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

FUNDING OPPORTUNITY ANNOUNCEMENT/NOTICE OF AVAILABLE FUNDING:
Susan Harwood Training Grant Program, FY 2022 Funding

CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 17.502

FUNDING OPPORTUNITY NUMBER: SHTG-FY-22-03

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

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

APPLICATION DEADLINE: This FOA closes on August 1, 2022, at 11:59 p.m. eastern time. Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.

NOTICE OF CONCURRENT FUNDING OPPORTUNITY ANNOUNCEMENT: This FOA (SHTG-FY-22-03) is for Capacity Building Developmental or Capacity Building Pilot grant applicants. Applicants competing for a Targeted Topic Training grant (SHTG-FY-22-01), Training and Educational Materials Development grant (SHTG-FY-22-02), or Follow-on grant must submit their application for the appropriate FOA. Applications submitted under the wrong FOA number are non-viable and will not be considered.

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

Information about the Susan Harwood Training Grant Program is located on the OSHA website at www.osha.gov/harwoodgrants. Email your FOA questions to HarwoodGrants@dol.gov, or call 847-725-7805, weekdays between 8:00 a.m. and 5:00 p.m. eastern time.

The Grants.gov Support web page, 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).

SHTG-FY-22-03 CAPACITY BUILDING GRANTS INSTRUCTIONS

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I. EXECUTIVE SUMMARY

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

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

The program and this funding opportunity announcement prioritizes investment and funding to train workers and employers impacted by working in in high-hazard industries, industries with high fatality rates, or whose workforce has historically had disadvantaged access to occupational safety and health training, including young workers, temporary, minority, low literacy, limited-English speaking, and other disadvantaged and hard-to-reach workers and worker communities. The Susan Harwood Training Grant Program seeks to increase access to life-saving training by encouraging grantees to provide the training in other languages. Technical assistance, guidance, and support for this funding opportunity is presented in OSHA's FY 2022 Susan Harwood Training Grant Funding Opportunity Overview available on YouTube at: www.youtube.com/watch?v=nd6ajG3VXrs.

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

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

The Susan Harwood Grant Program awards funds to qualifying organizations who have demonstrated capabilities to achieve the program's performance expectations outlined in this FOA. This includes experience in becoming subject matter experts, delivering and administering adult training programs, recruiting students, and managing grants. Following the grant awards, OSHA monitors each organization's progress in achieving their performance goals and training

targets. OSHA accomplishes this by conducting orientation meetings, training material reviews, training observations, program and financial monitoring visits, and quarterly and year-end report reviews.

For FY 2022, OSHA announces the availability of not more than $6.5 million to fund Susan Harwood Training Program Capacity Building grants. Susan Harwood Training Program grants are contingent on the availability of federal funding and appropriations. OSHA expects to award multiple grants to eligible nonprofit organizations under this competitive Funding Opportunity Announcement (FOA). This FOA does not itself obligate any federal funds. The obligation of funds occurs when grant recipients acknowledge receipt and acceptance of award documents.

Program funding is for a 12-month period beginning no later than September 30, 2022, and ending on September 30, 2023. Two types of capacity building grant opportunities are available. Applicant may apply for either a Capacity Building Developmental grant or a Capacity Building Pilot grant. The maximum award for a Capacity Building Developmental grant is $180,000 and for a Capacity Building Pilot grant is $80,000. Applicants are encouraged to carefully read this opportunity so their application supports the type of grant they are requesting funding for. Capacity Building Developmental applications must provide a four year plan describing the training capacity they plan to build. This is not a requirement for the Capacity Building Pilot application, but Pilot applicants must describe the training program they wish to build. Pilot grantees are required to test their plan, by attempting a small part of the program activities to see if they will be successfully in building new capacity. Pilot grantee must provide one pilot training on their chosen topic, where a Developmental grantee must have the ability to conduct multiple trainings. By the end of the Pilot year, pilot grantees must have developed a four-year plan so they are prepared to apply for a new Developmental grant.

Organizations are restricted to one Susan Harwood Targeted Topic Training grant, Training and Educational Materials Development grant, Capacity Building Developmental or Capacity Building Pilot grant award in a fiscal year. If an organization submits multiple applications for a Capacity Building grant, OSHA will review the last complete and viable application package submitted. An exception this year allows an organization to have a FY 2021 or FY 2022 Susan Harwood Workplace Safety and Health Training on Infectious Diseases, Including COVID-19 grant award in addition to one of the grants awards listed above.

