees, even though they may have occupational safety and health protection if they work in a state with an OSHA-Approved State Plan. Information about OSHA-Approved State Plans is at https://www.osha.gov/dcsp/osp/index.html.

B. Targeted Audience(s)

Training and training materials must be in a language the participants can understand, and serve employers and workers from multiple small businesses with fewer than 250 employees. Training should reach one or more of the following targeted audiences:

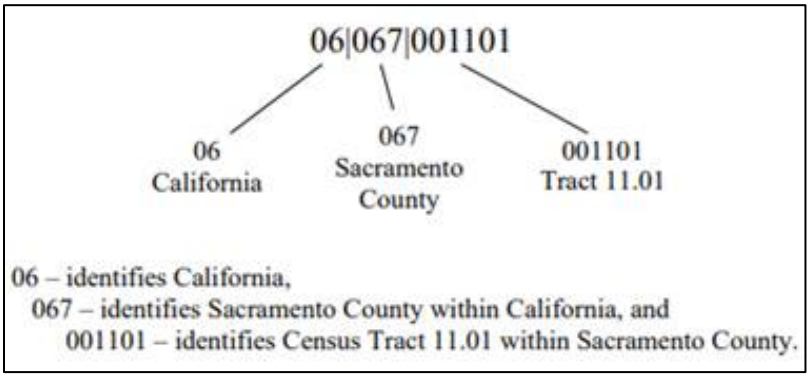
- small businesses (fewer than 250 employees)
- new businesses
- limited English proficiency workers
- non-literate and low literacy workers
- young workers
- temporary workers
- minority and other hard-to-reach workers
- workers in high-hazard industries and industries with high fatality rates

C. Qualified Opportunity Zone

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

For more information on Opportunity Zones, go to: https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

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



APPENDIX B - APPLICATION CHECKLIST

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

Application Checklist			
Forms to be completed on https://www.Grants.gov			
	SF-424, Application for Federal Assistance		
	SF-424A, Budget Information – Non-Construction Programs		
	SF-424B, Assurances – Non Construction Programs		
	Project/Performance Site Location(s)		
	Grants.gov Lobbying Form		
	SF-LLL, Disclosure of Lobbying Activities (if applicable)		
Documents that must be attached to the application package in Grants.gov			
	Application summary (not to exceed 2 pages)		
	Program abstract (not to exceed 1 page)		
	Technical proposal (not to exceed 20 pages)		
	Organizational chart of the grant program		
	Experience of key personnel		
		Resumes/curriculum vitae	
		Position description/minimum hiring criteria for vacant positions	
	Evidence of nonprofit status (Institutions of higher education are exempted)		
	Detailed budget support documents		
		Form showing cost details by cost category	
		Narrative description of the detailed costs for each cost category	
		Explanation of non-federal resource contribution (if applicable)	
		Cost per trainee	
		Cost per training contact hour	
	Indirect costs supporting document (if applicable)		
		Approved Indirect Cost Rate Agreement or	
		10 percent de minimis calculation and certification	
	Other attachments		
		Letters of support from partners, including budget, ICRA, as needed	
		Other letters of support (optional)	
		Other appropriate documents	

APPENDIX C - GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES

This section provides the application submission and receipt instructions for U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) program applications. Please read the following instructions carefully and completely. Reference: https://www.grants.gov/web/grants/grantors/grantor-standard-language.html

1. Electronic Delivery

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

2. How to Register to Apply through Grants.gov

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

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

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

Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration is free and must be renewed annually. For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html.

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

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

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

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

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

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

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html.

APPENDIX C - GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES (CONT.)

1) *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

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

a. Adobe Reader: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to this grant opportunity, contact the number listed in the application package.

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

4. Timely Receipt Requirements and Proof of Timely Submission

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

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

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

APPENDIX D - NON-VIABLE APPLICATIONS

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

Viable applications are:

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

APPENDIX E - ADMINISTRATIVE AND PROGRAM COSTS DEFINITION

The SF-424A – Budget Information, detailed project budget support, and detailed project budget narrative must break down grant costs for federal and non-federal grant funds by the cost categories shown on the SF-424A and assigned to the budget as either a program or an administrative cost.

