

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

Form A

Grant Project Title	Total Requested \$
Organization	Federal Tax Id #
Designated Administrative Official	Title
Mailing Address (Street Or P.O. Box, City, State And Zip Code)	
Telephone Number ()	
Complete If The Project Director Is Other Than The Designated Official	
Grant Project Director	Title
Mailing Address (Street Or P.O. Box, City, State And Zip Code) (If Different)	
Telephone Number (If Different) ()	
Email:	

Official Certification

1. The designated administrative official of the organization certifies that the above referenced Grant Project Director (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.
Who will be the authorized person to negotiate and execute legal documents for this grant?

Name: _____

Title: _____

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

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A1 - Cooperation Affiliates and Signature , 5 Points

(Letters of Support may substitute for this document***)

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.)						
Organization	Contact Person/Job Title	Telephone	Authorized Signature	M	L	Ta

(All affiliate names and signatures don't need to appear on one page. You may duplicate this sheet and submit a separate page for each affiliate.)

***Letters of Support must be from labor and management and include target audience.

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Before completing the grant application, please read the following criteria by which the application will be evaluated. The significance of each part of the application is briefly explained.

1. **Cooperative Affiliates and Signature, 5 Points:** Training projects must show a joint cooperation between management, labor, and target audience.
2. **Impact Statement, 25 Points:** The first part of the application is where you tell us about the occupational safety and/or health problem by demonstrating the seriousness of the problem; identifying the target audience; showing how your training project will help solve the problem; providing evidence of joint management/labor cooperation; and explaining how you will measure the project's effectiveness..
3. **Project Design, 30 Points:** The second part of the application is where you describe the training project itself. The critical elements in the project's design include the learning objectives; the degree to which the project is unique or innovative; the method of outreach to the target audience; the comprehensiveness of the training provided by the project; measurement of the project's effectiveness; and the timeline for the program.
4. **Project Management, 20 Points:** The third 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; key project staff and management; and how the project will be completed.
5. **Resources, 20 Points:** The fourth part of the application is where you specify the 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. 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 justified in the application.

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Write a short summary of the project covering Impact Statement, Project Design, Project Management and Resources. Provide details on the Impact Statement, A3.

A2 - Project Summary

Impact Statement – 25 Points
Project Design – 30 Points
Project Management – 20 points
Resources – 20 Points

A3 - Impact Statement

Problem (What is the occupational safety and/or health problem(s)? Be specific.)

Documentation supporting the problem (You must collect data that supports the occupational safety and/or health problem(s) described above. Explain how the data you collected supports the problem. Attach copies of data. 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 program? After training, how will the target audience reduce or eliminate the occupational problem(s) listed above? Be specific.)

Goals (Describe the proposal goals and **how** these goals will affect the problem.)

Learning Objectives (Describe the learning objectives and **how** they will affect the target audience.)

A3 - Impact Statement

<p>New and Innovation Idea (Explain the extent to which the proposed project is not currently available. In your answer, identify sources of research, in Oregon and nationally, that show the product is not otherwise available.)</p>
<p>Recruitment (Explain the outreach and recruitment efforts that will be used to ensure the audience will receive the training and/or services.)</p>
<p>Measurement (Identify the measurement method(s) that will be used to determine program effectiveness. Examples, (pre-post test, survey, injury/illness reduction study, complaint tracking system, etc.)</p>
<p>Management/Labor Cooperation (Describe how management and labor groups will cooperate in the development and implementation of the project.)</p>

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 subjects will the program or material cover?)

Training Program Materials or New and Innovative Idea (Describe the type(s) of educational materials to be developed (i.e., trainers guide, video, webinar, app, etc.) and why the selected materials are best.)

Tailoring for Audience Needs (Describe how the training and services will be tailored to the particular needs of the audience.)

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Instructions: Please 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.

1st quarter funding will be allocated December 2019. Quarterly reports will be due in March, June, and September 2020. Final Report and product due to Oregon OSHA December 2020.