Once submitted, applications are not available for additions, corrections, or revisions. To make changes to a submitted application, the organization must submit a new application package. This FOA closes on August 1, 2022, at 11:59 p.m. eastern time. Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.

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

Ineligible applicants are individuals, for profit organizations, federal, state, and local agencies, 501(c)(4) nonprofit organizations, and FY 2021 Susan Harwood Targeted Topic Training grant or Training and Educational Materials Development grantees with more than a 90-day time extension to their grant. Note: Capacity Building grantees are not eligible for a 90-day time extension.

Information and forms needed to apply for this funding opportunity announcement are published on the www.grants.gov website. 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 complete the steps to "Register as an Organization" with Grants.gov at www.grants.gov/web/grants/applicants/organization-registration.html as soon as possible. It can take up to five weeks to complete the registration process.

Starting on April 4, 2022, the Data Universal Numbering System (DUNS) number was replaced by a "new, non-proprietary identifier" that must be requested in, and is assigned by, the System for Award Management (SAM.gov). This new identifier is called the Unique Entity Identifier (UEI) and is now required by Grants.gov (in lieu of the now-defunct DUNS number). If you have any questions on the UEI please reach out to SAM.gov for assistance. The required SAM registration may take from two to more than five weeks to complete and requires an employer identification number (EIN) and a notarized letter from the organization's authorized representative. It is free to register with SAM at www.sam.gov,

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 on their behalf. 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 new training capabilities, training materials, and training delivery on the recognition, abatement, and prevention of occupational safety and health hazards in workplaces that may include providing related assistance to the trainee. Grantees may not provide consultation services under this grant program. Applicants are encouraged but not required to develop training materials.

The program emphasizes seven areas:

- educating workers and/or employers in small businesses
- 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 www.osha.gov);
- training disadvantaged, underserved, low-income, or other hard-to-reach, at-risk workers and employers;
- training workers and/or employers about new OSHA standards;
- developing and disseminating materials to train and educate workers;
- providing technical assistance to employers and workers; and
- educating workers on their rights and employers on their responsibilities under the OSH Act.

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

OSHA is committed to ensuring Diversity, Equity, Inclusion, and Accessibility (DEIA) is a focus of the Susan Harwood Training Grant Program. DEIA represents consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

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

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, Capacity Building Development or Capacity Building Pilot, are

available under this FOA. They 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 have established a capability to provide occupational safety and health training, education, training materials, and/or technical assistance. Applicants will 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. Organizations who have completed a capacity building project funded by a previous grant may not propose a new project on the same subject areas. They have built training capacity and must continue training workers including through affiliate member without the assistance of grant funding.

Applicants must develop a comprehensive four-year capacity building plan to becoming a reliable source for safety and health training. The plan should focus on developing and/or expanding the capacity of the organization to provide safety and health training, education, and related educational 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 grantees the opportunity to continue building capacity and achieve their objective with follow-on grants. Applicants are expected to integrate this new training capacity into their organization. The four-year plan must state how the applicant will become programmatically and financially self-sufficient after the four-year capacity building period so they can continue providing their new training program after the end of the final follow-on grant.

CAPACITY BUILDING PILOT grants allow the applicant time to formulate and test their program objective before committing to a full-scale Capacity Building Developmental training program. The grant is for 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 a needs assessment, pilot training activity, and solidify the organization's capacity building developmental plans.

Recipients of a Capacity Building Pilot grant are expected to perform limited program activities during the 12-month pilot period by performing small-scale trial projects including one pilot training session. Upon successful completion of the Capacity Building Pilot grant, the organization may apply for a Capacity Building Developmental grant in the next fiscal year the grant opportunity is available. Due to the limited performance requirements, Capacity Building Pilot grantees do not qualify for a follow-on grant, and are not eligible for a no-cost time extension to their performance period.

B. PERFORMANCE PERIOD

Grant awards are for a 12-month performance period beginning no later than September 30, 2022, and ending on September 30, 2023. Capacity Building

Developmental grantees are ineligible for a 90-day no-cost extension to their performance period. Activities that cannot be completed during the award year must be incorporated into their next year's follow-on grant application work plan.

C. FUNDING

Not more than $6.5 million available for FY 2022 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. If non-federal resources are included they must be identified, include in the budget, and must be expended in accordance to this funding opportunity.

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

Capacity Building Pilot grantees do not qualify for a follow-on grant.

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 employees are 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 www.osha.gov/stateplans.

E. TARGETED AUDIENCES

Training and training materials must be in a language the participants can understand, and must serve employers and workers. Applicants providing non-English training must list

the languages and estimate the percentage of training to be conducted in each language. 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, Pacific Islanders, and other languages will receive special consideration.

