DEPARTMENT OF LABOR

Occupational Safety and Health Administration

Susan Harwood Training Grant Program, FY 2010

AGENCY: Occupational Safety and Health Administration, Labor.

ACTION: Notice of availability of funds and solicitation for grant applications (SGA) for Capacity Building grants.

FUNDING OPPORTUNITY NO.: SHTG-FY-10-01.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO.: 17.502.

SUMMARY: The U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) awards funds to nonprofit organizations to provide safety and health training and educational programs for workers and employers. Nonprofit organizations, including qualifying labor unions and community-based and faith-based organizations that are not an agency of a State or local government are eligible to apply. Additionally, state or local government-supported institutions of higher education are eligible to apply in accordance with 29 CFR part 95. Grants are awarded to provide training and education programs for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in their workplaces, and to inform workers of their rights and employers of their responsibilities under the Occupational Safety and Health Act.

This notice announces grant availability of approximately $8 million for Capacity Building grants. Capacity Building grants are in keeping with the desire of Congress that longer-term grants that build safety and health competency and train workers to recognize hazards and appropriate control measures, understand their rights and the requirements of OSHA regulations and standards should be the focus of OSHA's safety and health training grant program. Two types of grant awards may be made for Capacity Building grants: (1) Pilot grants and (2) Developmental grants.

1. Capacity Building grants support and assist organizations to establish or expand the capacity of the organization at all levels to address occupational safety and health problems, provide training and education as well as related assistance over a three-to-four year capacity building period. Organizations will be expected to institutionalize organizational capacity to provide safety and health training, education and related assistance services in their organizations in order to assist workers and employers on an ongoing basis and to ensure that the services will continue after the grant ends.

It is intended that over the life of the grant, recipient organizations will be able to integrate a full range of workplace safety and health activities and services throughout all levels of the organization. These activities, training and services are designed to create an increased awareness of workplace hazards, identify measures that can be taken to eliminate or control them, and provide education on worker rights and employer responsibilities under the Occupational Safety and Health Act.

2. All applicants should conduct a needs assessment in order to identify safety and health hazards for their programs and to propose safety and health training and related services that will meet the needs of their target audience.

3. Applicants submitting Pilot applications will also be expected to initiate limited program operations during this planning period. These operations should be small-scale or pilot projects, used to complement the organization's planning activities.

4. Applicants submitting Developmental applications will also be expected to conduct a significant number of training programs addressing the occupational safety and health hazards identified in their needs assessment.

5. All applicants must include training on employee rights under the Occupational Safety and Health Act, including the right to file an OSHA complaint, the elements needed for a valid complaint and the right to exercise their rights free from discrimination.

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

DATES: Grant applications must be received electronically by the Grants.gov system no later than 4:30 p.m., E.T., on July 2, 2010, the application deadline date. Requests for extensions to the application deadline will not be granted.

ADDRESSES: Applications for grants submitted under this competition must be submitted electronically using the government-wide Grants.gov Apply site at: http://www.grants.gov. If applying online poses a hardship, applicants must contact the OSHA Directorate of Training and Education office listed in this announcement at least one week prior to the application deadline date, (or no later than 4:30 p.m., E.T., on June 25, 2010, to speak to a representative who can provide assistance to ensure that applications are submitted online by the closing date. Requests for extensions to this deadline will not be granted. Further information regarding submitting your grant application electronically is listed in Section IV, Item 3, Submission Date, Times, and Addresses.

FOR FURTHER INFORMATION CONTACT: Any questions regarding this solicitation should be directed to HarwoodGrants@dol.gov or Linda Vosburgh, Program Analyst, tel: 847-759-7700 (note that this is not a toll-free number), or Jim Barnes, Director, Office of Training and Educational Programs, tel: 847-759-7700 (note that this is not a toll-free number). To obtain further information on the Susan Harwood Training Grant Program of the U.S. Department of Labor, visit the OSHA Web site at: https://www.osha.gov, select "Training" under the Top Links section, and then select Susan Harwood Training Grant Program. Please note that once you are on the Harwood Web page, the Applying for a Grant section contains a PowerPoint titled "Helpful Tips for Improving Your Susan Harwood Grant Application."

SUPPLEMENTARY INFORMATION:

I. Funding Opportunity Description

Overview of the Susan Harwood Training Grant Program

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

- Educating workers on their rights and educating employers on their responsibilities under the Occupational Safety and Health Act.
- Educating workers and employers in small businesses. For purposes of this grant program, a small business is one with 250 or fewer employees.
- Training workers and employers about new OSHA standards.
- Training at-risk worker populations.
- Training workers and employers about high risk activities or hazards identified by OSHA through the Department of Labor's Strategic Plan, as part of an OSHA special emphasis program or other OSHA priorities.
- Providing technical assistance to employers and workers.

Grants Being Announced Under this Solicitation

Under this solicitation for grant applications, OSHA will accept applications for Capacity Building grants.

Types of Awards

Two types of grant awards may be made under the Capacity Building grant: (1) Pilot grants and (2) Developmental grants.

Pilot Grants

Pilot grants are intended to assist organizations that are able to demonstrate potential for meeting the objectives of this program, but that need to assess capabilities, needs, and priorities, and formulate objectives before moving ahead with full-scale program development and implementation. Upon successful completion of its planning and pilot activities, an organization may apply for a Developmental grant. Future funding for a subsequent Developmental grant is contingent upon satisfactory performance and the availability of funds. Although most recipients of Pilot grants will be expected to initiate limited program operations during this planning period, these operations should be small-scale or pilot projects, used to complement the organization's planning and pilot activities.

