$ Do you need $$$ to improve Safety in your Department?

$ Did you know the Labor Commission has a Safety Grant each year and gives away tens of thousands of dollars?

$ Did you know you can apply for it?

$ Did you know the application deadline is September 30, 2021?

$ Did you know that Risk Management can help you with your application?

$ Did you know another resource for help is Eric Olsen at the Labor Commission, eolsen@utah.gov.

$ Did you know the application is attached?

For more information contact:

Julie Clark
Salt Lake County Risk Management
juclark@slco.org
Cell 385-227-2380
I) PURPOSE

The purpose of this application is to identify and reward entities that demonstrate a commitment to workplace safety and desire to implement initiatives that promote new or existing safety programs within the workplace through the Workplace Safety (WPS) Grants and Awards program. The 2022 program runs from January 1 to December 31, 2022.

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 that 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

WPS Account funds are available for grants to be distributed among qualified applicants. Funds will be distributed in 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 Workplace Safety Program Grant and the Workplace Safety Awards.

ALL grant applications are limited to workplace safety projects to be implemented in the State of Utah, and 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 projects. There are no specific limits on the amount of funding requested, but it usually ranges from $1,000 to $85,000. **This is a competitive grant process and predetermined criteria will be used to make decisions on 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 purpose of this grant:

- Utah businesses.
- Community-based organizations.
- Utah non-profits.
- Local associations.
- Educational institutions.
- Government entities.

1. **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 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.**

To apply for WPS Awards funding:

- Download and fill out the **WPS AWARD APPLICATION**.
- 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.
To qualify for this funding type, the criteria used to select your safety award recipients must be included as part of the application.

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

**IV**) WPS GRANT CRITERIA

Criteria used to make a decision regarding which proposals to fund include, but are not limited to:

- Complete and timely submission of WPS Grant by the applicant.
- Programs which address workplace safety and health in high-hazard industries or industries with 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 WPS Grant applicants whose projects are supported, at least in part, 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 on 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 (Computers, TVs, video recorders, phones, automated external defibrillators, 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 used 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 the applicant has not received an invoice, or has 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.
• Funding of any safety program related to becoming or remaining in a VPP or SHARP designation/program or VPP or SHARP awards ceremony.
• Using funding to become compliant with occupational safety and health laws.
• Start-up ventures or software development.
V) SUBMITTING YOUR WPS GRANT APPLICATION:

**** No later than Thursday, September 30, 2021 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, Eric Olsen, at eolsen@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.

1. **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, 3rd floor
     P.O. Box 146600
     Salt Lake City, Utah, 84114-6600

1. **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
Salt Lake City, Utah

- ATTENTION: Workplace Safety Grant Application – WPS Coordinator
- Applications should be in a sealed envelope

1. **Faxed applications are not accepted.**

**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 schedule below.

1. If selected and approved for funding – After being notified by email or phone of the approval of the application and amount of funding awarded, the applicant will receive an electronic copy of the state contract. The contract needs to be signed by the grantee’s authorized representative.
2. Returning copies of the State Contract – Send three (3) printed 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).

Note: There is a deadline for signed contracts to be received by the Utah Labor Commission. If the deadline is not met, funds may not be issued or may be forfeited. Check the timeline box below for important deadlines.

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

VII) REIMBURSEMENT PROCESS

1. Reimbursements should be submitted each quarter. Include a Quarterly Progress Report (Part C) 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 with 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)
     - December (fourth quarter)

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

Remember: If grantee fails to submit 2 Quarterly Reports, funding may be forfeited and monies will be re-allocated to other workplace safety projects. If there is no grant related activity for a specific quarter, there is no need to submit a report, but an email notification must be sent to the WPS grant coordinator.

1. Reimbursement requests should be submitted as an invoice along with an itemized description of expenses including receipts for requested reimbursements and a WPS Quarterly Progress Report. Grantees may use their own invoice form or use one provided by the Utah Labor Commission.
(upon request). Examples of information to be included are: receipts for item or services provided, date services were rendered, copies of bills, including copies of payroll (if billing for personnel services), etc.