The targeted audiences are:

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

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 FY 2022 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 restricted to nonprofit organizations and include qualifying labor unions, community-based, faith-based, grassroots organizations, employer associations, Native American tribes, tribal organizations, Alaska Native entities, Native Hawaiian organizations, and native-controlled organizations that are not an agency of a state or local government, and public/state-controlled institutions of higher education. Organizations that maintain a network of affiliated members are eligible to apply.

All applicants, other than public/state-controlled institutions of higher education must submit evidence of their nonprofit status. Organizations having a FY 2021 or FY 2022 Workplace Safety and Health Training on Infectious Diseases, Including COVID-19 grant, may apply for and receive a FY 2022 Susan Harwood training grant. OSHA allows organizations to receive both grants.

All organizations listed in an application as a partner, or as a part of a consortium, must be an eligible nonprofit organization as defined by this FOA, and must adhere to program requirements. An organization cannot be a grantee and a partner/subcontractor for another grantee during the same grant year. Grant duties may not be sub-awarded, or passed through to other organizations or contractors. If contracting services, provide a description of the duties of each contractor and justify why the contractor is necessary and how the contractor will support grant goals. 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 to perform some or all the program activities. The authorized representative and the financial certifying official must be identified in the application, and employed by the applicant organization. The authorized representative must work for the applicant organization and have the authority to enter into a grant agreement. The authorized representative will be the primary contact for OSHA communications regarding the grant.

Ineligible applicants are individuals, federal, state, and local agencies, and FY 2021 Susan Harwood Targeted Topic Training and Training and Educational Materials Development grantees with more than a 90-day time extension to their grant. Additionally, 501(c)(4) nonprofit organizations that engage in lobbying activities are not eligible to receive federal funds that constitute an award, grant, or loan.

B. APPLICATION SUBMISSION

Prepare your grant application package using the checklist in Appendix B. After reviewing the Grants.gov application submission and receipt procedures in Appendix C, submit your application at 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 (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 Office of Training and Education (OTE) office at least three weeks prior to the application closing date. An OSHA representative will advise the applicant on how to submit an application online prior to the closing date. Send an email to HarwoodGrants@dol.gov, 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.
   - The projected program and administrative costs must be shown in separate columns (defined in Appendix E).
   - Costs must be rounded to the nearest dollar.
   - Budget information provided on the SF-424A must match the information provided by the applicant 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 identifies 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 1/2 PAGE)

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

9. **TECHNICAL PROPOSAL** (NOT TO EXCEED 20 DOUBLE-SPACED PAGES – APPENDIX G)

   Organizations who have completed a capacity building project funded by a previous grant may not propose a new project on the same subject areas. They have built training capacity and must continue training workers including through affiliate member without the assistance of grant funding.

   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 languages
      - Four-year capacity building plan
      - Sustainability plan for maintaining new capacity after the end of the four-year period
      - Training topic(s) selected for each of the capacity building grant years

   b. **PROPOSAL NARRATIVE**

      1) **ORGANIZATION BACKGROUND AND EXPERIENCE**
      Provide a brief overview of the organization's purpose, function, daily business activities, and the past five years of experience with governmental (federal, state, or local) grant programs. Discuss the organization's commitment to workers safety within the organization. Discuss the organization's experience with occupational safety and health, conducting training and interacting with adults including how the organization reaches a

diverse audience and promotes equity and inclusion within its organization and trainings.

- List 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.

2) **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, abbreviated curricula vitae (CVs), position description/minimum hiring qualifications (limit each to no more than seven pages to show occupational safety and health knowledge/experience)
  - 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.)

3) **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.

4) 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 work plan activity 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 (for Capacity Building Pilots only)
- Basis for needing a new training program
- Anticipated benefits and results associated with training workers and employers
- Training materials development, revisions, or acquisitions
- Identify the targeted audience, including disadvantaged/underserved workers and employers
- Proposed instructor-led training session(s) and topic(s)
  - Development programs must provide many training session
  - Pilot program requires one pilot training
- Training locations (general)
- Languages for training sessions
- Trainees recruitment
- Instructor-led training delivery methods
- Anticipated number of trainees and training contact hours per training
- Planned activities for conducting levels 1 and 3 trainee assessments, and level 2 evaluation
- Anticipated organizational capacity to be built including measures showing the increase in capacity as related to the goals accomplished during the year

The work plan must propose instructor-led training and be reasonable and achievable within the 12-month grant performance period. Grantees are accountable for completing the activities listed in the work plan 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 MATRIX 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, 2022 – December 31, 2022
Quarter 2: January 1, 2023 – March 31, 2023
Quarter 3: April 1, 2023 – June 30, 2023
Quarter 4: July 1, 2023 – September 30, 2023

Develop the work plan activity matrix table to identify the expected results and who, what, when, where, or how the activity or task supports accomplishing the work plan goals. 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

Pilot grantees must assess training needs to identify the gaps or deficiencies preventing training 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).