Pilot grant recipients will be funded for a 12-month project period. A new 12-month follow-on grant may be made to Pilot grantees if additional time is needed to prepare for moving ahead with full-scale program development and implementation. The continuation of funding and level of funding within a project period is subject, however, to annual appropriation of funds, a determination that the project is achieving the approved objectives, and annual approval of the continuation of funding by the Department of Labor.

Developmental Grants

Where an organization through its past activities has established a capability to provide occupational safety and health training, education, or related assistance, but where continuing developmental activities are appropriate, the organization may propose a developmental program. Although grant recipients generally will be capable of immediate implementation of some educational activities, the grants are not intended to merely fund existing program operations, but rather to assist the organizations in developing centers of occupational safety and health expertise. Each organization awarded a grant must develop a comprehensive plan for becoming a sufficient center of competence. It may take up to four years to build this competency. The continuation of funding and level of funding within a project period is subject, however, to annual appropriation of funds, a determination that the project is achieving the approved objectives, and annual approval of the continuation of funding by the Department of Labor.

Capacity Building Grant

The emphasis for applications submitted for the Capacity Building grants should be on developing and/or expanding the capacity of the applicant organization to provide safety and health training, education and related assistance to its constituents. To be eligible to apply for these grants, organizations must provide or plan to provide safety and health training, education and related services to their clients.

Organizations will be expected to institutionalize safety and health training, education and related services in their organizations in order to assist workers and employers on an ongoing basis and to ensure that the services will continue after the grant ends.

Pilot grants will be funded for a 12-month project period, and may be eligible for an additional 12-month new follow-on grant, if needed. Developmental grants will be funded for one year at a time, but may take up to fours years to complete. The continuation of funding and level of funding within a project period is subject, however, to annual appropriation of funds, a determination that the project is achieving the approved objectives, and annual approval of the continuation of funding by the Department of Labor. Grant applicants must indicate in their application the type of grant being requested, either Pilot or Developmental, and the number of years needed to fully complete their grant activities.

Organizations funded for Capacity Building grants are expected to conduct a needs assessment in order to identify safety and health hazards, propose safety and health training and related services that will meet the needs of their target audience, develop and provide occupational safety and health training and/or educational programs, recruit workers and employers for the training, conduct and evaluate the training, and provide related services. All proposed training programs must include basic information regarding worker rights and employer responsibilities under the Occupational Safety and Health Act. Grantees are also expected to conduct follow-up training impact evaluations with individuals trained by their program to determine what, if any, changes were made to reduce hazards in their workplaces as a result of the training. If your organization plans to train employees or employers in any of the 27 states operating OSHA-approved State Plans, State OSHA requirements for that state must be included in the training.

Training and services will serve one or more of the following target audiences: small businesses; new businesses; non-English speaking/limited English proficiency, non-literate and low literacy workers; young workers; immigrant and minority workers, and other hard-to-reach workers; and workers in high-hazard industries and industries with high fatality rates.

Capacity Building applicants are required to focus their 2010 grant application proposal to address the capacity building activities they are proposing for their organizations. Applicants may propose the safety and health hazard areas to be addressed in their programs that will meet the needs of their target audience. Developmental applicants must conduct training programs that address one or more of the identified occupational safety and health hazards.

Capacity Building applicants must provide a detailed budget and work plan describing planned activities for a 12-month project performance period. A summary plan outlining the future development of their safety and health capacity building program must be provided as a part of the original application. The summary plan must clearly indicate the type of grant being requested, either Pilot or Developmental. Pilot applications must indicate the number of years the organization will require funding to be ready to apply for a Developmental grant, the federal grant funding levels being requested for each of those years, and provide proposed grant goals and activities for each year. Developmental applications must indicate the number of years the organization will require grant funds in order to institutionalize safety and health services into its organization, grant funding levels being requested for each of those years, provide proposed grant goals and activities for each year, and provide the organization's plans for continuing safety and health activities after the grant ends.

II. Award Information

There is approximately $8 million available for the Capacity Building grants in 2010. Approximately $2 million is available for Pilot grants and approximately $6 million is available for Developmental grants.

1. Pilot grants will be funded for a 12-month project performance period, and may be eligible for an additional 12-month new follow-on grant, if needed. The maximum funding level is not to exceed $100,000 per 12-month project performance period. The project performance period for these grants begins no later than September 30, 2010.

2. Developmental grants will be funded for a 12-month project performance period, and will be awarded for an additional three years, depending on satisfactory performance and availability of funds. The maximum funding level is not to exceed $250,000 per 12-month project performance period. The project performance period for these grants begins no later than September 30, 2010.

The continuation of funding and level of funding for both Pilot and Developmental grants within a project period is subject, however, to annual appropriation of funds, a determination that the project is achieving the approved objectives, and annual approval of the continuation of funding by the Department of Labor. Historically, the Harwood Grant Program has been reauthorized by Congress from year to year. The Department of Labor expects, but cannot guarantee, that this will be the case in the

future. If Congress appropriates the necessary funds, the Department of Labor will award additional year grants to eligible applicants depending on satisfactory performance.

III. Eligibility Information

1. Eligible Applicants

A single organization is eligible for only one active Capacity Building grant under the Susan Harwood Training Grant Program. Nonprofit organizations, including qualifying labor unions and community-based and faith-based organizations that are not an agency of a state or local government, are eligible to apply. Additionally, state or local government supported institutions of higher education are eligible to apply in accordance with 29 CFR part 95. Eligible organizations can apply independently for funding or in partnership with other eligible organizations, but in such a case, the lead organization must be identified. Sub-grants are not authorized. Subcontracts, if any, must be awarded in accordance with 29 CFR 95.40-48, including OMB circulars requiring full and open competition for procurement transactions, to the maximum extent practicable.

A 501(c)(4) nonprofit organization, as described in 26 U.S.C. 501(c)(4), that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant or loan. See 1 U.S.C. 1611.

