
APPLICATION PACKET

OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION GRANT 2023-2024

PACKAGE CONTENTS

Application Instructions

Form A – Applicant Information

A1 - Cooperation Affiliates and Signature

A2 - Project Summary

A3 - Impact Statement

A4 - Project Design

Form B - Activity Timeline

B1 - Project Management

B2 - Resource Management

Form C - Summary of Estimated Expenditures

Form D - Itemized Expenditures

APPLICATION INSTRUCTIONS

Before completing the grant application, please review all [program criteria](#), including eligibility and how applications will be evaluated. The significance of each part of the application is briefly explained below. If you have additional questions, please contact Oregon OSHA's Grant Coordinator – Matt Kaiser (matthew.c.kaiser@dcbs.oregon.gov) or call 503-378-3272.

- 1. Cooperative Affiliates and Signature (5 Points):** The proposed training or education project must show a joint cooperation between management, labor, and the intended target audience(s).
- 2. Impact Statement (25 Points):** The Impact Statement is where you tell the grant evaluation committee about:
 - The occupational safety and/or health problem(s) you want to address and clearly explain the seriousness of the issue(s) or hazards
 - Who the target audience(s) is/are
 - Show how your proposed training or education project will help prevent, eliminate, solve, or otherwise address the occupational safety or health problem(s) specified in your project in a new or innovative way
 - Include evidence of joint management-labor cooperation; and
 - Describe how you will track and measure the project's effectiveness and performance throughout the grant period
- 3. Project Design (30 Points):** The Project Design is where you describe in detail the how of your project and fully explain the purpose of the training or education project itself. This is where you describe the specific learning objectives; the outreach and promotional methods you plan to use to get your training or education program to the target audience; how the project is innovative and not simply a reproduction of something that already exists elsewhere; and progress milestones or expected timeline for the project development.
- 4. Project Management (20 Points):** The Project Management part of the application is where you describe who will manage and direct the program; the division of responsibility; commitment from organizations or partner groups; the project activities; identify key project staff and management; and how the project will actually be completed.
- 5. Resources (20 Points):** The Resources part of the application is where you specify the estimated costs associated with the project. The project expenditures must be consistent with grant objectives and activities. The budget plan must be consistent with Oregon OSHA grant guidelines. **Grant projects are limited to a maximum funding limit of \$40,000 per proposal and the following expenditure limitations apply: Research 20%, Subcontracting 40%, Equipment 20%, Operations and Facilities 20%.** You must provide evidence that fiscal management for required budgetary monitoring and auditing is in place. Exemption requests to these limitations must be clearly described and justified in the application and are subject to further approval.

FORM A – APPLICANT INFORMATION

Grant Project Title: _____

Grant year: 2023 Total Requested: _____

Organization: _____

Federal Tax Id #: _____

Designated Administrative Official:

Name: _____ Title: _____

Mailing Address (Street or P.O. Box, City, State and Zip Code)

Telephone: _____ Email: _____

Grant Project Director (if other than the Designated Administrative Official)

Name: _____ Title: _____

Mailing Address (Street or P.O. Box, City, State and Zip Code)

Telephone: _____ Email: _____

OFFICIAL CERTIFICATION

1. The Designated Administrative Official of the organization certifies that the Grant Project Director listed on this form (Check one box)

Is authorized to negotiate and execute legal documents related to this grant with Oregon OSHA.

Is not authorized to negotiate and execute legal documents related to this grant with Oregon OSHA. The authorized person to negotiate and execute legal documents for this grant is:

Name: _____ Title: _____

Telephone: _____ Email: _____

2. The Designated Administrative Official of the organization also certifies that if selected for funding, this project will be operated according to the Oregon OSHA Grant Program guidelines, and the policies and requirements specified by the contractual agreement, which will be executed by Oregon OSHA.