Only Capacity Building Pilot applicants must conduct a needs assessment. Complete the needs assessment to systematically 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.

Capacity Building Pilot applicants must 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 instructor-led training to worker and employer in a target industry. Applicants must identify training topic and training 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, and address issues that impact the training audiences' safety and health in the workplace; these include but are not limited to language, cultural, disability, and gender considerations. 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, the final training materials provided to OSHA may contain references to federal OSHA regulations only.

Training sessions must include an overview of OSHA Whistleblower Protection Programs (www.whistleblowers.gov) regarding employee rights and employer responsibilities. The overview will help workers better understand their labor and workplace rights as they pertain to occupational safety and health, the relevant programs, and benefits entitled to workers.

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 approve 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 www.osha.gov/harwoodgrants/grantmaterials/bytopic/. These materials cover various topics in multiple languages. Training materials revised under this grant will increase this valuable resource.

If the capacity building plan includes developing new training or educational materials, the materials must be classroom quality. 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 www.psu.pb.unizin.org/idhandbook/chapter/addie/ 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 www.osha.gov/harwoodgrants/best-practices. An updated publication, "Resource for Development and Delivery of Training to Workers," is available at www.osha.gov/Publications/osha3824.pdf. 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.

Applicants providing non-English training must list the languages and estimate the percentage of trainees who would be trained in each language. Applicants will receive additional consideration when they identify conducting training in non-English language(s). Applicants must identify and describe how they will translate and conduct the training. 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 www.osha.gov/complianceassistance/spanish-dictionaries.

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 two (2) electronic copies of the final training materials to OSHA no later than the last day of the grant performance period, September 30, 2023. 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/accessibility-checklists/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.

Capacity Building Pilot grantees are required to conduct one pilot training session. Capacity Building Developmental grantees are required to train a sufficient number of workers to meet the costs per trainee and contract hours discussed later in this funding opportunity.

TRAINING CLASS SIZE must be no fewer than 3 and no more than 40 trainees per class. The ideal class size to facilitate participatory learning with actively involved trainees is between 10 and 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 for the 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	Developmental	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 be in writing and completed by the trainee. If language or literacy is an issue, the evaluation may include an instructor-documented verbal satisfaction survey.

LEVEL 2 – TRAINEE LEARNING ASSESSMENTS measure the skills, knowledge, and safety attitude the trainee acquires and retains. The instructor must document the pre- and post-training assessment results of each trainee. Level 2 assessments may be written tests, or instructor-documented oral pre- and post-training assessments. All pre- and post-assessments must measure the training objectives and match in content, format, and approach. This will accurately document changes in trainees' knowledge and skills because they participated 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, and safety attitude the trainees retain three months after training. The grantee must maintain trainees' contact information to follow up with 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. Provide a description of the method you will use to reach multiple employers and their workers. Applicants providing non-English training must

list the languages and estimated percentage of trainees who would be trained in each language. Include tables similar to the following in your work plan:

TABLE 2: PROJECTED PERCENT OF WORKERS TRAINED BY LANGUAGE

Language	Number of Trainings	Projected Number of Trainees by Language	**Percent of trainees**
English	20	350	62.5%
Spanish	15	210	37.5%
Total	45	560	100%

TABLE 3A: DEVELOPMENTAL TRAINING PROJECTIONS BY AUDIENCE/LANGUAGE

Audience	**Language**	**Length of training (hours)**	**Projected Number of Trainees**	**Total Contact hours**
Worker – Intro	English	2	230	460
Worker – Intro	Spanish	2	150	300
Worker – Advanced	English	4	100	400
Worker – Advanced	Spanish	4	50	200
Train-the-Trainer	English	8	10	80
Train-the-Trainer	Spanish	8	10	80
Employer	English	8	10	80
		Total	560	1600

Or

TABLE 3B: PILOT TRAINING PROJECTIONS BY AUDIENCE AND LANGUAGE

Audience	**Language**	**Length of training (hours)**	**Projected Number of Trainees**	**Total Contact hours**
Worker – Intro	English	2	30	60
		Total	30	60