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

2. Cost Sharing or Matching

Capacity Building grants do not require recipients to provide a non-federal matching share. However, applicants who receive Capacity Building grants are strongly encouraged to develop alternative sources of funding support that will allow the continuation of the capability developed after grant funding ends.

3. Other Eligibility Requirements

There are legal rules pertaining to inherently religious activities by organizations that receive federal financial assistance. The U. S. Government is generally prohibited from providing "direct" financial assistance for inherently religious activities. [1]

[1] In this context, the term direct financial assistance means financial assistance that is provided directly by a government entity or an intermediate organization, as opposed to financial assistance that an organization receives as the result of the genuine and independent private choice of a beneficiary. In other contexts, the term "direct" financial assistance may be used to refer to financial assistance that an organization receives directly from the Federal government (also known as "discretionary" assistance), as opposed to assistance that it receives from a State or Local government (also known as "indirect" or "block" grant assistance). The term "direct" has the former meaning throughout this solicitation for grant applications (SOLICITATION).

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

IV. Application and Submission Information

1. Application Package

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

2. Content and Form of Application Submission

A grant application must be submitted electronically through the http://www.grants.gov Web site by organizations interested in applying for a Capacity Building grant. Each grant application must address plans to:

- conduct a needs assessment to identify safety and health hazards relevant to their programs
- develop occupational safety and health training materials or identify existing training materials to be utilized in proposed training programs
- include worker rights and employer responsibilities under the OSH Act in all training
- conduct occupational safety and health training
- provide other technical assistance
- evaluate the training and training outcomes for a 12-month project performance period
- outline a plan for future capacity building in subsequent grant years, and
- describe how the organization will develop its capacity to continue the program after the grant ends.

A. Required Contents for both Pilot and Developmental Applications
A complete application will contain the following mandatory forms, mandatory document attachments and optional attachments.

1) Application for Federal Assistance form (SF-424). The individual signing the SF-424 form on behalf of the applicant must be authorized to bind the applicant.

   The applicant organization is required to have a Data Universal Number System (DUNS) number from Dun and Bradstreet to complete this form. Information about obtaining a DUNS Number is available from the grants.gov Web site at:
   http://www.grants.gov/applicants/request_duns_number.jsp

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

3) Program Summary (described further in subsection C below). The program summary is a short one-to-two page single-sided abstract that succinctly summarizes the proposed project and provides information about the applicant organization along with key staff contact information.

4) Budget Information form (SF-424A) for a 12-month project performance period.

5) Detailed Project Budget Backup. The detailed budget backup for a 12-month project performance period will provide a detailed break out of the costs that are listed in Section B and C of the SF 424A Budget Information form. The detailed project budget must break out administrative costs separately from programmatic costs for both federal and non-federal funds. If applicable, provide a copy of approved indirect cost rate agreement and statement of program income. Indirect costs may only be requested if your organization already has a current approved indirect cost rate agreement.

6) A description of any non-federal matching share contribution to be provided by the applicant, including source of funds and estimated amount.

7) Technical Proposal program narrative (described further in subsection C below), not to exceed 25 single-sided pages, double-spaced, 12-point font, containing:
Problem Statement/Need for Funds;
Administrative and Program Capability; a Work Plan for the initial 12-month project performance period; and a Summary Outline Plan for future capacity building in subsequent grant years that includes a description of how the organization will develop its capacity to continue the programs after the grant ends.

8) Assurances form (SF-424B).

9) Combined Assurances form (ED 80-0013).

10) Organizational Chart.

11) Evidence of Non-Profit status from the Internal Revenue Service (IRS), if applicable. (Does not apply to State and local government-supported institutions of higher education.)

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

   a) Accurate, current and complete disclosure of the financial results of each federally sponsored project.

   b) Records that identify adequately the source and application of funds for federally sponsored activities.

   c) Effective control over and accountability for all funds, property and other assets.

   d) Comparison of outlays with budget amounts.

e) Written procedures to minimize the time elapsing between the transfer of funds.

f) Written procedures for determining the reasonableness, allocability and allowability of costs.

g) Accounting records, including cost accounting records that are supported by source documentation.

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

To be considered responsive to this solicitation, the application must consist of the above mentioned separate parts. Major sections and sub-sections of the application should be divided and clearly identified, and all pages shall be numbered. Standard forms, attachments, exhibits and the Program Summary abstract are not counted toward the page limit.

The forms listed above are available through the: http://www.grants.gov site and must be submitted electronically as a part of your grant application. In the Grants.gov system, there is a window containing a menu of "Mandatory Documents" which must be completed and submitted online within the system. For grant application documents that you create such as the Program Summary, Detailed Budget Backup, Technical Proposal, etc., please scan these documents into a single Adobe Acrobat file and attach the document in the area for "Mandatory Documents."

B. Budget Information

Applicants must include the following required grant project budget information.

1) Budget Information form (SF-424A) for a 12-month project performance period.

2) A Detailed Project Budget that clearly details the costs of performing all of the requirements presented in this solicitation. The detailed budget will break out the costs for a 12-month project performance period that are listed in Section B and C of the SF-424A Budget Information form. The detailed project budget must break out administrative costs separately from programmatic costs

for both federal and non-federal funds. Applicants are asked to plan for a funding level based on funds needed to perform work plan and administrative activities for the grant project performance period. Applicants must also include a summary of grant funds requested for each year beyond the initial 12-month project performance period.

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

This also includes the costs of performing activities such as travel for two program staff members to the Chicago, Illinois, area each year to attend a trainer exchange meeting that will last approximately two days.

