



UTAH LABOR COMMISSION

Part B - PROJECT DESCRIPTION AND SCOPE OF WORK

January – December 2014

(Narrative - Maximum 10 pages)

(Additional attachments and supporting documentation Maximum 10 pages)

TOTAL Scope of Work – Maximum 20 PAGES

1. Need: (Total: 10 points)

- a) Please describe in detail WHY this project should be funded: **(5 points)**
- b) If this project isn't funded, please describe the impact on workplace safety for your target audience (organization, members, industry, etc). **(5 points)**

2. Detailed project description: (Total: 10 points)

Please provide a clear and concise description of the proposed project

3. Purpose of the Workplace Safety Grant Program: (Total 20 points)

Specifically describe how the proposed project meets one or more objectives of the Workplace Safety grant Program as identified in the Workplace Safety Guidelines. The stated goals are:

- a) Increase workplace safety/reducing accidents;
- b) promote employer/employee awareness of the need for workplace safety;
- c) Assist employers in establishing new programs or supplementing existing programs which promote workplace safety; and
- d) Inform employers and employees of resources available through the Labor Commission to assist them improving workplace safety programs.

4. Staffing / Sub-contractors (total 10 points).

Note: not all projects will include the use of subcontractors, therefore, evaluators will award a total of 10 points based upon review of all key individuals/organizations that will be conducting the work on this project.

- a) Identify all key individuals directly involved in implementing this project:
 - Identify by name and title
 - Describe duties related to this project
 - Their experience in workplace safety and how that experience is related to this project.
- b) If Subcontractors will be used,
 - Identify the subcontractor (individual or organization)
 - Their role in this project
 - Describe their workplace safety experience, and how that experience is related to this project.

Name	Title	Sub Y/N	Role in This Project	Related Experience

5. Outcome: (Total 10 points)

- a) How many people do you anticipate will DIRECTLY benefit as participants in this project? (for example attendees of workshops, conference, training, etc). (5 points)
- b) Describe how particular groups or populations will BENEFIT from this proposal. (5 points)

6. Project Measures: (total 10 points)

- a) Describe how you will measure whether there is a reduction in workplace accidents or fatalities related to the program. (5 points)
- b) Describe how you will measure the overall effectiveness of the program. (5 points)

7. Partnerships. (5 points) The WPS Program realizes the importance of working with other organizations in carrying out workplace safety programs as project partners. Please describe any partnerships which will help leverage resources, encourage participation, or strengthen your ability to carry out this project.

8. Budget. (Total: 25 points)

- a) **Narrative. (5 points)** - In narrative form, please describe your budget proposal. (For example, three current employees will devote 30% of their time to this project. The project will entail travel to 3 rural areas of the state requiring reimbursement of mileage and per diem expenses, rental of a facility in each of the 3 rural locations.)
- b) Detailed narrative of other source of funds. *This may include matching funds your company or entity will contribute to support this project. Matching funds may be in the form of facility costs, clerical support, or other support provided.*
- c) **Worksheet (20 points)** - EMBED YOUR OWN WORKSHEET with a breakdown of projected costs associated with implementation of this project.

PERSONNEL

TRAVEL

OTHER COSTS

TOTAL

9. **Bonus Points:** Please provide a **YES** or **NO** answer. Points will not be awarded if the overall project proposal description does not support your yes or no answer.
- a. Does this project address reduction of workplace accidents or fatalities in HIGH RISK industry settings or occupations? Yes No **(3 bonus points)**

 - b. Does this project improve workplace safety programs for SMALL BUSINESSES (defined as 250 or fewer employees) ? Yes No **(3 bonus points)**

 - c. Does this project address LANGUAGE OR CULTURAL BARRIERS that affect workplace safety practices ? Yes No **(3 bonus points)**