PROGRAM COSTS are direct costs incurred to develop and conduct training and other grant program activities. Direct program costs are easily identifiable and relates to training development and training presentation activities.

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
    - Cost 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 target audience for training
    - Training supplies, including local materials reproduction
    - Rental or purchase of approved training supplies (may not include office or training furniture or storage)
    - Rental or maintenance of training space

4. Payments to partners, vendors, or contractors for services supporting program activities

Some direct costs may support both program and administration, e.g., grant personnel may provide program services and spend time doing administrative functions. Separate and allocate these shared costs based on the role and task. Document the method used to allocate these costs, e.g., based on actual time worked on each function, actual supplies used, or other equitable cost allocation method.

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

APPENDIX E - ADMINISTRATIVE AND PROGRAM COSTS DEFINITION (CONT.)

General administrative functions are:

1. Administrative personnel salary and fringe benefit costs related to:

    - Report preparation
    - Review resolution
    - Development of systems and procedures for administrative functions
    - Budgeting, accounting, and audits
    - Financial and cash management
    - Purchasing and procurement
    - Payroll functions
    - Personnel management

2. Travel costs for official business to carry out administrative or management activities of the grant including travel associated with required attendance at the OSHA Orientation Meeting and other OSHA meetings.

3. Costs of goods and services required for administrative functions of the program:

    - Advertising and outreach to the general public
    - Office supplies
    - Postage
    - Rent for office space (justification required)
    - Renting/leasing and maintenance of office equipment (copiers, printers, etc. if justified and deemed necessary)
    - Utilities (telephones, internet service, etc. necessary to support the grant program)
    - Costs to manage administrative functions; i.e., reasonable costs for personnel management, accounting and payroll, or procurement/purchasing

    Partners' administrative costs allocated to the applicable costs category. Partners budgeting for indirect costs must provide an approved Indirect Cost Rate Agreement (ICRA).

Indirect costs, as specified in the Uniform Guidance 2 CFR 200, are costs incurred for a common or joint purpose, and benefit more than one program, project, or unit. Indirect costs are not easily identifiable or assignable. For this grant, indirect costs are budgeted as administrative costs.

1. Indirect costs represent the unidentifiable expenses of doing business for a grant, contract, project function, or activity, but are necessary for the general operation of the organization.

2. An Indirect Cost Rate Agreement (ICRA) states the proportion of organization indirect costs each program should bear.

3. The ICRA must be effective for the entire grant performance period.

4. The negotiated rate approved by the organization's cognizant federal agency is applicable to all federal grant programs.

5. The allowed indirect costs are based on the approved ICRA rate (percentage) times the approved base.

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

CONTRACTS/SUB-AWARDS

Contracts must meet the award requirements and requirements of 2 CFR 200. Use full and open competition to the maximum extent possible before awarding contracts. This FOA prohibits grantees from entering into a sub-award agreement with a third party to execute grant activities. OSHA encourages applicants to offer contracting opportunities to historically Black colleges and universities, Hispanic serving institutions, and Tribal colleges and universities, as stated in the policies outlined in Executive Orders 13256, 12928, 13230, and 13021 as amended.

APPENDIX F - EXAMPLE OF BUDGET FORMS

Example SF-424A
(Completed at Grants.gov)

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

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SECTION B - BUDGET CATEGORIES

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

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APPENDIX F - EXAMPLE OF BUDGET FORMS (CONT.)

Example Detailed Budget

ABC Organization

Detailed Project Budget

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

Totals for each category on the detailed program budget must match the category lines on the SF-424A.

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

Total direct and indirect administrative costs may not exceed 25 percent of the total grant funding.

Attach a budget narrative to this detailed program budget that justifies the itemized costs for each cost category, and the method used for estimating the costs.

APPENDIX G - APPLICATION FORMATTING REQUIREMENTS

The program abstract and technical proposal must be double space typing on plain white 8½" x 11" paper with one-inch margins and portrait layout. Fonts must be 12-point Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri. Graphs and tables in the technical proposal may be single-spaced.