The Detailed Project Budget must break out administrative costs separately from programmatic costs for both federal and non-federal funds. Administrative costs include indirect costs from the costs pool and the cost of activities, materials, meeting close-out requirements as described in Section VI, and personnel (e.g., administrative assistants) who support the management and administration of the project but do not provide direct services to project beneficiaries. Indirect cost charges, which are considered administrative costs, must be supported with a copy of a current approved Indirect Cost Rate Agreement form. Administrative costs cannot exceed 25% of the total grant budget. The project budget should clearly demonstrate that the total amount and distribution of funds is sufficient to cover the cost of all major project activities identified by the applicant in its proposal, and must comply with federal cost principles (which can be found in the applicable OMB Circulars).

Grantees are to clearly document the costs for conducting the training evaluations required in this announcement. See section IV. 2. C. 2) Evaluations for information on the types of evaluations grantees are expected to conduct as a part of their grant.

3) A description of any non-federal matching share contribution to be provided by the applicant, including source of funds and estimated amount.

C. Program Summary and Technical Proposal

The Program Summary and the Technical Proposal will contain the narrative segments of the application. The Program Summary abstract is not to exceed two single-sided, 12-point font, typed pages. The Technical Proposal program narrative section is not to exceed 25 single-sided (8 1/2" x 11" or A4), double-spaced, 12-point font, typed pages, consisting of the Problem Statement/Need for Funds, Administrative and Program Capability, and Work Plan. Reviewers will only consider Technical Proposal information up to the 25-page limit. The Technical Proposal must demonstrate the capability to successfully administer the grant and to meet the objectives of this solicitation. The Technical Proposal will be rated in accordance with the selection criteria specified in Section V.

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

1) Program Summary. An abstract of the application, not to exceed two single-sided pages, that must include the following information.

- Applicant organization's full legal name.
- Project Director's name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address. The Project Director is the person who will be responsible for the day-to-day operation and administration of the program. The Project Director's name must be the same name you list on the Application for Federal Assistance form (SF-424) in section 8f: name and contact information of person to be contacted on matters involving this application.
- Authorized Representative/Certifying Representative's name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address. The Authorized Representative/Certifying Representative is the

official in your organization who is authorized to enter into grant agreements. The Authorized Representative/Certifying Representative's name must be the same name you list on the Application for Federal Assistance form (SF-424) in section 21 for Authorized Representative.

- If someone other than the Authorized Representative/Certifying Representative described above will be authorized by your organization to submit and sign off on quarterly financial reports (SF-425 forms) for OSHA, provide their name, title, street address for overnight delivery service, and mailing address if it is different from the street address, telephone and fax numbers, and e-mail address.

- Funding Amount. List the amount of federal funding you are requesting to perform work plan and administrative activities for the 12-month grant project performance period. If your organization is contributing non-federal matching share resources, also list the amount of non-federal resources and the source of those funds.

- Grants. List the type of award your organization is applying for: Pilot grant or Developmental grant.

- Grant Topic. List the grant topic(s) and industry (e.g., construction, general industry, other) your organization has selected to target in its application.

- Summary of the Proposed Project. Write a brief program summary of your proposed grant project.

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

2) The Technical Proposal program narrative segment, which is not to exceed 25 single-sided, double-spaced, 12-point font pages in length, must address each section listed below.

- Problem Statement/Need for Funds. Describe the hazards that will be addressed in your program, the target population(s) that will benefit from your training and educational program, and the barriers that have prevented this population from receiving adequate training. When you discuss target populations, include geographic location(s) to be served, and the number of workers and employers to be reached. List the types of training your organization is proposing to conduct and describe why those topics were selected. Indicate how many years of funding your organization will need to fully develop and establish its Capacity Building Pilot or Developmental phase and the amount of funding needed for each year. Describe your organization's plans to continue its safety and health activities after the grant ends.

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

- Program Experience. Describe your organization's experience conducting the type of program that you are proposing. Include program specifics such as program titles, numbers trained and duration of training. Experience includes safety and health experience, training experience with adults, and programs operated specifically for the selected target population(s). Nonprofit organizations,

including community-based and faith-based organizations, that do not have prior experience in safety and health may partner with an established safety and health organization to acquire safety and health expertise.

- Staff Experience. Describe the qualifications of the professional staff you will assign to the program. Include resumes of staff already on board. If some positions are vacant, include position descriptions/minimum hiring qualifications instead of resumes. Qualified staff is generally defined as persons with safety and health experience and a) training experience with adults or b) experience working with the target population.

- Work Plan. Develop a 12-month work plan that is broken out by calendar year quarters. An outline of specific items required in your work plan follows.

- Each educational institution that receives federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.
Per Section 111 of Division J of Public Law 108-447, the "Consolidated Appropriations Act, 2005," December 8, 2004; 118 Stat. 2809, 3344-45, requires "educational institutions" that receive federal funds to hold an educational program on the United States Constitution on September 17 ("Constitution Day and Citizenship Day") of each year. The Office of Personnel Management has placed relevant materials on its Web site at the following address:
http://opm.gov/constitution_initiative. Also, the U.S. Department of Education's Federal Register Notice of the Implementation of Constitution Day and Citizenship Day on September 17 of Each Year, published on May 24, 2005, can be found at:
http://www2.ed.gov/legislation/FedRegister/other/2005-2/052405b.html. Please note that this site primarily addresses educational institutions that receive funds from the U.S. Department of Education. However, it also discusses other materials that may be helpful to your organization.

- Work Plan Overview. Describe your plan for grant activities and the anticipated outcomes. The overall plan will describe such things as the development of training materials or the plan to use existing training materials, the training content and length of each training program being proposed, recruiting of trainees, where or how training will take place, and the anticipated benefits to workers and employers receiving the training. Also describe planned activities relating to providing technical assistance, training impact assessment and future capacity building activities.

