

one or more of the following audiences: small businesses, minority businesses, non-English speaking, immigrant, minority workers, and youth as well as workers in high-hazard industries and industries with high fatality rates.

c. If the proposal contains a train-the-trainer program, the following information must be provided:

- What ongoing support the grantee will provide to new trainers;
- the number of individuals to be trained as trainers;
- the outline of the course curriculum that will be used by the new trainers to teach their students;
- the estimated number of courses to be conducted by the new trainers;
- the estimated number of students to be trained by these new trainers; and
- a description of how the new trainers will report back to the grantee about their classes and student numbers.

d. The planned activities and training are tailored to the needs and levels of the workers and employers to be trained.

e. There is a plan to recruit trainees for the program.

f. If the proposal includes developing educational materials, there is a plan for OSHA to review the materials during development.

g. There is a plan to evaluate the program's effectiveness and impact to determine if the safety and health training and services provided resulted in workplace change. This includes a description of the evaluation plan to follow up with trainees to determine the impact the program has had in abating hazards and reducing worker injuries.

h. There is a description of the target population, the hazards that will be addressed, the barriers that have prevented adequate training for the target population, why the program cannot be completed without Federal funds, and why funding sources currently available cannot be used for this purpose.

2. Program Experience

a. The organization applying for the grant demonstrates experience with occupational safety and health. Nonprofit organizations, including community-based and faith-based organizations, 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.

b. The organization applying for the grant demonstrates experience in training adults in work-related subjects or in providing services to its target audience.

c. The staff to be assigned to the project has experience in occupational safety and health, the specific topic chosen, and training adults.

d. The organization applying for the grant demonstrates experience in recruiting, training, and working with the population it proposes to serve under the grant.

3. Administrative Capability

a. The applicant organization demonstrates experience managing a variety of programs.

b. Any Federal and/or State grants that your organization has administered over the past five years are listed.

c. The application is complete, including forms, budget detail, narrative and workplan, and required attachments.

4. Budget

a. The budgeted costs are reasonable.

b. The budget complies with Federal cost principles (which can be found in applicable OMB Circulars) and with OSHA budget requirements contained in the grant application instructions.

c. The cost per trainee is less than \$500 and the cost per training hour is reasonable.

In addition to the factors listed above, the Assistant Secretary will take other items into consideration, such as the geographical distribution of the grant programs and the coverage of populations at risk.

How Are Applications for the OSHA Training Materials Development 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 materials development topic areas.

Grantees will be expected to develop, evaluate and validate training materials that are tailored to a specific topic, industry and target audience that could be used to supplement materials that are currently available from OSHA and other government agencies. More than one target audience may be selected. The training materials must include:

- Detailed description of the most dangerous tasks/job duties.
- Identification of the hazards associated with these tasks.
- Methods of abating these hazards.
- Training materials should be tailored directly to the target audience participant. Grantees will be expected to submit "classroom quality" products. Classroom quality materials should

follow the commonly accepted Instruction Design (ISD) process that OSHA has adopted as a quality measure for all of its education and training products. The five ISD steps are: analysis, design, development, implementation, and evaluation.

- Grantees are to develop the training materials in a format that is suitable for hard-copy publication and distribution as well as Internet publication and distribution.

- Grantees will be requested to post the approved final product training materials on their Web site for two years at no cost to users. OSHA may list the grantees' URL addresses to access these materials or directly link to the materials on the grantees' Web sites from OSHA's Web site.

- Grantees will be requested to track and report quarterly to OSHA on the usage of the training materials developed under this grant. Standard usage statistics would include the number of times the training materials Web site was visited, and the number of times the training materials were downloaded from the Internet during the two-year period.

The following factors will be considered in evaluating grant applications.

1. Program Design

a. The proposed training and educational materials address one of the eight selected training materials topics. Please refer back to the *What are the training materials development topics for the OSHA Training Materials Development grants?* section for details on the selected training materials topics.

1. Construction hazards. Programs suitable for self-study as well as for training others in the recognition and prevention of one of the following workplace hazards.

- Fall hazards in residential and commercial construction, especially wireless communication and high-definition television (HDTV) tower construction.

- Highway construction work zone safety and traffic control hazards.

- Noise hazards in the construction industry.

2. General industry hazards. Programs suitable for self-study as well as for training others in the recognition and prevention of safety and health hazards in one of 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.