All attachments must be saved as a Microsoft Office product, version 2010 or later. Documents must be accessible and may not be locked, password protected, or water marked. For consistency, name the attachments using the applicant name and document type, e.g. ABCNonprofitOrg AppSummary.docx.

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

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

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

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APPENDIX H - APPLICATION SUMMARY DOCUMENT SAMPLE OUTLINE

1. Organization name and physical address

2. Authorized organizational representative (AOR) *(May include a secondary AOR, if applicable, e.g. Pre-award AOR and Post-award AOR)*
   - Name and title (same as on SF-424, section 21)
   - Physical address (for courier delivery)
   - Telephone and fax number
   - Email address

3. Project director:
   - Name and title
   - Address
   - Telephone and fax number
   - Email address

4. Grant type: *Capacity Building Developmental*
   Capacity Building Pilot

5. Grant topic

6. Targeted audience, topics, and industry

7. Languages

8. Federal funds requested: $ rounded to the nearest dollar
   Non-federal funds: $
   Total program funding: $

9. Projected number to be trained:

10. Projected contact hours:

11. Type of organization: (*labor union, community/faith based, employer association, local or state supported institution of higher education, native tribal, specify other non-profit)*

12. Affiliations (*unions or other non-profits),* OSHA alliances (*federal or state*), and/or partners (*associated with this proposal*)

13. Targeted cities/counties/states and associated congressional districts

14. If applicable, evidence that the population of at least one census tract will receive training proposed by an applicant's capacity building proposal reside in a qualified Opportunity Zone

APPENDIX I - PROGRAM ABSTRACT NARRATIVE EXAMPLE

Applicant Name

Grant Category: Capacity Building Developmental (or Capacity Building Pilot)

Program abstract narrative:

- Estimated hours per training
- Training topic(s)
- Estimated total trained
- Targeted audience and industry
- Training presentation (subtopics, location, method, etc.)
- Training materials
  - Acquiring materials
  - Using existing Susan Harwood materials
  - Revising Susan Harwood materials
  - Developing new materials
- Languages
- Other activities planned during the program year

Following is an abbreviated example:

ABC non-profit proposes to build new training capacity by providing *3* hours of *fall prevention* training to *748* employers and workers in the *residential roofing* industry. The targeted audience includes *youth, hard-to-reach, and limited English proficiency workers in this high hazard industry*. Training will include *using ladders, scaffolds, and preventing falls from roofs.* The organization plans to *revise existing* training materials *from their previous Harwood grant*. Training will be in *English and Spanish*.

APPENDIX J - ALLOWABLE/UNALLOWABLE USE OF GRANT FUNDS

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

ALLOWABLE USES OF GRANT FUNDS

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

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

PROHIBITED USE OF GRANT FUNDS

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

- Conducting activities that are incongruent with the goals and objectives of the OSH Act of 1970;
- Conducting activities that benefit state and local government employees unless they have occupational safety and health responsibilities (e.g. occupational safety and health trainers; program managers; committee members; or employees responsible for abating unsafe and unhealthy working conditions for their organization);
- Providing program activities that involve self-employed workers or workplaces that are precluded from enforcement action by OSHA under section 4(b)(1) of the Act, codified at 29 U.S.C. 653(b)(1);
- Training on topics that do not cover the recognition and prevention of unsafe or unhealthy working conditions (e.g. workers' compensation, first aid, etc.);
- Attending, presenting, or conducting training at conferences;
- Publishing materials prejudicial to labor, management, or OSHA;
- Assisting workers in arbitration cases or other actions against employers, or assisting workers and/or employers in the prosecution of claims against federal, state or local governments; and
- Duplicating services offered by OSHA, a state under an OSHA-approved State Plan, or consultation programs provided by state designated agencies under section 21(d) of the OSH Act, codified at 29 U.S.C. 670(d)(1).

APPENDIX J - ALLOWABLE/UNALLOWABLE USE OF GRANT FUNDS (CONT.)

PROHIBITED USES OF GRANT FUNDS (CONT.)