- Work Plan Activities. Break your overall plan down into activities or tasks. For each activity, explain what will be done, who will do it, when it will be done, and the results of the activity. When you discuss training, include the subjects to be taught, the exact number of trainees, and trainee contact hours for each proposed training course, and training location (classroom, worksites). Describe how you will recruit trainees for the training. If your organization is an educational institution, also describe the educational activities your organization will conduct on Constitution Day, September 17.

- Work Plan Quarterly Projections. For training and other quantifiable activities, estimate how many (e.g., number of advisory committee meetings, number of technical assistance sessions to be provided, classes to be conducted, workers and employers to be trained, the trainee training contact hours to be provided, etc.,) you will accomplish each quarter of the grant (grant quarters match calendar quarters, i.e., January to March, April to June). Also provide the work plan activity totals for the grant year. Substantiate the methodology used to develop your projections. Grantees are accountable for accomplishing the activities listed in their work plans and meeting quarterly projections. Quarterly projections are used to measure your actual performance against your plans. If you plan to conduct a train-the-trainer program, estimate the number of individuals you expect to be trained during the grant period by those

who received the train-the-trainer training, and estimate the planned trainee training contact hours. In order to count second tier training numbers, your organization must formally follow up with the trainers during the grant project performance period to obtain their training documentation records.

- Materials. Describe each training material you will produce under the grant, if not treated as a separate activity under *Activities* above. Provide a timetable for developing and producing the material. OSHA must review and approve all grant-developed materials (e.g., promotional flyers, advertising, training materials) for technical accuracy and suitability of content before the materials may be used in your grant program. Therefore, your timetable must include provisions for an OSHA review of draft and camera-ready products. Acceptable formats for training materials include Microsoft Office 2003 and 2007, and Adobe Reader versions 9.0, 8.1.3 and 8.1.2. Any previously developed training materials you are proposing to utilize in your grant training must also go through an OSHA review before being used.

- Evaluations. The three types of training evaluations that should be conducted are 1) training session reaction assessments, 2) learning assessments, and 3) training impact assessments.

  1) Training session reaction assessments measure how trainees in a training session react to it and the trainees' perceptions of the quality and usefulness of the training. The results should be used for the improvement of the training program. This assessment can be accomplished through trainee satisfaction surveys regarding both the relevancy of the information taught and the teaching style of the instructor. 2) Learning assessments measure the skills, knowledge, or attitude that the trainee retains because of the training. This evaluation could be accomplished through pre-tests and/or post-tests administered in the training. Developmental grantees could also conduct follow-up testing approximately 6 months later to see if the trainees have retained the knowledge gained through

training. Alternatively, trainees could be required to perform a new task which had been taught during the training and the result assessed. 3) Training impact assessments measure the effectiveness and impact of the training on workers' ability to participate in safety and health activities in the workplace. These assessments may be measured by such items as increases in knowledge, and changes or increases in workers' involvement at the workplace based on the information they gained in training. Other measures include the number of hazards reported, increases in the number of workers participating on safety committees, increases in the number of reported accident near misses, increases in the number of formal complaints filed, trainee retention of knowledge, positive impacts of training activities on work practices, workplace safety and health conditions, overall worker protection from on the job hazards and other similar items. Training impact assessments are typically conducted 3 to 6 months after the training and are often conducted by written surveys or by small focus groups. Developmental applicants should include timetables for conducting follow-up training impact assessments.

A quarterly summary report is required to be submitted to OSHA as a part of the grantee's quarterly progress report on program activities containing information relating to each of the three training evaluations, if relevant. The summary for the training session reaction assessments should be an aggregate of the trainee satisfaction surveys from classes given during the quarter. The summary for the learning assessments should be an aggregate of trainee test scores or task evaluations given during the quarter. The summary for the training impact assessments should provide an overview of the results achieved by the training.

A quarterly program activity progress evaluation is also required. The purpose of a program activity progress evaluation is to assess how well program activity goals are being met. It involves collecting, analyzing and using information to determine whether program activity progress benchmarks

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

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

- Out Year Activities. Clearly indicate the number of years the organization will require grants funds, provide summary information regarding goals and activities for each year after the initial 12-month project performance period, and provide the organization's plans for continuing safety and health activities after the grant ends.

3) An organizational chart of the staff who will be working on this grant and their location within the applicant organization.

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

Acceptable formats for document attachments submitted as a part of a Grants.gov grant application include Microsoft Office 2003 and 2007 and Adobe Reader versions 9.0, 8.1.3 and 8.1.2.

3. Submission Date, Times, and Addresses

Date: The deadline date for receipt of applications is July 2, 2010. Applications must be received by 4:30 p.m., E.T., on the closing date at: http://www.grants.gov. Any application received after the deadline will not be accepted.

Electronic Submission of Applications: Applications for Susan Harwood grants under this competition must be submitted electronically using the government-wide Grants.gov Apply site at: http://www.grants.gov. Through this site you will be able to download a copy of the application package, complete it offline, and then upload and submit your full application. Acceptable formats for document attachments submitted as a part of a Grants.gov grant application include Microsoft Office 2003 and 2007 and Adobe Reader versions 9.0, 8.1.3 and 8.1.2. In the Grants.gov system, there is a window containing a menu of "Mandatory Documents" which must be completed and submitted online within the system. For grant application documents that you create such as the Program Summary, Detailed Budget Backup, Technical Proposal, etc., please scan these documents into a single Adobe Acrobat file and attach the document in the area for "Mandatory Documents." Applications sent by mail or other delivery services, e-mail, telegram, or facsimile (FAX) will not be accepted. Applications that do not meet the conditions set forth in this notice will not be honored.