Designated Official Signature

_____ Date _____

A1 - COOPERATION AFFILIATES AND SIGNATURE

(Letters of Support may substitute for this document¹)

Training Projects must show evidence of joint cooperation between Management, Labor, and Target Audience. Obtain a representative number of affiliate signatures and indicate designation. (M = Management; L = Labor; TA = Target Audience)							5 POINTS		
ORGANIZATION	CONTACT PERSON/JOB TITLE	TELEPHONE	AUTHORIZED SIGNATURE	M	L	TA			

¹ Letter(s) of Support must clearly identify the intended target audience as well as include a clear indication of support from both labor and management.

A2 - PROJECT SUMMARY

Write a short summary of the project covering Impact Statement, Project Design, Project Management and Resources. Applicants are encouraged to complete Form A2 - Project Summary after completing all other sections of the application. Label and use additional pages as necessary.

IMPACT STATEMENT – 25 POINTS

PROJECT DESIGN – 30 POINTS

PROJECT MANAGEMENT – 20 POINTS

RESOURCES – 20 POINTS

Note: Grant applications are evaluated and scored out of 100 total points. Applicants receive 5 points for the proper completion of the A1 - Cooperation Affiliates and Signature Page.

A3 - IMPACT STATEMENT

NEW AND INNOVATIVE IDEA

Explain the extent to which the proposed project is not already available elsewhere. Is the training or education already provided by Oregon OSHA, federal OSHA, NIOSH, or other government agency? In your answer, identify sources of research, in Oregon and nationally, that show the product is not otherwise already available. Applicants that are re-applying for funding are expected to clearly and thoroughly describe how its current grant request differs from its previous grant applications that received funding. Repeat applicants must clearly describe how the current project proposal differs from their previous projects that received funding.

PROBLEM

What is the occupational safety and/or health problem(s) or hazard? Be specific and describe why the issue is serious and deserving of funding.

GOALS

Describe the proposal goals and how these goals will address the problem.

DOCUMENTATION SUPPORTING THE PROBLEM

You must include data that supports the occupational safety and/or health problem(s) described above. Explain how the data you used identifies or highlights the problem. Attach copies of any data used for the grant application. For example, injury/illness reports, statistical reports, case studies, journals, articles, etc. See Procedures and Guidelines Appendix C for assistance with data.

TARGET AUDIENCE

Who is the audience of the training or education program? After training, how will the target audience reduce or eliminate the occupational problem(s) described above? Be specific and describe how effectiveness of the training or education program will be evaluated or measured.

LEARNING OBJECTIVES

Describe the learning objectives and how they will affect the target audience. What are participants expected to learn from the training or education?

Application

Oregon OSHA Occupational Safety and Health Training and Education Grant Program

RECRUITMENT

Explain the outreach and recruitment efforts that will be used to ensure the target audience will receive or use the training and/or services.

MEASUREMENT

Identify the measurement method(s) that will be used to determine program effectiveness. Examples include: pre/post testing, participant surveys, injury/illness reduction studies, complaint tracking system, etc.

MANAGEMENT/LABOR COOPERATION

Describe how management and labor groups will cooperate in the development and implementation of the project. It is essential that labor and management work together.

A4 - PROJECT DESIGN

TRAINING AND ACTIVITIES

Describe the details of the training that will be developed and what activities will be accomplished by this project.

SUBJECT(S) COVERED

What specific occupational safety and health subject(s) will the program or material cover or address?

Application

Oregon OSHA Occupational Safety and Health Training and Education Grant Program

TRAINING PROGRAM MATERIALS OR NEW AND INNOVATIVE IDEA

Describe the type(s) of educational materials to be developed (e.g. trainers guide, video, webinar, publication etc.) and why the selected materials are best for the target audience.

TAILORING FOR AUDIENCE NEEDS

Describe how the training and services will be tailored to the particular needs of the audience.

