

FY 2024

Workplace Safety Grant Application Instructions

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF INDUSTRIAL ACCIDENTS
OFFICE OF SAFETY



MASSACHUSETTS DEPARTMENT OF
INDUSTRIAL ACCIDENTS

What is the Workplace Safety Grant?

The Workplace Safety Grant is issued under the provisions M. G. L. c 23E § 3 and is administered by the Department of Industrial Accidents (DIA), Office of Safety. The grant program provides Massachusetts-based employers in good standing with funding for employee training to prevent or redress a history of workplace injuries. The maximum grant request may be up to \$25,000.

How does the program work?

- ◆ The organization's employees must be covered by the Massachusetts Workers' Compensation Act, M.G.L. c. 152.
- ◆ This is a reimbursement program. All training(s) must be pre-approved by the Office of Safety and only conducted after the execution of a signed state contract by the applicant and the Office of Finance.
 - Funds will not be distributed until all contractual documents are signed by all parties.
 - Training dates or invoices conducted or dated prior to the date of an approved contract are not compensable.
- ◆ The training period is tied to the Commonwealth's fiscal year; all training must be completed by June 30th. All invoices seeking reimbursement for approved training must be received by the Office of Safety by July 15th of the grant year.
- ◆ Training(s) must relate to the work performed by the employee/s and address the prevention of injury, unhealthy working conditions, and practices or redress an existing claims history.
- ◆ Massachusetts-based training providers should be used with limited exceptions.
- ◆ The Office of Safety may conduct random evaluations of any training(s).

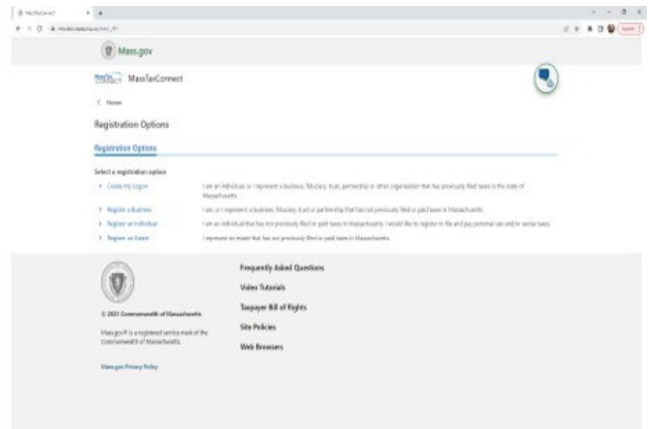
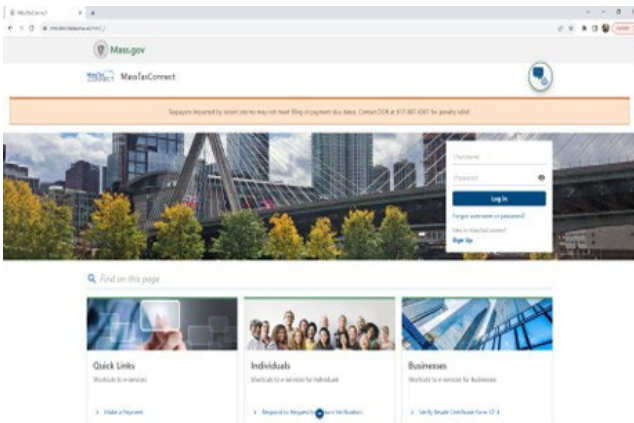
What is not included in the program?

- ◆ Training for Police, State Police, Firefighters, State and Federal employees, and organizations covered by the Jones/Longshore Act.
- ◆ Costs incurred prior to the effective date of the contract.

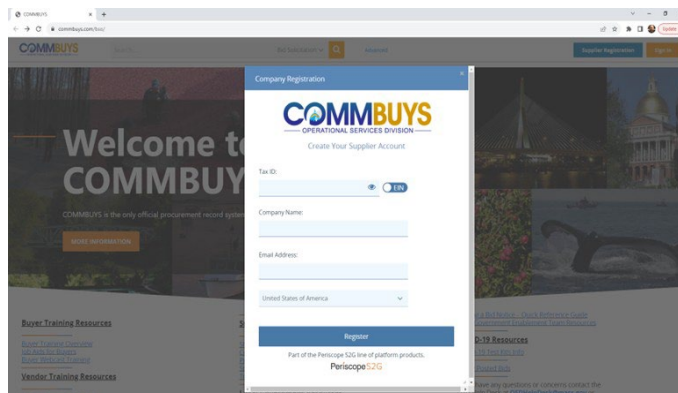
- ◆ Costs for employee wages, stipends, or reimbursements for parking and travel expenses, and re-training of employees previously trained under this grant on the same topic.
- ◆ Developmental, compliance, policy/procedural programs, and emergency action planning programs.
- ◆ Costs for office space, conference room rentals, utilities, communications, equipment (TVs, DVD players, computers, projectors, etc.), and other overhead expenses.

What information is needed to apply?