For applicants using Grants.gov for the first time, it is strongly recommended that the organization immediately initiate and complete the "Get Registered" steps to register with Grants.gov at: http://www.grants.gov/applicants/get_registered.jsp.

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

1. STEP 1: Obtain a Data Universal Number (DUNS)

2. STEP 2: Register your organization with the Central Contractor Registration, a government-wide registry for vendors doing business with the federal government

3. STEP 3: Create an account in the Grants.gov system to obtain a username and password

4. STEP 4: An individual within your organization must register as the Authorized Organization Representative (AOR) which will be approved by E-Biz POC

5. STEP 5: Track AOR Status

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

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

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

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

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request, the E-Biz POC will complete the fourth step in this process.

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

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

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

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

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

Applications must be submitted through the Grants.gov system. If applying online poses a hardship, applicants must contact the OSHA Directorate of Training and Education office listed in the announcement at least one week prior to the application deadline date (or not later than 4:30 p.m., E.T., on June 25, 2010, to speak to a representative who can provide assistance to ensure that applications are submitted online by the closing date. Requests for extensions to the grant application deadline will not be granted.

4. Intergovernmental Review

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

5. Allowable Costs

Grant funds may be spent on the following.

a) Conducting a needs assessment.

b) Conducting training.

c) Conducting other technical assistance activities that reach and inform workers and employers about workplace occupational safety and health hazards and hazard abatement.

d) Conducting outreach and recruiting activities to increase the number of workers and employers participating in the program.

e) Developing and/or purchasing training materials for use in training.

6. Funding Restrictions

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

a) Any activity that is inconsistent with the goals and objectives of the Occupational Safety and Health Act of 1970.

b) Activities for the benefit of State and local government employees unless the employees have occupational safety and health responsibilities. Examples of such responsibilities include: occupational safety and health training; safety and health program management; membership on an employer, union or joint safety and health committee; and responsibilities for abatement of unsafe and unhealthful working conditions.

c) Program activities predominately involving workplaces that are largely precluded from enforcement action by the Occupational Safety and Health Administration under section 4(b)(1) of the Act.

d) Training on topics that do not cover the recognition, avoidance, and prevention of unsafe or unhealthy working conditions. Examples of unallowable topics include: workers' compensation,

first aid, and publication of materials prejudicial to labor or management.

e) Assisting workers in arbitration cases or other actions against employers, or assisting employers and workers in the prosecution of claims against federal, State or local governments.

f) Duplicating services offered by OSHA, a State under an OSHA-approved State Plan, or consultation programs provided by State designated agencies under section 21(d) of the Occupational Safety and Health Act.

g) Grant applicants cannot propose to conduct 10-hour and 30-hour OSHA Construction Outreach Program courses, 10-hour and 30-hour OSHA General Industry Outreach courses, 10-hour and 30-hour OSHA Maritime Industry Outreach courses, or the 16-hour Disaster Site Worker Outreach courses as a part of their grant activities.

h) Applicants also cannot propose to conduct the courses presented by the OSHA Training Institute or its OSHA Training Institute Education Centers.

i) Generating membership in the grantee's organization. This includes activities to acquaint nonmembers with the benefits of membership, inclusion of membership appeals in materials produced with grant funds, and membership drives.

j) The cost of lost-time wages paid by you or other organizations to trainees while attending grant-funded training.

k) Administrative costs cannot exceed 25% of the total grant budget. Indirect costs are considered to be administrative costs.

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

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

applicable federal cost principles or other conditions contained in the grant.

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

V. Application Review Information

Grant applications will be reviewed by technical panels comprised of OSHA staff. The results of the grant reviews will be presented to the Assistant Secretary of OSHA, who will make the selection of organizations to be awarded grants. It is anticipated that the grant awards will be announced no later than September 30, 2010.

1. Evaluation Criteria

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

Pilot Grant Evaluation Criteria

A. Impact Statement and Plan – 35 points total

1) The proposed needs assessment must address the recognition and prevention of safety and health hazards that impact your constituents. List the safety and health training hazards to be addressed in the needs assessment and describe why/how this would benefit the impacted audience. Clearly indicate the number of years funding will be needed, either one or two years, to complete the plan. (25 points)

2) Plan to pilot training to address identified hazard areas. (10 points)

B. Budget – 25 points total

1) The budget must comply with federal cost principles (which can be found in the applicable OMB Circulars) and with OSHA budget requirements contained in the grant application instructions. The budgeted costs are reasonable. No more than 25% of the total budget is for administration. Indirect costs are considered to be administrative costs. (25 points)

C. Organizational Background - 25 points total

2) The organization applying for the grant demonstrates limited experience with occupational safety and health. Applicants that do not have prior experience in providing safety and health training to workers or employers may partner with an established safety and health organization to acquire safety and health expertise. (10 points)

3) The organization applying for the grant demonstrates experience training adults in work-related subjects or in recruiting, training and working with the target audience proposed for this grant. (5 points)

4) The organization applying for the grant demonstrates experience conducting needs assessments for training activities. (5 points)

5) The applicant organization demonstrates that the applicant has sufficient financial management and internal control systems. (5 points)

D. Experience and Qualification of Personnel - 15 points total

1) The staff to be assigned to the project has experience in identifying occupational safety and health hazard areas and conducting needs assessments. (10 points)

2) Project staff has experience in working with the target population your organization proposes to serve under the grant. (5 points)

Developmental Grant Evaluation Criteria

A. Technical Approach, Program Design – 55 points total

Program Design

1) The proposed training and educational program must address the recognition and prevention of safety and health hazards that impact your constituents. List the safety and health hazards to be covered and describe why/how these hazards were selected. (1 point)

2) The proposal plans to train workers and/or employers, lists the courses to be conducted, the trainee contact hours for each course, clearly estimates the numbers to be trained, and clearly identifies the types of workers and employers to be trained. The training will

reach multiple employers and their workers. Substantiate the methodology used to develop your projections. Grantees are accountable for accomplishing the activities listed in their work plans and meeting quarterly projections.

