

The Commonwealth of Massachusetts
Executive Office of Labor & Workforce Development
Department of Industrial Accidents

1 CONGRESS STREET, SUITE 100
BOSTON, MA 02114-2017



Linda Edmonds Turner
Director

FISCAL YEAR 2017
WORKPLACE SAFETY TRAINING & EDUCATION GRANT PROGRAM
REQUEST FOR GRANT APPLICATIONS

**COMPANIES AND ORGANIZATIONS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE
TO HAVE THE MAXIMUM OPPORTUNITY FOR FUNDING, APPLICATIONS SHOULD BE
SUBMITTED BY JULY 1, 2016**

IMPORTANT: Prior to completing or submitting a Safety Training Grant application, please be sure that you are using the most current version of the application available. Visit <http://www.mass.gov/lwd/workers-compensation/safety> to download the current application or email safety@dia.state.ma.us

INTRODUCTION

The prevention of occupational injury and illness is in everyone's best interest. This Grant entitled, "Workplace Safety Training and Education Grant Program" is issued under the provisions of the Massachusetts General Law, Chapter 23E, Section 3, and administered by the Department of Industrial Accidents, Office of Safety. The primary purpose of this Safety Grant is designed to fund programs that reduce the risk of injury and illness to their workers and to promote safe and healthy conditions in the workplace through training, education, and other preventative programs.

The Training Grant Program awards competitively, a maximum of \$25,000 per entity per fiscal year to include; up to 7% administration costs not to exceed \$25,000 to qualifying Massachusetts businesses, employer organizations, labor organizations, non-profits and consortia of such entities to train current workers operating in the state of Massachusetts, and whose entire staff, vendors, and training providers are covered by the Massachusetts Workers' Compensation Law, (M.G.L. Ch. 152).

Exemption from Workers' Compensation Coverage

Massachusetts entities for which coverage is elective under M.G.L. c. 152, such as sole proprietors, LLCs or LLPs, are eligible to apply and should include a letter explaining their elective status with their applications.

The Office of Safety will verify your current coverage and periodic reviews of Worker's' Compensation policies may be made after grant approval to ensure policies are current. If you are training additional affiliated partners or associated businesses in your proposal not employed by your company and/or covered by your Workers' Compensation policy, they need to be identified in your application at the time of submission for approval.

The Office of Safety operating within the Department of Industrial Accidents is the only State agency in the Commonwealth of Massachusetts whose primary function is to provide financial assistance for the prevention of occupational injury, illness, and death in the workplace.

Grants are awarded to employers that best satisfy the Safety Grant Program goals.

Strong preference will be given to employers and organizations who demonstrate a compelling program design that addresses an injury history, potential injury or provides a proactive approach to injury prevention.

GRANT GUIDELINES

- This is a reimbursement program. Trainings and invoices dated prior to an approved contract date are not eligible for this program.
- Applications that do not meet the technical requirements (e.g., incomplete application or missing documentation) **cannot** be processed.
- Companies of any size with a workforce in Massachusetts are eligible. All trainees must be payroll employees of participating companies or covered by your workers' compensation policy.
- Funding is intended for Massachusetts based companies and Massachusetts based training providers only.
- If the number of qualified applicants exceeds funding availability, subsequent applications will continue to be routinely accepted and evaluated and those that qualify will be placed on a waiting list should funding become available.
- The Office of Safety reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the requirements and include all application components.
- The Office of Safety reserves the right to meet with the grant recipient for the purposes of ensuring program compliance and to consider other criteria within the scope of the eligibility requirements in making competitive awards among comparably qualified applicants.
- Other restrictions may apply.

COMPLIANCE GUIDELINES

- Applicants or their training providers who have been debarred from doing business with the Commonwealth of Massachusetts or the Federal Government are not eligible to participate in the Safety Grant Program.
- Applicants must be in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts.
- Applicants found to be non-compliant will be removed from consideration until all compliance issues have been resolved.
- Applicants must provide a Massachusetts Department of Revenue Certificate of Good Standing at the time of application. A copy of a Certificate of Good Standing from the Massachusetts Department of Revenue that is less than 6 months old must be provided at the time of submission by applicants prior to consideration for grant awards. The fastest and easiest way to obtain a Certificate is to apply online through MassTaxConnect at: <https://mtc.dor.state.ma.us/mtc> and click on the tab (I Want To). Please refer any questions you may have to the DOR Certificate Unit at 617-887-6367.

VENDOR GUIDELINES

- Applicants must use a Massachusetts training provider of their choice and must provide a resume or profile containing information about their qualifications including their experience, training history and current certifications. You may use more than one training provider in your proposal.
- Applicants should negotiate the costs of instruction and related training materials with training providers to ensure that proposed costs are reasonable, necessary, and competitive. The Office of Safety will examine submissions for cost effectiveness and will be the final determiner in assessing appropriate costs and standards for training and training materials.
- Training costs **must** be submitted on a **PER CLASS OR PER PERSON BASIS ONLY**. Greater weight will be given to all inclusive programs, those that incorporate the cost of all training materials and certifications where practical.
- Training providers are prohibited from subcontracting training services to another provider.
- Vendors, safety training companies and other providers are prohibited from charging a fee or receiving additional compensation for safety training services or materials specifically provided by this grant. Training providers are prohibited from subcontracting training services to another provider.
- Timetable for funding is determined by the fiscal year, therefore, all training programs must be completed on or before June 30, 2017.