- Conducting OSHA Outreach Training Program's 10- or 30-hour training (https://www.osha.gov/dte/outreach/index.html);
- Conducting or attending OSHA Training Institute or OSHA Training Institute Education Center courses;
- Providing staff development or using grant funds to train the organization's employees or contractors unless expressly approved by OSHA;
- Conducting training through any pre-existing, proprietary, or industry training or certification programs;
- Conducting training as a certification program or requirement for a certification program;
- Describing training as OSHA certified training;
- Proposing training required by other federal and/or state agencies;
- Duplicating services of other federal and/or state agencies;
- Paying salary, travel, and other expenses for an OSHA State Plan, OSHA Consultation, or federal employee;
- Reimbursing trainees or employers for the cost of lost-time wages while attending grant-funded training;
- Providing compensation, stipends, or incentives to trainees, including train-the-trainer trainee, for any grant-related activities prior to, during, or after attending grant-funded training;
- 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);
- Providing food and beverages at meetings or training events; and
- Reimbursing pre-award costs (e.g., grant writing costs).

PROHIBITED RELIGIOUS ACTIVITIES

The treatment of DOL programs with religious organizations is contained in 29 CFR Part 2, Subpart D. All organizations, including religious ones, must carry out grant-supported activities in accordance with all applicable legal and program requirements. DOL prohibits the use of grant funds for explicitly religious activities including activities that involve overt religious content, such as worship, religious instruction, or proselytization.

APPENDIX K - CAPACITY BUILDING EVALUATION CRITERIA

Sample Required Component	Points
1) Application Information a) Applicant's Name b) Grant Category: Capacity Building Pilot or Capacity Building Developmental c) Capacity to Build 2) Organization's Program Capability a) Purpose, function, main activities of the organization (and partners) b) Experience with grants (5 yrs. federal, state, local) c) Experience training adults d) Experience working with targeted industry/audience including contact/recruitment successes e) Experience with targeted or other OSHA training topic(s) f) Experience with levels 1, 2, and 3 training assessments and evaluation activities 3) Staff positions and experience a) Organizational chart, include personnel assigned to grant positions b) Occupational safety and health knowledge/experience of the staff c) Staff experience conducting training 4) Problem Statement/Need for Funds a) Target audience's unmet training needs b) Applicant's inability to meet the training needs c) Project benefit to the trainees, their workplaces, and injury and illness rates d) Applicant's need for federal funding assistance e) Applicant's sustainability plan for the new capacity f) Evidence that the population of at least one census tract will receive training proposed by an applicant's capacity building proposal reside in a qualified Opportunity Zone	50
5) Work Plan a) Detailed Work Plan i) Planned grant activities, anticipated benefits, and outcomes (1) Orientation meeting (2) Training topic (3) Training materials (a) How acquired/need for OSHA review/OSHA disclaimer (4) Targeted audience (5) Training projections and contact hours (6) Recruiting plan (7) Proposed training (8) Training activities (9) Evaluations and Assessments (a) Level 1 (b) Levels 2 & 3 (10) OSHA monitoring visits (11) Quarterly training numbers and contact hours (12) Other grant-related activities b) Work plan activities matrix – in a table format divided into quarters	81
6) Budget Information a) Accounting system, internal controls, and funds management processes b) Budget supporting documents i) Budget documents match the SF-424A ii) Detailed budget projections uses the cost category from the SF-424A iii) Detailed budget narrative justifies the proposed costs c) Indirect cost rate support document (if applicable) i) Negotiated Indirect Cost Agreement approved for the project period, or 10% de minimis calculations d) Amount and source of non-federal resource contributions (if applicable) e) Evidence of non-profit status (not required for state/local institutions of higher education) f) Budget request supports allowable, allocable, and reasonable costs 7) Program guidelines and restrictions followed	53
8) Other Attachments a) Required resumes b) Required partners budget and letter of support c) Optional other letters of support	7
Total	191

APPENDIX L – GRANT-FUNDED MATERIALS SUBMITTAL PROCESS

Grant materials developed or revised with grant funds are subject to OSHA review and approval. OSHA must approve the materials prior to the grantee using the materials to conduct training. Prior to the end of the performance period, the grantee must submit to OSHA two (2) electronic copies and one (1) hard copy of the materials developed or revised with grant funds. OSHA will provide public access to grant-produced materials on the Susan Harwood website. Electronic files must meet the requirements of Section 508 of the Rehabilitation Act of 1973. Following are submittal procedures for grant-funded training materials:

1. MATERIAL REQUIREMENTS

a. The word "draft" must not appear on any materials (printed or electronic).

b. A final English version of materials must accompany the materials created for translation into a non-English language.

c. Training materials must be appropriate for all audiences.