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 restrictions. Describe the methodology used to develop your estimates. Developmental grantees must limit the grant expenses to no more than $500 per trainee and no more than $125 per training contact hour. Projections must be a single number estimate (not a range) as shown in the table below. Include a table similar to the following in your work plan:

TABLE 4A: DEVELOPMENTAL TRAINING NUMBERS/ TRAINING CONTACT HOURS

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	160	400
Quarter 3	April 1 to June 30	190	450
Quarter 4	July 1 to September 30	210	750
	Totals	560	1600
	Total funding (federal and non-federal)	$180,000	$180,000
	***Costs per Trainee/Contact Hour**	**$321**	**$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.

TABLE 4B: PILOT TRAINING NUMBERS/ TRAINING CONTACT HOURS
Note: Pilot grants does not have a limit of the cost per trainee or contact hour (CH)

Quarter	Performance Period	Projected No. Trainees	Projected CH
Quarter 1	October 1 to December 31	0	0
Quarter 2	January 1 to March 31	0	0
Quarter 3	April 1 to June 30	0	0
Quarter 4	July 1 to September 30	30	60
	Totals	30	60
Total funding (federal and non-federal)		$80,000	$80,000

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 to 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. Grantees must obtain documentation on the training conducted by the tier-two trainers for inclusion in their quarterly progress reports.

Grantees may not use grant funds to compensate tier-two trainers. 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.

In the technical proposal, applicants proposing tier-two trainers must identify 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 Commemorating Constitution Day 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. Funds requested must be rounded to the nearest dollar. The supporting budget information must match the requested funding stated on the SF-424, Budget Information – Non-Construction Programs, the project funding amount 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 stating the methodology for each cost allocation. This includes providing budgets and details for all partners. Explain how their costs are included in the proposed grant budget. 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 include 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 include 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 SAFETY OR TRAINING TOOLS FOR DEMONSTRATION PURPOSES must limit the number of items and justify how the purchase will enhance the program development or presentation. Grant funds may not be used to purchase safety items or other gifts/awards/incentives for trainees.

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

Grant funds may not be used to purchase equipment defined as having a useful life of more than one year, costs more than $5000, or are 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 large models (does not include tabletop models). Space rental should be limited to training space only. Information about allowable administrative and program costs is included in Appendix J.

APPLICANTS MUST IDENTIFY ALL VOLUNTARY RESOURCE CONTRIBUTIONS used to support the project. Voluntary resource must be identified as an addition to the grant award and must be used under the same conditions of the federal funds. The voluntary contributions may not include federal funds received from another agency nor may grant funds be used to pay consultants who are federal employees, or federally funded state employees such as OSHA 21(d) consultants or 23(g) compliance officers.

Describe the source(s) of funds and amount(s) of all voluntary resources. Explain how these funds will be used to support the goals and objectives of this grant program.

INDIRECT OR 10 PERCENT DE MINIMIS COSTS ALLOCATED TO THE BUDGET require 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 NONPROFIT STATUS. Public/state-controlled institutions of higher education are exempt and do not need to provide any proof of nonprofit status. All other nonprofit applicants and partners must submit a legible signed copy of the Internal Revenue Service (IRS) determination letter recognizing the applicant as tax exempt under the Internal Revenue Code, 26 U.S.C. § 501(c)(3). If the IRS letter is unavailable, you must attach a legible signed copy of one of the following documents confirming nonprofit status:

- 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 nonprofit 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 nonprofit status for 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 www.osha.gov/harwoodgrants/requirementsto view the document.

A GRANTEE ORIENTATION MEETING is mandatory and occurs early in the performance period at a location determined by OSHA. Additionally, a trainer exchange may occur after the orientation meeting for up to three program staff to attend. All applicants must budget for two staff members (one program and one financial) to attend the 1½-day orientation meeting, and for another two program staff to attend the 1-day trainer exchange. 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 Washington DC.

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 5: GRANTEE REPORTING DUE DATES

Program and Financial Reports Due Dates		
Report for	**Reporting Period**	**Due Date**
Quarter 1	10/01/2022 – 12/31/2022	01/30/2023
Quarter 2	01/01/2023 – 03/31/2023	04/30/2023
Quarter 3	04/01/2023 – 06/30/2023	07/30/2023
Quarter 4	07/01/2023 – 09/30/2023	10/30/2023
Closeout/Final	09/30/2023 – 12/29/2023	12/29/2023

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 sessions, 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 progress reporting requirements include a written self-analysis of the grantee's progress toward meeting quarterly work plan goals. The grantee uses the quarter's training records to identify successes, challenges, and gaps in meeting work plan goals. When possible, the assessments and evaluations shall provide quantitative and qualitative results including percent of trainees by language.