Applicants must also provide information about the geographical areas to be served. Applicants should also describe the occupational safety and health services and training to be provided and the plan to institutionalize those services into the organization. The work plan includes a summary indicating the number of years grant funding will be required to build safety and health capacity into the organization, outlines future program goals and activities for each year and outlines the organization's plans for continuing safety and health activities after the grant ends. (4 points)

3) If the proposal contains a train-the-trainer program, the following information must be provided. (4 points)

- what ongoing support the grantee will provide to new trainers;
- the number of individuals to be trained as trainers during the grant period;
- the number of trainee contact hours for the train-the-trainer courses;
- the estimated number of courses to be conducted by the new trainers during the grant period;
- the number of trainee contact hours for the second tier training courses;
- the estimated number of trainees to be trained by these new trainers during the grant period; and
- a description of how the grantee will obtain data via a reporting system from the new trainers to document their classes and trainee numbers.

4) There is a well-developed work plan, and activities and training are adequately described. Work plan activities for a 12-month project performance period are described and broken out by calendar quarters. The planned activities and training are appropriately tailored to the needs and levels of the workers and employers to be

trained. The target audience to be served through the grant program is described. (18 points)

5) Programs for workers should be participatory in nature. Please include specific details regarding how you will achieve this. (2 points)

6) The training materials and training programs are tailored to the training needs of one or more of the following target audiences and the need for training is established: small businesses; new businesses; non-English speaking/limited English proficient, non-literate and low literacy workers; young workers; immigrant and minority workers, and other hard-to-reach workers; and workers in high-hazard industries and industries with high fatality rates.

   Grant proposals which include training programs and training materials for hard-to-reach and non-English speaking/limited English proficient workers will receive special consideration.

   Organizations proposing to develop Spanish-language training materials must utilize the OSHA Dictionaries (English-to-Spanish and Spanish-to-English) for terminology. The dictionaries are available on the OSHA Web site at: http://www.osha.gov/dcsp/compliance_assistance/spanish_dictionaries.html. Organizations proposing to develop materials in languages other than English will also be required to provide an English version of the materials. (10 points)

7) There is an effective plan to recruit trainees for the program that is comprehensively described. The plan describes the type of marketing efforts your organization will employ in order to successfully reach its intended audience. Past success in reaching your target audience is described as well as any plans to work with other organizations in your recruiting efforts. Methodology for projecting trainee numbers is provided. (9 points)

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

9) There are plans to conduct three different types of training evaluations covering (1) training session reaction assessments, (2) learning assessments, and (3) training impact assessments. In addition there is a plan to conduct a program activity progress evaluation to assess your organization's progress in accomplishing the grant work activities and goals (planned activities vs. actual activities). The program activity progress evaluation plan should also identify who in your organization is responsible for taking corrective action if plans are not being met.

Grantees will be required to include summary reports on the outcomes of its training evaluations and its program evaluations as a part of the grantee Quarterly Progress Report it submits to OSHA each quarter. Additionally, results and findings from training program evaluations will be summarized by each awardee and submitted on an annual basis as a part of the Quarterly Progress Report for the fourth quarter. Program evaluation reports shall describe the current status of instructor effectiveness, trainee retention of knowledge and skills, and positive impacts of training activities on work practices, workplace safety and health conditions, and overall worker protection from on the job hazards. (5 points)

10) The application is complete, including forms, budget detail, narrative and work plan, and required attachments. (1 point)

B. Budget – 15 points total

1) The budget must comply with federal cost principles (which can be found in the applicable OMB Circulars) and with OSHA budget requirements contained in the grant application instructions. The budgeted costs are reasonable. No more than 25% of the total budget is for administration. Indirect costs are considered to be administrative costs. (10 points)

2) The cost per trainee is less than $500 and the cost per training hour should not exceed $125. If the expenditures in the work plan exceed these costs, the applicant must provide justification. (5 points)

C. Experience of Organization - 15 points total

1) The organization applying for the grant demonstrates experience with occupational safety and health. Applicants that do not have prior experience in providing safety and health training to workers or employers may partner with an established safety and health organization to acquire safety and health expertise. (3 points)

2) The organization applying for the grant demonstrates experience training adults in work-related subjects or in recruiting, training and working with the target audience proposed for this grant. (3 points)

3) The organization applying for the grant demonstrates experience conducting evaluation and assessment of training activities. (3 points)

4) The applicant organization demonstrates that the applicant has strong financial management and internal control systems. (3 points)

5) The applicant organization has administered, or will work with an organization that has administered, a number of different federal and/or State grants over the past five years. (3 points)

D. Experience and Qualification of Personnel - 15 points total

1) The staff to be assigned to the project has experience in occupational safety and health, the specific hazard(s) identified, and in training adults. (10 points)

2) Project staff has experience in recruiting, training, and working with the target population your organization proposes to serve under the grant. (5 points)

2. Review and Selection Process

OSHA will screen all applications to determine whether all required proposal elements are present and clearly identifiable. Incomplete applications and applications that do not specifically address Capacity Building activities (e.g., technical assistance, training, evaluation of training and program impact) described in this solicitation may be deemed non-responsive and may not be evaluated. A technical panel will objectively rate each complete application against the criteria described in this announcement. The panel recommendations to the Assistant Secretary are advisory in nature. The Assistant Secretary may establish a minimally acceptable rating range for the purpose of selecting qualified applicants. The Assistant Secretary will make a final selection determination based on what is most advantageous to the government, considering factors such as panel findings, geographic presence of the applicants, Agency priorities, the best value to the government, cost, and other factors. The Assistant Secretary's determination for award under this solicitation for grant applications is final.