FORM B - ACTIVITY TIMELINE

Instructions: List all significant activities needed to accomplish the project and check the boxes representing when each activity will take place. Use as many forms as needed.

First funding will be allocated December 2023. Quarterly reports will be due in March, June, and September 2024. The Final Report and grant product(s) are **due to Oregon OSHA by December 31, 2024**; Materials may be mailed, delivered in-person, or sent by email. Please contact Oregon OSHA’s Grant Coordinator matthew.c.kaiser@dcbs.oregon.gov to coordinate the submission of quarterly reports and the final grant product.

ACTIVITIES	2024												
	Dec 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Funds allocated December 2023	X												
1 st Quarter Progress Report due				X									
2 nd Quarter Progress Report due							X						
3 rd Quarter Progress Report due										X			
Final Report due													X

B1 - PROJECT MANAGEMENT

ORGANIZATION

Describe the history and purpose of your organization.

EXPANDED ACTIVITIES

Describe how the proposed project activities will change or expand the current occupational safety and health activities performed by your organization or the target audience.

STAFFING

Describe the staffing plan for the project. Identify key personnel who will provide: administration or coordination; instruction; curriculum development; performance and evaluation; and financial recordkeeping. Include a brief description of the responsibilities of each position. A complete resume for the Project Director and other program managers must be provided as a separate attachment.

PROJECT MANAGEMENT

Describe the procedures for the ongoing management of the project activities, including supervision of staff, monitoring or operations, and implementation of corrective action.

B2 - RESOURCE MANAGEMENT

COSTS RATIONALE

Explain the costs for each of the following categories. This section provides written support to Form C of the Application. Please review Form C prior to completing this section.

1. ADMINISTRATION STAFF SALARIES/FRINGE

List the duties needed to administer the grant. For example: bookkeeping, completing financial reports, ordering supplies, paying bills, etc.

2. TRAINING & PROGRAM DEVELOPMENT STAFF SALARIES/FRINGE

List the duties needed to develop the grant. For example: writing, developing teaching materials, filming, conducting training, etc. If the same person will perform both the administration and the training duties, these duties must be described separately.

3. OPERATIONS/FACILITIES

This cost category in aggregate is **limited to 20%** of the total grant award.

RENT: Describe the extent to which grant funds will be used to establish and/or maintain any rental facilities or equipment. Note: funds awarded under this grant program are not intended to supplement ongoing rental activities, but rather new or innovative activities.

SUPPORT SERVICES: Describe the type of services needed and the extent to which grant funds will go toward these services.

GENERAL ADMINISTRATION: Describe the amounts charged to general maintenance and operation of the grant project.

4. OFFICE SUPPLIES

Include anticipated costs for photocopies, postage, general supplies, printing, etc.

5. TRAVEL

Explain the method of estimating travel expenses during project development. Cost figures must not exceed state authorized travel rates. Current rates are at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

6. TRAINING MATERIALS

Describe the types of educational materials to be developed or purchased and at what cost not including equipment.

7. EQUIPMENT

This cost category in aggregate is **limited to 20%** of the total grant award. A Division consideration will be to reduce such costs to minimal levels. See Sections 111 and 112 General Provisions of the Procedures and Guidelines.

8. CONTRACTUAL SERVICES

This cost category in aggregate is **limited to 40%** of the total grant award. A Division consideration will be to reduce such costs to minimal levels. Describe the scope of services to be provided through a sub-contractual agreement and why these services must be purchased contractually. The total grant funds requested must include all actual costs. Do not include subcontractors' expenses in the grantee individual grant categories, but do include a detailed estimate from a potential subcontractor. See Sections 111 and 112 General Provisions of the Procedures and Guidelines.

9. IN-KIND CONTRIBUTIONS

Describe the in-kind services that will be provided and for which activities.

10. FUND USE

Describe how the budget represents the use of funds such that grant funds will not substitute for revenues currently devoted to the same or similar activities currently provided by the sponsoring organization/grantee.