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:

- Needs assessment (Capacity Building Pilots only);
- Quarterly activities completed and compared to the work plan;
- Training materials used (developed/revised/acquired);
- Recruitment activities;
- Type of training conducted, including audience, level, language, etc.;
- 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 grant closeout report is due no later than December 29, 2023, for grants ending on September 30, 2023. 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 highlighting successes and problems. The report explains how the grant activities enabled the grantee to accomplish the work plan goals. The report must include a summary of the level 1, 2, and 3 evaluation/assessment results. The report should address how the training design promoted equity in teaching and learning, including consideration of the training audience's diverse language, cultural, disability, and gender characteristics.

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

- Training impacted audiences' workplace safety and health including such factors as language, cultural, disability, and gender considerations.
- 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, but are not limited, to site visits, review of program, administrative, 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 Adobe Acrobat (PDF) or Microsoft Word 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. Attach the organization chart(s) for the applicant and the partners separately from the technical proposal. 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 before September 30, 2022. The Assistant Secretary, or representative, will notify successful applicants. Office of Training and Education (OTE) will mail consolation letters to unsuccessful applicants.

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

OSHA may enter into negotiations with the applicant regarding compliance with program components, staffing, budgeting, funding levels, and/or administrative systems. If negotiations do not result in an acceptable submittal, the Assistant Secretary reserves the right to terminate the negotiation and decline to fund the proposal. Awardees must submit negotiated revisions to their application to the appropriate Regional Office by October 31, 2022.

I. REQUEST FOR APPLICATION COMMENTS

Award decisions are final and cannot be appealed. Unsuccessful applicants may request comments on their application until March 31, 2023. 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.

Include the following information with the written request:

- Funding Opportunity Announcement number (SHTG-FY-22-03);
- Grants.gov Tracking Number (GRANT_____);
- Organization name;
- Grant type (Capacity Building Developmental or Capacity Building Pilot);
- Authorized Representative's name and complete mailing address, zip + 4; and
- 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 awards under this FOA are subject to the following administrative standards and provisions, as applicable to the particular grantee:

- 29 CFR 2, Subpart D, equal treatment regulations;
- 29 CFR Parts 31, 32, 35, and 36, as applicable;
- 29 CFR 93, restrictions on lobbying;
- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), which covers grant requirements for nonprofit organizations, including universities and hospitals (www.govinfo.gov/content/pkg/FR-2013-12-26/pdf/2013-30465.pdf);
- 2 CFR 2900, Department of Labor exceptions to the OMB Uniform Guidance (www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf);
- General Terms and Conditions of Award (www.osha.gov/harwoodgrants/requirements);
- Federal Funding Accountability and Transparency Act of 2006 or Transparency Act – Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101) (www.grants.gov/learn-grants/grant-policies/ffata-act-2006.html)
- 2 CFR 25, Universal Identifier And System For Award Management (www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl);
- 2 CFR 170, Reporting Subaward and Executive Compensation Information (www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl); and
- 41 U.S.C. 702 – Drug-Free Workplace Requirement for Federal Grant Recipients Act of 1988, and 2 CFR 182 (www.gpo.gov/fdsys/granule/USCODE-2009-title41/USCODE-2009-title41-chap10-sec702).

One of the many goals of the Department of Labor is to take necessary actions to promote good jobs. Toward that end, and consistent with OSHA's authority, OSHA encourages all grantees to ensure that, as employers, the grantees themselves as well as all of their contractors and subcontractors:

- Provide decent compensation, pay equity, and fair opportunities for progression, including setting starting wages at a minimum of $15 per hour and providing opportunities for wage and skill progression;
- Provide family-sustaining benefits that promote economic security and mobility, such as paid sick days, paid family and medical leave, and caregiving supports like schedule flexibility and predictability as well as childcare assistance; and
- Provide conditions at work that demonstrate a commitment to high worker safety and health standards, that foster diversity, equity, inclusion, and accessibility, and that assure due respect for worker voice and privacy in the workplace.