ACCOUNT & FINANCE GUIDELINES

- State funds will not be distributed until all grant documents are signed by all parties with an executed state contract. Training or invoices dated prior to an approved contract are not compensable.
- Reimbursements are made based on approved budget summaries at time of contract execution.
- All training costs/invoices associated with this grant must be received by the Department of Industrial Accidents on or before July 15, 2017.
- Reimbursement of administrative costs will be limited to up to seven (7) percent of the total amount expended and will not be paid until FY17 training has been completed and the final report is received. The invoice for administrative costs must be received no later than July 15, 2017.

EXCLUSIONS

- Employee wages, stipends or fringe benefits
- Online training programs that require online testing, completion or certifications
- Programs that re-train employees previously trained by DIA Office of Safety grants on the same topic
- Office space, conference room rentals, utilities, communications, equipment (TVs, DVD players, computers, projectors, etc.) or overhead expenses
- Travel expenses (hotel, airfare, meals, car rental, tolls, mileage etc.)
- Training/education of a target audience which does not directly address the avoidance and prevention of unsafe and unhealthy working conditions and practices
- Applications from agencies of the Commonwealth or applications that propose to train employees of the Commonwealth
- Costs incurred prior to contract approval
- Other exclusions may apply; we encourage you to contact the Office of Safety to discuss your proposal.

GRANT INSTRUCTIONS

Your application cannot be considered if all required answers and requested information listed in the application are not provided.

Applicant Organization Name Please use the organizations full legal name as registered with the Secretary of State the Commonwealth of Massachusetts.

Grant Administrator This person does not necessarily have to be the senior-most person at your facility, but is the most important contact that will be associated with your grant and the grant administrator must be an employee that is familiar with the application. The Grant Administrator will be the sole person responsible for the coordination of the grant to include; training schedules, invoices, sign in sheets, budget modifications, trainer changes and respond to phone calls and/or e-mails regarding the grant application. The Grant Administrator must ensure that the work is carried out in accordance with the Office of Safety standards, policies and procedures to ensure smooth implementation. The Grant Administrator has the responsibility to ensure that documents and legal agreements are prepared following the Commonwealth's policies and procedures.

Address, Phone & E-mail These fields should be completed referencing the Grant Administrators information as the grant administrator will be the point of contact for all correspondence with the Office of Safety and the Executive Office of Labor and Workforce Development Contracts and Procurement Unit as they relate to the grant application and contractual documents.

Federal Employee ID Number This number refers to the FEIN issued by the Internal Revenue Service.

Type of Organization For-Profit or Non-Profit Check whichever box applies.

SOMWBA Certified Certification is the process by which the Supplier Diversity Office (SDO) an agency within the Commonwealth of Massachusetts formerly known as the State Office for Minority and Women Business Assistance (SOMWBA) reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state and federal statutes and regulations.

Employee Demographics Total number of current employees within your organization and number of employees being trained for this grant.

Hazards to be addressed Check all hazards that apply

Location Demographics Check all county locations training will take place

Total Amount of Requested Total dollar amount requested including administrative costs.

Signature/Title Authorized Official or Grant Administrator (electronic signature will be acceptable)

GRANT APPLICATION & SUPPORTING DOCUMENTS CHECK OFF SUMMARY

Prepare and submit the application according to the following outline. Multiple attachments and zip files **cannot** be accepted.

GRANT APPLICATIONS AND ALL SUPPORTING DOCUMENTS LISTED BELOW MUST ONLY BE SUBMITTED ELECTRONICALLY TO electronic.safetygrant@dia.state.ma.us

- Grant Application- Your application will not be considered if all required answers and requested information listed in the application are not provided.
- Organization Description, Needs Assessment
- Budget Narrative - This should be a detailed written description of your proposed training summary and explain how each line item in the budget summary will be utilized.
- Budget Summary - Names of Trainers must be included in column one description.
- Qualifications of training providers - Resumes or biographical profiles and current certifications and/or licenses of all key training providers must be provided at the time of submission.
- Certificate of Good Standing from the Department of Revenue (DOR) - The fastest and easiest way to obtain a Certificate is online through MassTaxConnect <https://mtc.dor.state.ma.us/mtc> and click on the tab (I Want To). A Certificate of Good Standing less than 6 months old must be provided at the time of submission.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED UNLESS ALL REQUESTED DOCUMENTS ARE INCLUDED

If you have questions or need assistance with grant application, please contact:

Maria Pesantes
617-727-4900 ext. 7376
maria.pesantes@MassMail.State.MA.US

Deven Awalt
617-727-4900 ext. 7404
deven.awalt@MassMail.State.MA.US

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF INDUSTRIAL ACCIDENTS
OFFICE OF SAFETY
WORKPLACE SAFETY
TRAINING & EDUCATION GRANT PROGRAM

COMPANY INFORMATION

1. Applicant/Organization Legal Name:

2. Grant Administrator /Title:

3. Applicant Full Address:

4. Phone Number:

5. Email Address:

6. Federal Employer Identification Number (FEIN)

7. How did you originally hear about this grant program?

8. Has your organization received a Safety Grant contract with the Commonwealth in the past 5 years? If yes please specify.