3. Anticipated Announcement and Award Dates

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

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

VI. Award Administration Information

1. Award Process

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

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

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

2. Administrative and National Policy Requirements

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

29 CFR Part 2, Subpart D, new equal treatment regulations.

29 CFR Parts 31, 32, 35 and 36 as applicable.

29 CFR Part 93, new restrictions on lobbying.

29 CFR Part 95, which covers grant requirements for nonprofit organizations, including universities and hospitals. These are the Department of Labor regulations implementing 2 CFR Part 215, formerly OMB Circular A-110.

29 CFR Part 98, government-wide debarment and suspension (nonprocurement) and government-wide requirements for drug-free workplace (grants).

2 CFR Part 220, formerly OMB Circular A-21, which describes allowable and unallowable costs for educational institutions.

2 CFR Part 230, formerly OMB circular A-122, which describes allowable and unallowable costs for other nonprofit organizations.

OMB Circular A-133, 29 CFR parts 96 and 99, which provide information about audit requirements.

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

Training Audience.

- Grant-funded training programs must serve multiple employers and their workers.

- As a part of the grant close-out process, grantees must provide a written self-certification that their grant-funded programs and materials were not provided to ineligible audiences, and that any materials developed with grant funds are free from copyright infringement.

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

Freedom of Information Act (FOIA). Submission of the grant application information is required in order for the applicant to be

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

3. Special Program Requirements

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

When grant recipients produce training materials, they must provide two copies of completed final-product materials to OSHA before the end of the grant period. OSHA has a lending program that circulates grant-produced audiovisual materials. Audiovisual materials produced by the grantee as a part of its grant program may be included in this lending program. Two copies of all final product materials produced by grantees must be provided to OSHA in hard copy as well as in a digital format (CD Rom/DVD) for possible publication on the Internet by OSHA. The hard-copy and electronic versions of the products should be provided to OSHA in final-product, professional formats. Acceptable formats for training materials include Microsoft Office 2003 and 2007 and Adobe Reader versions 9.0, 8.1.3 and 8.1.2.

As stated in 29 CFR 95.36, the Department of Labor reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use for federal purposes any work produced under a grant, and to authorize others to do so. Applicants should note that grantees must agree to provide the Department of Labor a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use for federal purposes all products developed, or for which ownership was purchased, under an award including, but not limited to, curricula, training models, technical assistance products, and any related materials, and to authorize 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.

Acknowledgment of USDOL Funding. In all circumstances, all approved grant-funded materials developed by a grantee shall contain the following disclaimer:

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

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

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

Use of U.S. Department of Labor (USDOL) OSHA Logo: Neither the USDOL nor OSHA logo may be applied to any grant products developed with grant funds.

4. Reporting

Grantees are required by Departmental regulations to submit program and financial reports each calendar quarter. All quarterly reports are due no later than 30 days after the end of the fiscal quarter. In addition, grantees are required to submit grant program and financial closeout reports within 90 days after the grant termination or expiration date. Program reports shall be submitted to the appropriate OSHA Regional Office. Financial reports shall be submitted via the DOL E-Grants system.

Program Reports. After signing the agreement, the grantee(s) shall submit technical progress reports to USDOL/OSHA Regional Offices at the end of each fiscal quarter. Technical progress reports provide both quantitative and qualitative information and a narrative assessment of performance for the preceding three-month period. OSHA Form 171 shall be used for reporting training numbers. In addition, a narrative report shall be provided that details grant activities conducted during the quarter.

This narrative report will include summary reports on the outcomes of the grantee's training evaluations and its program evaluation regarding how the project is progressing in achieving its stated objectives, and notes any problems or delays along with corrective actions proposed. The first reporting period shall end on the last day of the fiscal quarter (December 31, March 31, June 30, or September 30) during which the grant was signed. Quarterly progress reports are due within 30 days of the end of the report period (i.e., by January 30, April 30, July 30, and October 30). Between reporting dates, the grantees(s) shall also immediately inform USDOL/OSHA of significant developments and/or problems affecting the organization's ability to accomplish planned grant activities.

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

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

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

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

5. Training Quality.

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

A. Peer-to-peer training with hands-on activities has been shown to be an effective model for worker training. Hands-on training should fill at least one third (1/3) of the training program hours.

B. Proven adult learning techniques should be the core of all worker training. Detail on these techniques will be provided.

C. Worker safety and health training must be preceded by a needs analysis to ensure the appropriate knowledge, skills and attitudes are being transmitted.

D. Training must be followed by a proper evaluation to document the knowledge, skills and/or attitudes were acceptably transmitted and that the worker posses the necessary ability to perform the tasks taught.

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

Application Document Checklist

Application for Federal Assistance (SF-424 form)

Budget Information (SF-424A form)

Assurances (SF-424B form)

Combined Assurances for (ED 80-0013 form)

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

Attachments (Please attach in the following order)

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

Detailed Project Budget Backup

If applicable: provide a copy of approved indirect cost rate agreement, statement of program income, and a description of any

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

Technical Proposal, program narrative (not to exceed 25 single-sided pages, double-spaced, 12-point font) containing:

Problem Statement/Need for Funds;
Administrative and Program Capability; and
Work plan.

Organizational Chart

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

Accounting System Certification, if applicable

Other Attachments such as:

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

NOTE: In the Grants.gov system, there is a window containing a menu of "Mandatory Documents" which must be completed and submitted online within the system. For grant application documents that you create such as the Program Summary, Detailed Budget Backup, Technical Proposal, etc., please scan these documents into a single Adobe Acrobat file and attach the document in the area for "Mandatory Documents."

Billing Code 4510-26-P