- Remove references to training of specific groups, members of a group, or individuals
- Remove personal information (instructor names, addresses, phone numbers, e-mail addresses, etc.)

d. Blank tests and answer keys must be provided.

e. Grant-funded materials developed by a grantee must contain the following disclaimer:

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

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

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

f. A list of all (new, revised, or acquired) training materials used during the grant period must include the following:

- Title of the material
- Author of the material

- Acquisition method of training materials
- Copyright approval
- Type of materials
- Material uses, i.e., instructional, recruiting, evaluating, audiovisual

2. SOFTWARE REQUIREMENTS

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

a. **Word Files**: Submit manuals and other printed materials in an unlocked editable Word document.

b. **PowerPoint Files**: Submit presentations in unlocked and editable files. (Do not provide files saved in the "Show" format.)

- File must be Section 508 compliant
- Photographs and other images must be compressed in JPEG format and include an alternate text description
- Presentation with linked or embedded audio or video files
  - Submit two (2) copies of the presentation
    - One copy with the links and embedded files
    - One copy without the links and embedded files
      - Describe what link or embedded file was used at this location in the materials, and where the user can find the link or embedded file
- Presenter talking points must be added to each slide

c. **Media Files** (For online courses)

- Files must be Section 508 compliant
- Images such as photographs must have descriptive captions
- Audio files must have transcripts
- Video files must be captioned and have transcripts

3. SECTION 508 COMPLIANCE

Training materials must comply with Section 508 of the Rehabilitation Act of 1973. Fixing accessibility issues by using the Accessibility Checker built into the Microsoft Office software allows access to the materials by all users. Accessibility issues involve images, document navigation, hyperlinks, data tables, color, blank spaces, titles, tabs, and other non-readable placeholders. Make Microsoft Office documents Section 508 compliant by using the document's accessibility checker. Fix errors, warnings, and tips found by the checker.

Correct common errors:

- Add alternate text to pictures, images, and hyperlinks
- Add slide titles
- Rename duplicate slide titles
- Delete extra spaces

4. MATERIALS SUBMISSION

Submit all grant-funded training materials in printed and electronic format (one (1) printed and two (2) electronic). Before sending the materials to OSHA, ensure all files open and that all grant-funded materials are included. Do not submit files that are encrypted, password protected, or in "read only" format. Provide:

a. A list of materials submitted by the grantee;

b. A list of other materials used by the grantee;

c. Materials developed by the grantee, printed, bound, and shelf-ready (i.e., 3-ring binder);

d. Photographs of other materials developed by the grantee that are not practical for mailing (banners, etc.);

e. Materials submitted as electronic files do not exceed 15MB, and are certified as Section 508 compliant;

   - Compress pictures and images to email size (96 ppi)
   - Delete cropped areas of pictures
   - Divide the materials into several smaller files that do not exceed the file size limit

f. CDs, DVDs, or USB flash drives that are clearly labeled with the name of the grantee's organization and the grant number (e.g., SH-12345-SH9); and

g. Electronic file names on CD, DVD, or USB flash drives are clearly identify the file by type of material (examples: Instructor Manual, Student Manual, Pre-Test, Post-Test, Test Answers, Assessments and Evaluation Forms).

REFERENCES

ACRONYMS

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

WEBSITES

2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) - http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance - https://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf

DUNS Number - https://fedgov.dnb.com/webform

Grants.gov - https://www.Grants.gov/

Opportunity Zones - https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions

OSHA - https://www.osha.gov

The Rehabilitation Act of 1973, Section 508 - https://www.hhs.gov/web/section-508/making-files-accessible/index.html

Susan Harwood - https://www.osha.gov/dte/sharwood/index.html

System Award Management (SAM) - https://www.sam.gov/portal/SAM/