Except as specifically provided, OSHA's acceptance of a proposal or OSHA's award of

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

DRUG-FREE WORKPLACE: The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any federal agency maintain a drug-free workplace. The recipient must notify the awarding office about any employee 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

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

EVALUATIONS OF THE OVERALL PERFORMANCE of the Harwood grants and/or training impact on participants may be required. As a condition of an award, grantees are required to cooperate with any evaluation of the program DOL may undertake. This cooperation includes, but is not limited to; site visits, collection of program, administrative, 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 two (2) electronic copies of all final materials produced with grant funds. The two (2) electronic copies must be Section 508 compliant digital (CD Rom/DVD/flash drive) and 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 about where 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 an additional resource for trainers.

GRANTEES MAKING PUBLIC REFERENCE to a federal grant award including issuing statements, press releases, proposal requests, bid solicitations, and other documents must describe the project/program funded under the grant and clearly state the following in their public documents in accordance 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 Law 117-103.

OMB Approval No.: 1225-0086
Expiration Date: 07/31/2022

OFFICE OF MANAGEMENT AND BUDGET INFORMATION COLLECTION REQUIREMENTS:

This FOA requests information from applicants. This collection of information is approved under OMB Control No. 1225-0086 (Expires 07/31/2022).

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, 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 can be found at www.osha.gov/stateplans.

B. Targeted Audience(s)

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

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

APPENDIX B – APPLICATION CHECKLIST

Applicants must list the same requested federal grant amount on the SF-424, SF-424A, application summary, 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 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 1/2 page)	
	Technical proposal (not to exceed 20 pages)	
	Organizational chart of the grant program	
	Experience of key personnel	
		Resumes/abbreviated curriculum vitae (not to exceed 7 pages per document)
		Position description/minimum hiring criteria for vacant positions
	Evidence of nonprofit status (public/state-controlled institutions of higher education are exempted)	
	Detailed budget support documents	
		Form shows costs allocated by cost category (reference SF-424A)
		Form shows costs allocated by administrative or program
		Form shows non-federal resource contribution as part of the total (if applicable)
		Narrative explanation of non-federal resource contribution (if applicable)
		Narrative describing/justifying the detailed costs for each cost category
		Cost per trainee
		Cost per training contact hour
	Indirect cost supporting document (if applicable)	
		Approved Indirect Cost Rate Agreement (ICRA) or Document certifying and explaining the method for calculating the inclusion of 10 percent de minimis indirect costs
	Other attachments	
		Letters of support from partners, including budget, ICRA, as needed
		Other letters of support (optional)
		Other appropriate documents (Do not submit sample training materials)

APPENDIX C – GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES

This section provides the application submission and receipt instructions for U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) program applications. Please read the following instructions carefully and completely. Reference: www.grants.gov/web/grants/grantors/grantor-standard-language.html April 2022

1. Electronic Delivery

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

2. How to Register to Apply through Grants.gov

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

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

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

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

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

2) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

3) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases,

you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI (Unique Entity Identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

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

5) *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 of the organization **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

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

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

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

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: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

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

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page 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 the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

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

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

APPENDIX D – VIABLE APPLICATION REQUIREMENTS

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

Viable applications are:

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

APPENDIX E – 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 relate 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
    - Purchase of approved training supplies (limited to the costs related to grant activities, and may not include office or classroom furniture, storage, equipment)
    - Rental of training space (limited to the costs related to grant activities)

4. Payments to nonprofit 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.

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

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

General administrative functions are:

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

    - Report preparation
    - Monitoring review resolution
    - Development of systems and procedures for administrative functions
    - Budget, 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 additional office space (justification required, and limited to the costs related to grant activities)
    - Renting/leasing and maintenance of office equipment (copiers, printers, etc. if justified and deemed necessary, and must be limited to the costs related to grant activities)
    - Telephones, internet service, necessary to support the grant program)
    - Costs to manage administrative functions; i.e., reasonable costs for personnel management, accounting and payroll, or procurement/purchasing

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

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

4. 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.

    - 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.

    - An ICRA states the proportion of organization indirect costs each program should bear.

    - The approved ICRA must show effective dates that cover the entire grant performance period.

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

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

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

APPENDIX F – EXAMPLE OF BUDGET FORMS

Example SF-424A

(Completed at Grants.gov and must show program and administrative costs separately)

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.)

Must show costs as either a program or an administrative costs

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 federal and non-federal grant funds.

