



## THE UTAH LABOR COMMISSION WORKPLACE SAFETY GRANT APPLICATION

### GENERAL APPLICATION GUIDELINES JANUARY – DECEMBER 2017

#### I) PURPOSE:

The purpose of this application is to identify and reward entities who demonstrate a commitment to workplace safety and desire to implement initiatives which promote new or existing safety programs within the workplace through Workplace Safety (WPS) Grants and Awards program. The current program is to be completed by DECEMBER 31, 2017.

#### Goals:

1. Increase workplace safety by reducing accidents.
2. Promote employer/employee awareness of the need for workplace safety.
3. Assist employers in establishing new programs or supplementing existing programs which promote workplace safety.
4. Inform employers and employees of resources available through the Utah Labor Commission to assist them in improving workplace safety programs.

#### II) AVAILABLE FUNDING:

This year, approximately \$750,000 in WPS Account funds will be available for grants to be distributed among qualifying applicants. Funds will be distributed in the monetary amounts the Utah Labor Commission deems appropriate according to its Policies and Procedures.

#### III) TYPES OF GRANTS AVAILABLE:

There are TWO types of grants available. The WPS Grant and the WPS Awards.

- **ALL grant applications are limited to workplace safety projects to be implemented in the State of Utah by companies or agencies conducting business in Utah.**
1. **WPS Grant** – The purpose of the WPS Grant is to provide support for organizations to implement new, or support existing, safety programs within the workplace. Details and qualifying criteria are outlined below. This grant period allows up to 12 months for grantees to complete their safety project. There are no specific limitations on the amount of funding requested, but the average amount ranges from \$1,000 to \$85,000. **\*\*This is a competitive grant process and predetermined criteria will be used in making the decision whether to fund the proposal and the amount of funding that will be awarded to each grantee.**

**Eligibility:** The following entities are eligible to apply for WPS Grant funding:

- Utah businesses
- Community based organizations
- Utah non-profits
- Local associations

- Educational institutions
- Government entities

2. **WPS Awards** – The purpose of the WPS Awards is to provide support and sponsorship to organizations in their efforts to recognize employers, employees, and partners for their commitment to workplace safety. These safety awards apply only to non-profit organizations or trade organizations that support workplace safety as part of an overall safety culture through their members, award recognitions or safety conventions.

**Eligibility: The following entities are eligible to apply for WPS Awards funding:**

- Member-based organizations representing employers or employees. These include non-profit organizations, industry associations, community organizations, and labor unions.

***There is a limit of \$5,000 per organization.***

If interested in applying for this funding, you may:

- Utilize the **WPS AWARD APPLICATION** for purposes of applying for this funding.
- As part of your *Event Summary*, describe type of event, expected number of attendees and any other relevant information related to your safety awards or safety conference and submit with quarterly report.
- Requests for WPS Award funding may be submitted ***in addition*** to WPS Grant requests.

**In order to qualify for this funding type, the criteria utilized in selecting your safety award recipients must be included as part of your application.**

**\*\* A list of Safety Award Recipients must be provided to us with your quarterly progress reports.**

#### **IV) WPS GRANT CRITERIA:**

**Criteria that will be used in making a decision regarding which proposals to fund include, but are not limited to:**

- Timely and complete submission of WPS Grant by the applicant.
- Programs which address workplace safety and health in high-hazard industries or in industries where there are high rates of workplace accidents or injuries.
- Entities which demonstrate a financial need (small and medium sized entities) to fund a program related to workplace safety.
- Programs that are technologically innovative, can be emulated and will set a precedent for efficient and effective workplace safety.
- Programs which address temporary workers or staffing service companies and their commitment, training and resources related to workplace safety.
- Programs dealing with multicultural issues related to workplace safety.

- Preference may be given to those WPS Grant applicants whose projects are supported, at least in portion, by sources other than WPS Grant funds.

#### **QUALIFYING USES FOR WPS GRANT FUNDS:**

- Safety workshops, seminars and presentations focusing on workplace safety.
- Trade programs that integrate skill/training with an emphasis in workplace safety.
- Training sessions related to workplace safety.
- Materials, publications or videos.
- Cross-training between organizations.
- Substance abuse programs related to workplace safety.
- Implementation or augmentation of workplace safety programs.
- Workplace violence prevention or awareness training.
- Innovative safety programs through the use of technology.
- Development of workplace safety initiatives for those with multicultural issues related to workplace safety.