Form B

Activity Time-Line

ACTIVITIES	2019		2020									
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
	Funding allocated December 2019	X										
First progress report to Oregon OSHA				X								
Second progress report to Oregon OSHA							X					
Third progress report to Oregon OSHA										X		
Final report to Oregon OSHA December 2020												

B1 - Project Management

<p>Organization (Describe the history and purpose of your organization.)</p>
<p>Expanded Activities (Describe how the proposed project activities will augment or expand the current occupational safety and health activities provided by your organization.)</p>
<p>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 record keeping. Include a description of the responsibilities of each position. Provide a brief resume for each staff person who has already been identified for the project. A complete resume for the Project Director must be provided.)</p>
<p>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.)</p>

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B2 - Resource Management

Costs rationale (Explain the costs for each of the following categories. This section of the application provides written support to Form C of the Application.)

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. A Division consideration will be to reduce such costs to minimal levels.)

Rent (Describe currently available facilities for office and training use and the extent to which grant funds will be used to establish and/or maintain such facilities.)

Support Services (Describe the type of services needed and the extent to which grant monies will fund these services.)

General Administration (Describe amounts charged to general maintenance and operation of the grant project.)

B2 - Resource Management

<p>4. Office Supplies (Include costs for photocopies, postage, general supplies, and printing.)</p>
<p>5. Travel (Explain the method of estimating travel expenses during project development. Cost figures must not exceed state authorized travel rates.)</p>
<p>6. Training Materials (Describe the types of educational materials to be developed or purchased and at what cost.)</p>
<p>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.)</p>

B2 - Resource Management

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 into 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 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 .)

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

Form C Summary of Estimated Expenditures

Category	Total Funds		Estimated Grant Expenditures			
	Grant	In Kind Matching	First 3 Months	Second 3 Months	Third 3 Months	Fourth 3 Months
	(Does not include matching funds)					
1. Administration Salaries & Fringe						
2. Training & Development Salaries & Fringe						
3. Operations / Facilities						
4. Office Supplies						
5. Travel						
6. Training Materials						
7. Equipment						
8. Contractual						
9. In-kind						
TOTAL	\$	\$	\$	\$	\$	\$

Research 20%
 Contractual 40%
 Equipment 20%
 Operations and Facilities 20%

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Form D

Itemized Expenditures

Category	Line Item Detail			
Administration Salary & Fringe Category Total \$	Position	Salary Per Week	No. of Weeks	Total Charged
	1.	\$		\$
	2.	\$		\$
	3.	\$		\$
Training and Development Personnel Salary & Fringe Category Total \$	Position	Salary Per Week	No. of Weeks	Total Charged
	1.	\$		\$
	2.	\$		\$
	3.	\$		\$
Operations and Facilities (Limited to 20% of Grant Funds Requested)	Rent			
	No. of Months	Monthly Amount		Total Charged
		\$		\$
	Utilities			
		Monthly Amount		Total Charged
		\$		\$
	Telephone			
		Monthly Amount		Total Charged
		\$		\$
	Support Services			
	Type of Service			Total Charged
				\$
				\$

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Form D Itemized Expenditures

Category	Line Item Detail			
Category Total \$	General Administration			
	Description			Total Charged
				\$
				\$
				\$
				\$
Office Supplies Category Total \$	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	\$		\$
Travel for Grantee Staff Category Total \$	Total Miles			
	No. of Miles	Amount Per Mile		Total Charged
		\$ 0.545		\$
	Lodging			
	No. of Nights	Amount Per Night See procedures and guidelines appendix a for amounts		Total Charged
				\$
	Meals			
	No. of Meals	Total Amount See procedures and guidelines appendix a for amounts		Total Charged
				\$
	Training Materials	Type of Good/ Service	Cost Per Unit	Total Units
1.		\$		\$

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Form D **Itemized Expenditures**

Category	Line Item Detail				
Category Total \$	2.	\$		\$	
	3.	\$		\$	
	4.	\$		\$	
	5.	\$		\$	
Equipment (Limited to 20% of grant funds requested) Category Total \$	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.	\$		\$	
	Contractual Include All Subcontractors And Costs (Limited to 40% of grant funds requested) Category Total \$	Contractor Company Name			Total Charged
					\$
Other Category Total \$				\$	
REPORT TOTAL - ALL CATEGORIES				\$	