

OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

Bid Number - OSH T&E 2020-2021

Questions and Answers Pertaining to the RFP

(Updated December 20, 2019. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

- Q1. **What is the maximum and the minimum size of this grant opportunity please?**
- A1. As stated in section II.A), "There is no minimum award amount under the OSH T&E RFP. All awards are subject to funding availability." There is a total of \$5.9 million available under this funding opportunity. Please refer to section VI.B "Method of Selection" which states "Cost reasonableness and effectiveness in relation to training proposed" as a scoring criteria."
- Q2. **I've been trying to apply for the grant, but I don't see the button to start the application. Is it ready yet?**
- A2. Please verify that you are signed into the Grants Gateway portal in the correct role. Only those in the roles of "Grantee Contract Signatory" or "Grantee System Administrator" can electronically submit the proposal via the Grants Gateway. If you are still experiencing difficulties, please call the Grants Gateway Help Desk at 518-474-5595 or you may visit their Help Desk page at <https://grantsmanagement.ny.gov/contact-us>.

New Questions as of 12/13/19 start below:

- Q3. **Can OSH T&E funds be used for continuing education for staff who have trained as trainers, to expand the trainers' knowledge base and skills?**
- A3. Yes. Please refer to section II A 2) "Restriction on the Use of Funds" which states: "Wages paid to workers while in training, unless the business uses employees in a train-the-trainer approach. In that case, the wages of those employees can be charged to grant funds for the actual hours they are being trained as trainers and for the hours they conduct formal training for fellow employees during the grant period. The hours charged must be reasonable and documented."
- Q4. **Can travel-related costs to send individuals to trainings be covered by grant funds?**
- A4. Yes. Staff travel costs should be budgeted in line with standard agency travel policy or OSC guidelines. Travel costs are reimbursed at NYS rates. *Only travel costs for personnel listed under Staff Salaries are acceptable.* Consultant or sub-contractor's travel expenses should be included in Contracted Services. Use the Budget Narrative to indicate how Staff Travel costs were calculated (i.e., number of miles, mileage rate). Any exceptional staff travel costs must be justified in the Budget Narrative.

Q5. If travel related costs can be covered, are there restrictions on what the grant will pay for, such as mileage/transportation fares/ accommodations/meal costs, if the training is not local?

A5. Please refer to section IV D 2.) b which states: "Staff travel costs should be budgeted in line with standard agency travel policy or OSC guidelines. Travel costs are reimbursed at NYS rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or sub-contractor's travel expenses should be included in Contracted Services. Use the Budget Narrative to indicate how Staff Travel costs were calculated (i.e., number of miles, mileage rate). Any exceptional staff travel costs must be justified in the Budget Narrative."

Q6. Is out-of-state travel permitted?

A6. Please refer to section IV D 2.) b which states: "No out of state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior NYSDOL approval."

Q7. Can funds be used to provide retraining to employees who have incurred recurring injuries?

A7. Section II.A.1. states "Training and education activities which may be funded under the grant program include... Programs addressing ergonomic and repetitive motion problems". To be clear, occupational skills training to accommodate an existing injury is not eligible under this grant; only preventative safety and health training is allowable.

Q8. How do I know if my organization is eligible to apply for this grant?

A8. Bidder eligibility is outlined in section III A of the RFP. In addition, Bidders must meet the Minimum Requirements as outlined in section V A in order to be eligible.

Q9. I have a question regarding sole proprietorship, are these types of organization not eligible to apply for this bid? Explain the requirement: The Bidder employs two or more paid employees (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion)

A9. While a sole proprietorship may be eligible, that organization must have two or more paid employees. An owner with a business but no employees is not eligible, as owners and principals are not considered to be employees.

Q10. Could the Hazard Abatement Board provide additional information regarding acceptable and appropriate equipment requests? Can you provide past examples that illustrate the type of equipment purchased through past grants and how they were related to implementation of the training projects?

A10. Section II.A.2. of the RFP, Restrictions on the Use of Funds, indicates “Equipment expenses that are not related to the training purposes funded by this grant” would not be allowable expenses. The final determination of equipment expenses being related to the training purpose funded by this grant would be determined by NYS DOL during contract development with successful bidders.

Q11. If a PESH Consultant visited our site previously (Fall 2019) and required work be done, which we did, can we submit for that work?

A11. The Hazard Abatement Board administers Capital Abatement Program grants to public entities. These grants cover 75% of the cost of capital projects necessary to correct workplace hazards cited by the Public Employee Safety and Health Bureau (PESH) or where recommended in a consultation report. Please click on this link for instructions and an application <https://www.labor.ny.gov/hab/resources.shtm>

Q12. Would this grant qualify for bullet proof-type glass at our front offices, as a health and safety measure?

A12. Section II.A.2., Restrictions on the Use of Funds, indicates “Equipment expenses that are not related to the training purposes funded by this grant” would not be allowable expenses. The final determination of equipment expenses being related to the training purpose funded by this grant would be determined by NYS DOL during contract development with successful bidders.

Q13. To the extent that the RFP allows for funding of equipment that is related to the training purposes funded by this grant, would funding for several Lucas 3 Chest Compression System devices - which would improve life-saving while also directly reduce nursing injuries associated with the physical demands of manual chest compression and largely eliminate the need for continuous physical access to the patient which can also contribute to injury/trauma generally – be an allowable expense under this grant?”

A13. No. Section II.A.2., Restrictions on the Use of Funds, provides examples of expenditures that are not allowed under this grant, including:

“Activities which promote safety and health but are not related to occupational safety and Activities which promote safety and health but are not related to occupational safety and health hazards, including, but not limited to, CPR or First Aid Training, fire extinguisher training, and sexual harassment training” and;

“Equipment expenses that are not related to the training purposes funded by this grant.”

Q14. I'm uploading the required attachments, and the Potential Conflict of Interest attachment is not available to upload. What should I do?

A14. There is an issue with the Potential Conflict of Interest attachment on Grants Gateway. Please go to <https://www.labor.ny.gov/businessservices/PDFs/osh-te/Attach-14-Potential-Conflict-of-Interest.pdf> to access the form and then, once complete, upload into Grants Gateway under the Pre-Submission upload section as part of your application.

Q15. I am having trouble in the Program Design area of the application. It only allows me to enter a date for this question. How do I move forward?

A15. There is an issue with a question in the Program Design component of the application on Grants Gateway. For question number B1F) "Compare and identify the source of the rates of injuries and illnesses to be addressed in the target group to be trained with other group rates in NYS." The gateway is not allowing applicants to answer in a narrative manner. Please create a separate document named "B1F" to provide your narrative answer. You will then need to upload this document into the Grantee Document folder in Grants Gateway.