#### **NON-QUALIFYING USES FOR WPS GRANT FUNDS:**

- Electronic equipment (TVs, video recorders, phones, etc.)
- Fees for rental of facilities owned or leased by grantee as part of its regular operations even in instances when the facilities are being used for the purpose of implementing safety projects.
- Social dinners and events NOT related to safety conferences or awards.
- Travel out of state.
- Facilities maintenance and/or utility bills (heating and electrical bills, etc.)
- Trade-in services provided by consultants or contractors. These include services for which a company has not incurred an expense such as in the case of services and commodities that have been provided under a trade-in agreement or in-kind services.
- Capital improvement projects.
- Cost related to normal business operations.
- New Positions. WPS monies cannot be utilized to fund new positions regardless of whether or not they are related to a specific safety project being proposed for funding.

- In-kind services provided by consultants or contractors. These include services for which your company has not received an invoice, or for which you have not incurred an expense such as in the case of services and commodities that have been categorized under a trade-in agreement. For the purpose of the grant, these expenses can be counted as grantee's matching funds.

**Note:** If you have questions regarding what items or expenses may qualify for funding or which items may be exempt based on the criteria above, please contact the WPS Coordinator for additional clarification.

#### V) **SUBMITTING YOUR WPS GRANT APPLICATION:**

**\*\*\*\*No later than Monday, October 15, 2016 by 5:00 p.m. \*\*\*\***

Applications shall be submitted in one of the following ways:

1. **Electronically** – Submit an electronic copy in Portable Document Format (pdf) by email to the WPS Coordinator, Jacob Barnhart, at [jbarnhart@utah.gov](mailto:jbarnhart@utah.gov).
  - It is the applicant's responsibility to verify that the application was received.
  - The application must be signed electronically if submitting by email.

2. **U.S. Mail** – Submit one original document of the WPS Grant Application signed by an authorized agent of the applicant entity.

The WPS Grant applications may be mailed directly to the Utah Labor Commission, attention WPS Coordinator at the following address:

Utah Labor Commission  
Workplace Safety Grants  
Attn: WPS Coordinator  
160 East 300 South, 3<sup>rd</sup> floor  
P.O. Box 146600  
Salt Lake City, Utah, 84114-6600

3. **Hand Delivery** - Submit one original document of the WPS Grant Application signed by an authorized agent of the applicant.  
WPS Grant applications may be hand delivered directly to the Utah Labor Commission on the third floor of the Heber Wells Building at the following address:

Heber Wells Building  
160 East 300 South (Labor Commission located on 3rd Floor)  
Salt Lake City, Utah

Applications should be in a sealed envelope marked:

ATTENTION: Workplace Safety Grant Application - WPS Coordinator

- Faxed applications are not acceptable.

## **VI) IF YOU ARE SELECTED AND APPROVED FOR FUNDING:**

Applications will be reviewed by the WPS Selection Committee. Recipients will be selected and notified according to the timeline schedule on page 8.

1. **If you are selected and approved for funding** - After being notified by email or phone of the approval of your application and amount of funding awarded, you will receive an electronic copy of the state contract. The contract needs to be signed by your company's authorized representative.
2. **Returning copies of the State Contract** - Send 3 hard copies to the Utah Labor Commission, or an electronic version with signatures by email. Make sure to include all pages (including terms and conditions and all other attachments).

**\*\*Please Note:** There is a deadline to determine when the signed contracts need to be received back to the Utah Labor Commission. If the deadline is not met, funds may not be issued or even forfeited. Check the timeline box below on page 8 for important deadlines.

3. Contracts will be processed by Utah Labor Commission Division of Administrative Services. When contracts have been fully processed and approved, a final copy will be sent to you for your records.
4. Reimbursements will not be processed before the end of the first quarter, and all invoices and requests for reimbursement must be submitted with a quarterly progress report in order to be processed for payment.
5. If your proposal is approved for WPS Grant funding, you may be required to attend at least one training/orientation session.
6. The contract will be a 12 month period (ending December 31 of grant year).

