

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

6. *Acknowledgment of Federal Funds.* 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 shall clearly state: (1) The percentage of the total costs of the program or project that will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

#### **What Information Must My Application Contain?**

Separate grant applications must be submitted by organizations interested in applying under more than one grant category and by organizations applying for more than one topic under a grant category.

To be considered for a Harwood grant, an application must include all of the information listed in this notice. In addition, all applicants should obtain and review the grant application package before preparing and submitting their grant application. A complete application will contain the following forms and narrative.

1. Application for Federal Assistance form (SF 424).

2. Survey on Ensuring Equal Opportunity for Applicants.

3. Program Summary. The program summary is a short one-to-two page abstract that summarizes the proposed project and provides information about the applicant organization.

4. Budget Information forms (SF 424A).

5. Detailed Budget Backup.

6. Program Narrative, not to exceed 30 pages in length, which includes: Problem Statement/Need for Funds; Managerial Experience; Program Experience; Workplan.

7. Assurances form (SF 424B).

8. Certifications form (OSHA 189).

9. Supplemental Certification Regarding Lobbying Activities form.

10. Organizational Chart.

11. Evidence of Non-Profit Status, if applicable.

12. Accounting System Certification, if applicable.

#### **What Are OSHA's Preference Areas for Grant Applications for All Three Grant Categories?**

OSHA will give preference to applications that:

- Train managers or supervisors in addition to workers.

- Contribute non-Federal resources towards the grant. While applicants are not required to do so, preference will be given to organizations that contribute non-Federal resources.

- Propose to reach and serve one or more categories of workers within the target audience. The target audience includes small business and minority business employers and employees, non-English speaking, immigrant, minority workers, and youth as well as workers employed in high hazard industries and industries with high fatality rates.

#### **How Are Applications for the Targeted Topic Grants Reviewed and Rated?**

OSHA staff will review grant applications and present the results to the Assistant Secretary who will make the selection of organizations to be awarded grants. OSHA may award grants for some or all of the listed training topic areas. The following factors will be considered in evaluating grant applications.

##### **1. Program Design**

a. The proposed training and education program addresses one of the eight selected training topics. Please refer back to the What are the training topics for the Targeted Topic grants? section for details on the selected training topics.

##### **1. Construction hazards.**

- Programs that train workers and employers in the recognition and prevention of fall hazards in residential and commercial construction, especially wireless communication and HDTV tower construction.

- Programs that train workers and employers in the recognition and prevention of highway construction work zone and traffic control hazards.

- Programs that train workers and employers in the recognition and prevention of noise hazards in the construction industry.

2. General industry hazards. Programs that address the recognition and prevention of safety and health hazards in the following industries.

- Landscaping/horticultural services.
- Oil and gas field operations.
- Food processing industry involved in preserving fruits and vegetables.
- Industries involved in the manufacture of concrete, gypsum and plaster products.

- Blast furnace and basic steel products.

- Ship and boat building and repair.
- Public warehousing and storage.

##### **3. Transportation Fatalities.**

- Programs that train workers and employers about the principles of safe driving and the prevention of transportation fatalities.

##### **4. Workplace Violence.**

- Programs that train workers and employers about what can be done to prevent workplace violence.

##### **5. Emergency Preparedness and Response.**

- Programs that train and assist employers in establishing workplace emergency response plans and that train workers and employers on preparing to respond to emergency situations at their workplaces. Applicants may propose training programs that address emergency preparedness for any industry covered by the Occupational Safety and Health Act. Training programs should include information on developing and maintaining comprehensive emergency action plans and should focus on occupational safety and health requirements such as egress, evacuation policies and procedures, and fire safety protection plans. Other relevant workplace emergency preparedness topics that can be included or proposed under this topic include biological hazards and chemical hazards.

##### **6. Lead Exposure.**

- Programs that train construction or general industry employers and workers about the recognition of lead hazards within their industry and the prevention of exposure.

##### **7. Silica Exposure.**

- Programs that train construction or general industry employers and workers about the recognition of silica hazards within their industry and the prevention of exposure.

##### **8. Small Business Topic (safety and health management systems).**

- Programs that develop curricula and conduct training programs that promote the value of safety and health to small businesses and assist employers to establish safety and health management systems. The programs should be based on business case studies tailored to specific industries that demonstrate the value of safety and health management systems.

b. The proposal plans to train workers and/or employers and clearly estimates the numbers to be trained, and clearly identifies the types of workers and employers to be trained. The training will reach workers and employers from multiple employers.

Training materials and programs are to be tailored to the training needs of