

Worker Outreach Grants

Grantee Statement of Work

The Grantee shall furnish the necessary personnel, equipment, materials, services, and anything else necessary for, or incidental to, the performance of work as set forth below:

Purpose of the grant

It is the purpose of this grant is to provide L&I-related workplace rights and safety outreach to underserved workers.

This grant is intended to:

- Increase knowledge of workers’ rights and protections
- Increase access to L&I services and remedies, if workers haven’t received what is due to them
- Decrease fear – of government and employer retaliation
- Empower workers to self-advocate

1. Grantee Responsibilities and Requirements

| Grantees agree to: | While providing L&I funded services, grantees: |
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| Have all employees involved in delivering the program attend training from L&I, related to the program and worker rights and protections. | |
| Conduct outreach to workers, in their language of choice. | |
| Provide education to workers about worker rights and protections, in their language of choice. | |
| Have any outreach materials, presentations, scripts, social media, etc., reviewed and approved by L&I before use. | |
| Teach workers how to access information and forms related to submitting safety and health concerns, wage complaints, and injury claims. | Will not unduly pressure workers to file complaints or claims. Will not represent workers, but rather provide them with assistance. |
| Help workers complete forms in their own words by listening to their stories, asking open-ended questions to identify helpful details including dates, and generally pulling together the information that L&I would need for its review. | Will not tell workers what to write or say. |
| Contact designated L&I staff with questions, issues, and concerns. | Will not provide legal interpretation or guidance related to L&I rules and laws. |
| Help workers access appropriate L&I staff with questions, issues, and concerns. | |
| Attend regular check-in meetings with L&I staff. | |

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| Upon notice of a grant award, with support from L&I, prepare a Milestone Budget Schedule, laying out each quarter’s expected activities and budget. Provide complete and timely quarterly reports that include metrics, deliverables, and narratives. | |
| Support workers to receive their rights and protections, empowering their self-advocacy. | Will not take hostile stances against employers, assume determinations of outcomes, or promote organizing against employers. |
| Optional: If requested by workers, accompany them to meetings (in-person, virtual, telephonic) with L&I investigators, inspectors, claim adjudicators, or other staff to provide support. | Will not represent the worker or speak for them but rather help the worker to explain or describe a situation or experience. |

2. Content Review & Approval Process

Grantee is required to have any materials they create **reviewed and approved by L&I** to ensure accuracy prior to their use with workers. This includes printed literature, form letters or bulk emails, social media posts, web content, PowerPoint or other presentations, scripts, videos, podcasts, and other items that are directed to target worker audiences. Note that L&I has a vast array of existing materials that grantees are encouraged to use that don’t require review. Grantee should plan on the review process taking several weeks.

Depending on the type of materials, subject matter, audience, and other factors, L&I required changes may extend beyond accuracy, although the department recognizes the value of the grantee’s voice toward effectively reaching their intended audience. Grantee is encouraged to use an L&I-provided partnership logo or partnership language in their materials, though their use may lead to a higher level of review.

There are additional requirements for videos, including recorded presentations that are made available for on-demand viewing. They will need to meet digital accessibility requirements. For detail, click on the “Web Content Accessibility Guidelines” links below.

Web Content Accessibility Guidelines, WCAG 2.0.

- **1.2.2 Captions (Prerecorded):** [Captions](#) are provided for all [prerecorded audio](#) content in [synchronized media](#), except when the media is a [media alternative for text](#) and is clearly labeled as such. (Level A)
 - [How to Meet 1.2.2](#) [Understanding 1.2.2](#)
- **1.2.4 Captions (Live):** [Captions](#) are provided for all [live audio](#) content in [synchronized media](#). (Level AA)
 - [How to Meet 1.2.4](#) [Understanding 1.2.4](#)
- **1.2.5 Audio Description (Prerecorded):** [Audio description](#) is provided for all [prerecorded video](#) content in [synchronized media](#). (Level AA)
 - [How to Meet 1.2.5](#) [Understanding 1.2.5](#)

3. Limits to Role as L&I Information Provider

Grantee staff are to limit their services to providing L&I information and referral to L&I tools, resources, and services. Grantee staff are not to provide interpretation of L&I requirements or advice on specific L&I-related issues, but instead are to refer them directly to L&I staff.

4. Reporting Requirements

Grantee is required to provide a Milestone Budget Schedule (MBS), using L&I's template, prior to execution of the Grant Agreement. An MBS breaks out Grantee's planned activities and affiliated budget by quarterly reporting periods. During the life of the grant, Grantee will be required to provide quarterly grant progress reports (GPS) based on their MBS.

Grantee will receive full payment each quarter, provided they have completed the milestones as agreed and provided acceptable documentation. If not completed or adequately documented, L&I will pay up to, but not to exceed, 85% of that quarter's budget, per the MBS. The remaining amount due will be payable upon verified completion of the work.

The deadlines for each reporting period are listed below:

| QUARTERLY REPORTS | |
|-------------------------------|------------------|
| FOR CALENDAR QUARTER | GRANT REPORT DUE |
| July 2024 - September 2024: | October 31, 2024 |
| October 2024 - December 2024: | January 31, 2025 |
| January 2025 - March 2025: | April 30, 2025 |
| April 2025 - June 2025: | July 14, 2025 |

5. Grantee Proposed Program (start)

5.1 Grantee Request for Clarifications Response

5.2 Grantee Proposed Program (end)