## **VII) REIMBURSEMENT PROCESS:**

1. Reimbursements shall be submitted on a quarterly basis. Include a **Quarterly Progress Report - (Part C) (WPS Progress Report)** along with your invoice.
  - a. Invoices without a quarterly report will not be processed until reports are submitted.
  - b. Exceptions to the quarterly report and payment reimbursements will be considered based on prior approval from the WPS Coordinator.
  - c. Quarterly reports are due no later than **two weeks after** the last day of:
    - **March (first quarter)**
    - **June (second quarter)**
    - **September (third quarter)**

**\* Note: The fourth quarter report is due on the last day of December of the grant year.**

2. Quarterly reports are a requirement and **MUST** be submitted using template form: **WPS Progress Report** AND must include your reimbursement request. If no funds were used in a given quarter, a report must still be submitted stating that no funds were used. This report form can be found at: [laborcommission.utah.gov/services/WorkPlaceSafety/grantprogram.html](http://laborcommission.utah.gov/services/WorkPlaceSafety/grantprogram.html)

**Remember: If a grantee fails to submit a WPS Progress Report, funding may be forfeited. If a grantee fails to submit two WPS Progress Report reports, funding WILL BE forfeited.** If there is no grant related activity for a specific quarter, grantee must submit a report stating that no funds were used to the WPS coordinator.

3. Reimbursement requests should be submitted as an invoice along with an itemized description of expenses including receipts for requested reimbursements and a WPS Progress Report. Grantees may use their own invoice form or use one provided by the Utah Labor Commission (provided upon request). Examples of information to be included are: receipts for item or services provided, date service was rendered, copies of bills, including copies of payroll (if billing for personnel services), etc.
4. If submitting travel expenses, grantees must submit invoice along with a copy of receipts for allowable expenses. ***You have the option of submitting your own travel reimbursement request form.*** If you are using your own form, you must include the traveler's name, date of travel, purpose of travel, and must itemize lodging, meals and mileage reimbursement, per diem, and any other expenses. Include receipts for any reimbursements requested.
5. If submitting expenses for personnel or contractual services, a copy of payroll or invoice from vendor (in the case of contractual work) is required.
6. Once the reimbursement request has been received by our office, allow two-three weeks for reimbursement to be processed.
7. In order to process allowable costs in a timely manner and before the ending of the fiscal year, requests submitted during the fourth quarter of the WPS Grant, must be submitted by **close of business on December 31 of grant year.** **\*\* Invoices submitted after this date, may be denied.**
8. Reimbursement requests for items not outlined within the scope of work statement will not be reimbursed.

#### **VIII) ASSESSMENT OF SUCCESSFUL WPS GRANT COMPLETION:**

Successful recipients shall:

- Be able to complete the project before or by December 31 of grant year.
- Demonstrate ability to successfully complete the project based on qualifications, expertise, and previous experience of staff.
- Provide the Utah Labor Commission with a time line and specific details of the successful completion of the project.
- Provide updates and WPS Progress Report to the Utah Labor Commission with a fourth quarter report submitted by the last day of December of the grant year. The Utah Labor Commission reserves the right to audit or request a progress report at any time throughout the project.
- The grantee shall be responsible for all costs and contract performances whether or not subcontractors are used. Current employees of the State of Utah, or any other governmental agency as well as consultant affiliates of the Utah Labor Commission may not participate as subcontractors.

- Define performance evaluation tools and respective performance measurements which will be used to analyze the success of the project. Performance measurements will be used in reporting program success to the Governor, Legislature, and the Workers' Compensation Advisory Council.

**IX) AUDITING:**

The Utah Labor Commission reserves the right to conduct a performance and financial audit of any project funded under WPS Grants. Grantee agrees to cooperate and make available any and all information and documentation including financial information pertaining to this grant. By signing and submitting the contractual agreement, grantee agrees to abide by these terms and conditions.

# SCHEDULE

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<b>September 20, 2016</b>	Grant notice released and applications open.
<b>October 20, 2016</b>	Applications must be submitted to the Utah Labor Commission by the close of business.
<b>November 15, 2016</b>	WPS Selection Committee meets to review applications, designate recipients, and determine award amounts.

**The WPS Selection Committee consists of the following members:**

- Utah Labor Commissioner
- The Director of the Industrial Accidents Division or his/her assigned representative
- The Director of the Utah Occupational Safety and Health Division (UOSH) or his/her assigned representative
- The WPS Coordinator (not a voting member)
- A representative from the Division of Administrative Services
- Workers' Compensation Advisory Committee - employer representative
- Workers' Compensation Advisory Committee - employee representative

<b>December 15, 2016</b>	Recipients notified of selection and award amounts. Possible training session set up.
<b>December 28, 2016</b>	Utah Labor Commission to receive signed contracts back from grantee.

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