9. Type of organization For-Profit Non- Profit

10. Is your company or training provider SOMWBA certified? If yes please specify.

11. Employee Demographics Total Employees Total Employees To Be Trained

12 Hazards to be addressed in application (*please check all that apply*)

<input type="checkbox"/> OSHA	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> CPR/AED
<input type="checkbox"/> Injury Prevention	<input type="checkbox"/> Fire/Electrical	<input type="checkbox"/> Stress
<input type="checkbox"/> Asbestos	<input type="checkbox"/> CTD's	<input type="checkbox"/> Other (explain)
<input type="checkbox"/> Lead Hazards	<input type="checkbox"/> Toxins	
<input type="checkbox"/> Right to Know/Hazard Communication		

13. Location Demographics: Which counties will training take place (*please check all that apply*)

<input type="checkbox"/> Barnstable	<input type="checkbox"/> Essex	<input type="checkbox"/> Middlesex	<input type="checkbox"/> Suffolk
<input type="checkbox"/> Berkshire	<input type="checkbox"/> Franklin	<input type="checkbox"/> Nantucket	<input type="checkbox"/> Worcester
<input type="checkbox"/> Bristol	<input type="checkbox"/> Hampden	<input type="checkbox"/> Norfolk	<input type="checkbox"/> Statewide
<input type="checkbox"/> Dukes	<input type="checkbox"/> Hampshire	<input type="checkbox"/> Plymouth	

14. Total Amount Requested

14. Signature /Title (electronic signature is acceptable)

ORGANIZATION DESCRIPTION

Briefly describe the nature of the applicant’s business including a description of products or services provided. Be sure to state how long your organization has been established and the number of employees.

NEEDS ASSESSMENT

Identify and describe the injury history of the targeted occupation(s) or preventative safety issues you intend to address in this proposal

BUDGET NARRATIVE

Please provide a brief description of the proposed training plan. This should be a detailed written description of how each line item in the Budget Summary will be utilized.

Identify the number of participants to be trained, the number of training sessions, number of participants per session, the names of trainers providing services and number of instructors to be present for each session, training locations, training topic, and length of time per session.

In order to evaluate the cost effectiveness of the program approximate projected class sizes are required.

BUDGET SUMMARY

APPLICANT:	
GRANT ADMINISTRATOR NAME:	
ADDRESS:	
PHONE:	
E-MAIL ADDRESS:	

<u>DESCRIPTION</u> <i><u>NAMES OF TRAINERS</u></i>	<u>CONTRACT EXPENDITURE NUMBERS</u> <i><u>COMPLETE ONE OPTION ONLY</u></i>		<u>CONTRACT EXPENDITURE COST</u> <i><u>COMPLETE ONE OPTION ONLY</u></i>		<u>TOTAL COST</u>
	TOTAL # OF PEOPLE	TOTAL # OF CLASSES	COST PER PERSON	COST PER CLASS	
<i>(ex. John Doe, Jim Sullivan)</i>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<i>Admin. Cost up to 7%</i>					
<i>Maximum Obligation up to \$25,000</i>					

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Funded programs may be subject to an audit by the State Auditor's Office or authorized officials of the Commonwealth of Massachusetts. All books, records, and other compilations of data pertaining to the performance of the provisions and requirements of the contract to the extent and in such detail as shall properly substantiate claims for payment under the contract, must be maintained for a minimum of 7 years.

All published material, including without limitation, report, manuals, pamphlet, articles, etc., prepared by grant recipients with Office of Safety funds shall be created as a work for hire for the purposes of 17 U.S.C., Sections 101 et seq., and the DIA Office of Safety shall be the sole author and owner of the copyright. The selected applicant may distribute the materials subject to a nontransferable, nonexclusive, revocable license. Any reproduction for distribution of these materials must prominently display on the front cover or in the beginning credits: "This (fact sheet, manual, video, etc.) was funded by the Massachusetts Department of Industrial Accidents, Office of Safety. Copyright © 2016/2017 by the Commonwealth of Massachusetts, Department of Industrial Accidents. The opinions and views expressed herein do not necessarily reflect those of the Massachusetts Department of Industrial Accidents. No reproduction or other use is authorized for this material without the express written approval of the Office of Safety.

At the time of training you are required to acknowledge the Department of Industrial Accidents, Office of Safety as the funding source for the training being provided.

The Office of Safety may institute additional reporting requirements. All lead applicants will be notified of any changes to the reporting requirements.

The Office of Safety reserves the right to suspend or revoke the contract for funding at any time and for any reason.

It is the policy of the government that small, minority and women-owned business enterprises shall have the maximum practicable opportunity to participate in the performance of government contracts.