2. If submitting travel expenses, grantees must submit invoice along with a copy of receipts for allowable expenses. Grantees have the option of submitting their own travel reimbursement request form. Grantees must include the traveler’s name, date, and purpose of travel, and must itemize lodging, meals, mileage reimbursement, per diem, and any other expenses. Include receipts for any reimbursements requested.

3. If submitting expenses for personnel or contractual services, a copy of payroll or invoice from vendor (in the case of contractual work) is required.

4. Once the reimbursement request has been received by the WPS coordinator, allow up to three weeks for reimbursement to be processed.

5. 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 no later than 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 timeline and specific details of the successful completion of the project.
- Provide updates and WPS Quarterly Progress Report to the Utah Labor Commission with a fourth quarter report submitted no later than two weeks after 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.

X) 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, the grantee agrees to abide by these terms and conditions.

Forms

- Regular Grant Application
- Safety Awards Application
- Progress Quarterly Report - Part C

Schedule

**September 1, 2021**
Grant notice released and applications open.

**September 30, 2021**
Applications must be submitted to the Utah Labor Commission by the close of business.

**November 17, 2021**
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.

**November 30, 2021**

Recipients notified of selection and award amounts. Possible training session scheduled.

**December 14, 2021**

Utah Labor Commission to receive signed contracts back from grantees.
# Utah Labor Commission

**Workplace Safety (WPS) Grant Application**

**January – December 2022**

(Include attachments and supporting documentation)

## WPS Grant - Project Summary

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company / Agency:</td>
</tr>
<tr>
<td>Address:</td>
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<td>Phone:</td>
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<td>Email address:</td>
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</tbody>
</table>

Provide a brief description of your company – (core business)

## PROJECT SUMMARY: (Overview of WPS Project - 1 PARAGRAPH)

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Estimated total cost to implement project: | Total amount of WPS Grant Funds Requested: |
---|---|

Name (print) of authorized representative: | Position/Title: |
---|---|

Signature of Authorized Representative | Date
---|---
1. **DETAILED PROJECT DESCRIPTION:** Provide a clear and concise description of what the project is, how it will be implemented, and relevant information that will assist us in evaluating your proposal.

2. **DESCRIBE THE PURPOSE OF THIS WPS SAFETY PROJECT AND HOW GRANT FUNDS WILL BE USED TO MEET THE PURPOSE:** Examples: increase WPS, reduce accidents, increase employee awareness, establish a new WPS program, augment a current WPS initiative, etc. Keep in mind that grant money can NOT be used to fund new or current positions regardless of whether or not they are related to a specific safety project being proposed for funding.

3. **SAFETY EXPERTISE:** Identify all key individuals by name and title, directly involved in implementation of this WPS project. Specify if they are current employees or subcontractors. Provide their safety credentials, certifications, and background in implementing WPS initiatives.

4. **TARGET AUDIENCE AND OVERALL IMPACT:** Describe your target audience and provide an estimate of how many people will benefit DIRECTLY as participants in this WPS project. (Attendees at workshops, conferences, number of employees trained, etc.).
5. **PROJECT EVALUATION & SUCCESS METRICS:** Describe how the effectiveness of your initiative and successful program implementation will be measured. Include project metrics for PRE & POST EVALUATION to measure successful outcomes.

6. **PARTNERSHIPS:** Provide information regarding any partnerships which will help leverage resources, encourage participation, or strengthen your ability to carry out this WPS project.

7. **DETAILED BUDGET:** **Table Format** – Provide a specific and detailed cost breakdown of the program and explain how funding will be allocated. Include a detailed, line item explanation of any matching funds.

8. **Additional Criteria:** Please provide a **YES** or **NO** answer. Points will not be awarded if the overall WPS project proposal description does not support your yes or no answer.

Will this WPS project address reduction of workplace accidents or fatalities in **HIGH RISK** industry settings or occupations, improve WPS programs for small businesses ((defined as 250 or fewer employees)) and/or address **LANGUAGE OR CULTURAL BARRIERS** that affect WPS practices?

- **HIGH RISK INDUSTRIES**
  - YES ☐
  - NO ☐

- **SMALL BUSINESSES**
  - YES ☐
  - NO ☐

- **ADDRESSES NEEDS FOR COMMUNITIES**
  - WITH LANGUAGE OR CULTURAL BARRIERS  YES ☐
  - NO ☐