11. FISCAL MANAGEMENT

Describe the procedures for fiscal management, including maintenance of separate bank accounts, bookkeeping systems, etc., which will meet the requirements of documentation sufficient for fiscal monitoring or auditing by Oregon OSHA.

FORM C - SUMMARY OF ESTIMATED EXPENDITURES

Instructions: After completing Form D, complete this summary reflecting the planned use of grant funds by major category and time periods.

CATEGORY	TOTAL FUNDS		ESTIMATED GRANT EXPENDITURES			
	Grant	In Kind Matching	First 3 Months	Second 3 Months	Third 3 Months	Fourth 3 Months
1. Administration Salaries & Fringe						
2. Training & Development Salaries & Fringe						
3. Office Supplies						
4. Operations / Facilities						
5. Travel						
6. Training Materials						
7. Equipment						
8. Contractual						
9. In-kind						
TOTALS						

Research 20%

Sub-contractual 40%

Equipment 20%

Operations and Facilities 20%

FORM D - ITEMIZED EXPENDITURES

ADMINISTRATION SALARY & FRINGE			CATEGORY TOTAL \$
LINE ITEM DETAIL			
Position	Salary Per Week	No. of Weeks	Total Charged
1.			
2.			
3.			

TRAINING AND DEVELOPMENT PERSONNEL SALARY & FRINGE			CATEGORY TOTAL \$
LINE ITEM DETAIL			
Position	Salary Per Week	No. of Weeks	Total Charged
1.			
2.			
3.			
4.			

OFFICE SUPPLIES			CATEGORY TOTAL \$
LINE ITEM DETAIL			
Type of Supplies	Cost Per Unit	Total Units	Total Charged
1. Printing			
2. General Supplies Attach details of items greater than \$100.00			
3. Postage			

Application
Oregon OSHA Occupational Safety and Health Training and Education Grant Program

OPERATIONS AND FACILITIES		CATEGORY TOTAL \$	
Limited to 20% of Grant Funds Requested			
LINE ITEM DETAIL			
	No. of Months	Monthly Amount	Total Charged
Rent			
Utilities			
Telephone			
Support Services			
Type of Service			
General Administration			
Description			

TRAVEL FOR GRANTEE STAFF		CATEGORY TOTAL \$	
LINE ITEM DETAIL			
Must comply with current per diem/mileage rates ¹			
Mileage	Amount Per Mile		Total Charged
	No. of Miles		
Lodging	Amount Per Night		Total Charged
	No. of Nights		
Meals & Incidentals	M&I		Total Charged
	No. of Meals		

¹<https://www.gsa.gov/travel#tab--pov-mileage> and <https://www.gsa.gov/travel#tab--perdiem-tab>

Application
Oregon OSHA Occupational Safety and Health Training and Education Grant Program

TRAINING MATERIALS		CATEGORY TOTAL \$	
LINE ITEM DETAIL			
Type of Good/ Service	Cost Per Unit	Total Units	Total Charged
1.			
2.			
3.			
4.			
5.			

EQUIPMENT		CATEGORY TOTAL \$	
(Limited to 20% of grant funds requested)			
LINE ITEM DETAIL			
Type of Purchase	Cost Per Unit	Total Units	Total Charged
1.			
2.			
3.			
4.			
Type of Rental	Cost Per Unit	Total Units	Total Charged
1.			
2.			
3.			
4.			

Application
Oregon OSHA Occupational Safety and Health Training and Education Grant Program

CONTRACTUAL		CATEGORY TOTAL \$
Include All Subcontractors and Costs (Limited to 40% of grant funds requested)		
LINE ITEM DETAIL		
Contractor Company Name		Total Charged

OTHER		CATEGORY TOTAL \$
LINE ITEM DETAIL		
Description		Total Charged

TOTAL BUDGET - ALL CATEGORIES	\$
--------------------------------------	-----------