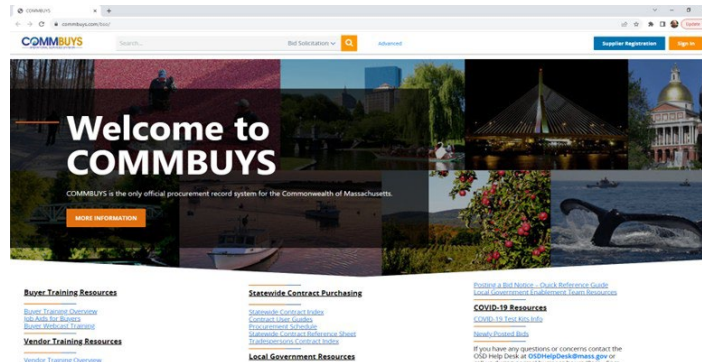
- ◆ The organization's legal name is listed with the Secretary of State. (d.b.a. if applicable).
- ◆ The organization's Federal Employer Identification Number (FEIN).
- ◆ The current number of Massachusetts employees in the organization (full & part-time).
- ◆ The contact information for the individual who is authorized to sign a contract to accept a grant.
- ◆ The contact information for the individual administering the grant (may be different from the above).
- ◆ A valid Certificate of Good Standing from the Massachusetts Department of Revenue (DOR). To obtain the certificate, apply online at <https://mtc.dor.state.ma.us/mtc>



- ◆ A Certificate of Unemployment Insurance Compliance from the Massachusetts Department of Unemployment Assistance (DUA). To obtain a certificate, apply online at: <https://unemployment.mass.gov/Employers/>
- ◆ A COMMBUYS Number. Go to the COMMBUYS landing page at www.COMMBUYS.com and then follow these steps: 1) Select the first link titled REGISTER and complete registration. 2) You must register and select the United Nations Standard Products and Services Code (UNSPSC) 84-10-16. There is no cost.



- ◆ If you have applied, received, or conducted business with the Commonwealth prior to this application, you will already have been assigned a vendor COMMBUYS number. You may look it up on COMMBUYS at www.COMMBUYS.com



What you need to know before applying.

- ◆ Incomplete applications cannot be submitted to DIA for review until all required fields are populated and supporting documents have been uploaded to the application.
- ◆ Required fields are indicated with a red '*'.

Workplace Safety Grant Application

Progress

17%

Organization Detail

Legal Name of Applicant Organization * ☐ Prior Grant Recipient

DBA of Applicant Organization

Organization FEIN * Vendor Number

Amount Requesting (up to \$25,000) *

Primary Contact (Who Can We Contact) * ☐ Check if Grant Administrator

Primary Contact Email *

Primary Contact Phone * Ext.

Secondary Phone Ext. Phone Type

Next

PART 1 OF 8

- ◆ Required documents include
 - Standard Contract Form (SCF)
 - W-9
 - Contractor Authorized Signatory (CASL)
 - EFT Form
 - Blank Letter or Voided Check
 - DOR Certificate of Good Standing
 - DUA Certificate

Required Documents

Acceptable file types include (.pdf, .tif, .png, .jpg, .doc, .docx) and each file must not exceed 5mb

Applicant ID: EngineeringSafetyLLC_8365

Resumes

[Add Resume](#)

Other Documents

Standard Contract Form (SCF) *	Choose File No file chosen
W-9 *	Choose File No file chosen
Contractor Authorized Signatory (CAS) *	Choose File No file chosen
EFT Form *	Choose File No file chosen
Bank Letter or Voided Check *	Choose File No file chosen
DOR Certificate of Good Standing *	Choose File No file chosen
More Info...	
DUA Certificate *	Choose File No file chosen
More Info...	

◆ Applicants will receive two important numbers:

- Number 1: A unique organizational ID once page one (1) of the application is completed, transitioned to the 'Next' page (page two (2)) of application, and saved.
- Number 2: Upon successful submission of the Workplace Safety Grant Application, a GMS grant submission number will be provided via an email notification.

Workplace Safety Grant Application

Progress: 75%

Organization Address

Applicant ID: EngineeringSafetyLLC_8365

Organization Address Line 1 *

Organization Address Line 2

Zip *

Select Zip Code

City *

State *

MA

County *

[Save and Close](#) [Back](#) [Next](#)

PART 2 OF 8

- ◆ Applications may be saved at any point once the first page is completed. Upon saving an application an email will be sent with a link to return and resume the grant application where last completed.

Dear Craig Statt,

Your application for the 2023 year has been saved. You can resume your application by clicking the link below.

https://diasafetygrants-uat.dia.eol.mass.gov/egrant/application//default.html?id=CHOPHospital_0030

Thank you

- ◆ A successful grant submission will result in an email confirmation received by the applicant, acknowledging successful submission to DIA for review. The email will include the following:
- Workplace Safety Grant Submission number
 - Unique Organizational ID Number
 - Instructions for completing the Workplace Safety Grant Portal Registration

- Link to Workplace Safety Grant Portal
- Creating Workplace Safety Grant Portal password associated with Unique Organizational ID Number.
- ◆ The Office of Safety reserves the right to only consider applications that, in its sole judgment, are complete and responsive to the questions asked.
- ◆ The Office of Safety reserves the right to suspend/revoke the contract for funding at any time for any reason.
- ◆ The training schedule must be submitted to the Office of Safety prior to the beginning of training. Non-compliance may result in the forfeiture of grant funding.
- ◆ Invoices must be submitted to the Office of Safety before July 15.
- ◆ All training must be completed by June 30th of the grant year.

Office of Safety contact information.

Address:

Lafayette City Center
2 Avenue de Lafayette
Boston, MA 02111-1750

Email Address:

Safety@mass.gov

Website:

Mass.gov/WorkplaceSafetyGrant