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

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

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

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

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

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APPENDIX H – APPLICATION SUMMARY FORMAT

1. Organization name and physical address

2. Authorized representative (AR)
(May include secondary AR, e.g. Pre-award AR and Post-award AR)

   - Name and title (same as on SF-424, section 21)
   - Physical address (for courier delivery)
   - Email address and telephone number

3. Project director (PD)

   - Name and title
   - Address
   - Email address and telephone number

4. Financial certifying representative

   - Name and title
   - Address
   - Email address and telephone number

5. Grant type

   - Capacity Building Pilot or
   - Capacity Building Developmental

6. Capacity to be built

7. Targeted audience/industry/topics

8. Training languages

9. Funds requested *(do not include cents)*

   - Federal funds $
   - Other funds $
   - Total funds $

10. Projected number of trainees

11. Projected contact hours with trainees

12. Projected percent of trainees by language

13. Type of organization (Select one: *labor union, community/faith based/grassroot, employer association, public/state-controlled institution of higher education, private nonprofit institution of higher education, native tribal, or specify another type of nonprofit)*

14. Affiliations (*unions or other nonprofits),* OSHA alliances (*federal or state*), and/or Partners (including nonprofits *associated with this proposal*)

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

APPENDIX I – PROGRAM ABSTRACT NARRATIVE

A program abstract narrative should be brief (limit to ½ page) and include the following information:

Applicant Name

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

Program abstract narrative:

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

Following is an abbreviated example:

ABC nonprofit 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;
- 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, skills to qualify for a job, 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 (www.osha.gov/training/outreach);
- Conducting or attending OSHA Training Institute or OSHA Training Institute Education Center courses;
- Providing staff development or using grant funds to train the organization's employees or contractors unless expressly approved by OSHA;
- Conducting training through any pre-existing, proprietary, industry, or certification program;
- Identifying or using training for a certification program or requirement for a certification program;
- Describing training as OSHA certified training;
- Proposing training required by other federal and/or state agencies;
- Duplicating services of other federal and/or state agencies;
- Paying salary, travel, and other expenses for an OSHA State Plan, OSHA Consultation, or federal employee;
- Reimbursing trainees or employers for the cost of lost-time wages while attending grant-funded training;
- Providing compensation, stipends, or incentives to trainees, including train-the-trainer trainees, for any grant-related activities prior to, during, or after attending grant-funded training;
- Generating membership in 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);
- Using grant funds to assist, promote, or deter union organizing;
- Providing food and beverages at meetings or training events; and
- Reimbursing pre-award costs (e.g., grant writing costs).

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) Four-year Capacity Building plan 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 embedding principles of DEIA in trainings and programming 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, including 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	50
5) Work Plan a) Detailed Work Plan i) Planned grant activities, anticipated benefits, and outcomes (1) Travel to Orientation meeting (2) Training topic (3) Training materials (a) How acquired/need for OSHA review/OSHA disclaimer (4) Targeted audience (5) Training languages and percent of trainees by language (6) Training projections and contact hours (7) Recruiting plan (8) Proposed training (9) Training includes worker rights/employer responsibilities (10) Training activities (11) Training evaluations (Level 1) and trainee assessments (Level 2 and 3) (12) OSHA monitoring visits (13) Quarterly training numbers and contact hours (14) 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 matching the SF-424A ii) Detailed budget projections by cost category matching the SF-424A iii) Detailed budget narrative justifying 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 nonprofit status (not required for Public/state-controlled institutions of higher education) f) Budget request supporting 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, September 30, 2023, the grantee must submit to OSHA two (2) electronic copies 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 materials;
- Author of materials;
- Acquisition method of training materials;
- Copyright approval;
- Type of materials; and
- 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 that are unlocked and editable. (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 electronic format (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. Photographs of other materials developed by the grantee that are not practical for mailing (banners, etc.);

d. Materials submitted as an electronic file may not exceed 15MB, and must be certified as Section 508 compliant;

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

e. 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

f. Electronic file names on CD, DVD, or USB flash drives are clearly identified 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
DEIA	Diversity, Equity, Inclusion, and Accessibility
DOL	U.S. Department of Labor
OTE	Office of Training and Education
FFR	Federal Financial Report SF-425
FOA	Funding Opportunity Announcement
FY	Fiscal Year
MTDC	Modified Total Direct Costs
ICRA	Indirect Cost Rate Agreement
OSHA	Occupational Safety and Health Administration
OSH	Occupational Safety and Health
OMB	Office of Management and Budget
SAM	System for Award Management
SF	Standard Form
U.S.C.	United States Code

WEBSITES

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

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

- Grants.gov – www.grants.gov

- OSHA - www.osha.gov

- The Rehabilitation Act of 1973, Section 508 – www.section508.gov/manage/laws-and-policies

- Susan Harwood – www.osha.gov/harwoodgrants

- System Award Management (SAM) – www.sam.gov