

Worker Outreach Grant Application

K5388

**Dear Prospective Grant Applicant,**

Thank you for your interest in the Department of Labor & Industries (L&I) Worker Outreach Grant program!

L&I seeks to partner with nonprofit organizations throughout Washington State to enhance our outreach efforts to underserved workers.

This will be the first time L&I has offered Worker Outreach Grants. We welcome your input for the future, as we refine to make the best, most impactful outreach possible.

1. **Background and Grant Program Purpose**

The Washington Department of Labor & Industries (L&I) oversees several worker protection laws in the areas of worker safety and health, wage and hour requirements and other labor laws, and workers’ compensation insurance. If workers experience unsafe work conditions, or if they fail to receive full pay for their work, overtime, meals and rest periods or other worker rights, they can file a complaint with L&I and L&I staff will investigate. If they are injured on the job or contract an occupational illness, L&I will protect their right to file a workers’ compensation insurance claim and potentially receive benefits.

Although L&I does significant outreach, many workers, particularly those in lower wage jobs, migrants, and others in underserved communities, do not know their rights or do not exercise them. Workers may be afraid of retaliation from their employers or have fear of government. They may face language barriers that prevent them from seeking help or accessing services, or they may need assistance with completing worker rights or safety complaints, or workers’ compensation claims. The result is inequitable access to protections provided to workers under the law.

To address these issues, L&I will award grants to community organizations that provide services to underserved workers. These organizations will be funded to provide outreach and education to workers about their rights, listen to their concerns and fears, and assist them in connecting with L&I.

**Program Goals**

With a particular focus on individuals with limited English proficiency and other underserved workers:

* 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. **Grant Amounts**

L&I has $1,000,000 for grants to organizations statewide that serve Washington worker communities. Grants are for the one-year period beginning July 1, 2024 and ending June 30, 2025.

We anticipate awarding grants to about 15 organizations, ranging from $30,000 to $150,000, although we will make decisions based on the applications received.

Factors affecting grant amounts:

* Geographic reach of the organization
* Number of workers served
* Nature of services – breadth, depth, group, one-on-one
* Service delivery locations – single versus multiple sites; office versus community sites
* Perceived vulnerability and needs of the worker communities served
1. **Grant Eligibility Requirements**

The following are eligibility requirements for organizations that wish to participate in the Worker Outreach Grants program.

**The organization:**

* Has a history of providing services to a significant number of underserved Washington workers;
* Is a registered nonprofit organization with both state and federal designations;
* Is registered as a Washington employer with an active L&I account;
* Is current on all regulatory and tax responsibilities; and
* Carries required liability insurance (or will carry if awarded a grant):
	+ Commercial general liability policy of $1,000,000 or more per occurrence
	+ Automotive liability policy of $1,000,000 or more per occurrence
		- You will need to provide L&I documentation that your insurance carrier names the state of Washington as an additional insured on your policy.

[See the sample grant agreement for insurance requirement details]

1. **Grantee Responsibilities and Requirements**

|  |  |
| --- | --- |
| **Grantees agree to:** | **While providing L&I funded services, grantees:** |
| 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. |  |
| 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. |

1. **Schedule**

|  |  |
| --- | --- |
| **Event** | **Dates & Times** |
| Grant Application Released | March 14, 2024 |
| Question & Answer Period | March 14, 2024 – April 19, 2024Answers to questions given orally are to be considered tentative. All questions will be researched and the official answers posted on *WEBS* twice during the *Question and Answer* period. This will assure accurate, consistent responses to all applicants. Only the written responses will be considered official. |
| Information Session(webinar - attendance optional) | April 2, 2024 (Tuesday), 9:00 a.m.  |
| Due Date for Grant Applications | April 28, 2024 (Sunday), 11:59 p.m.  |
| Conduct Evaluations | April/May 2024 |
| Notification to Successful and Unsuccessful Applicant(s) | May 2024 |
| Grant proposal feedback | If your grant application isn't selected and you would like feedback about it, contact Mx. Mo Tabor within 5 working days after the announcement of grant awardees to schedule a meeting. |
| Execute Grant(s) | June 2024 |
| Begin Grant Work (grant start date) | July 2024 |

1. **Grant Applicant Organization Information**

Please complete the form below. Note that you can expand the size of boxes as needed.

|  |  |
| --- | --- |
| **Legal Organization Name** |  |
| **Organization Website** |  |
| **Mailing Address** |  |
| **Legal Status of the Organization** | **Nonprofit Corporation [ ]** **Government Entity [ ]  Other [ ]** **If Other, please explain:** |
| **Federal Tax Identification Number** |  |
| **Washington Unified Business Identification Number (UBI)** |  |
| **Provide a brief description of your organization.** |  |
| **Region served (communities/cities/counties).** |  |
| **Describe the worker communities your organization serves, including ways that they would be considered “underserved” and/or “vulnerable.”** |  |
| **Describe the primary ways your organization provides services to worker communities.** |  |
| **List other organizations you regularly collaborate with, if any, and the nature of the relationship.** |  |
| **How many workers do you serve in a month?** **In a year?** |  |
| **Of the number of workers you serve per month, how many unique individuals does that represent?** **We want to have an understanding of both breadth of your worker audience (different individuals served) and extent of provided services (same individuals served multiple times). Either is valuable to L&I.** |  |
| **Your name, position in the organization, and brief description of your relevant background.** |  |
| **Other people in your organization who would participate in activities related to this grant and their positions.** |  |

**Grant Proposal – Your Proposed Grant-Funded Work Plan**

L&I’s grant funding is awarded based on proposed work plans that help advance L&I worker outreach goals. Quarterly grant payments are made to awarded organizations, based on their achievement of work plan items; not on their costs.

There are prompts below that can help with development of your proposed work plan, and boxes to provide needed detail. You can choose to include something from one or all of the noted options, **Outreach**, **Community Forums**, **One-on-One and Small Group Meetings**, and **Direct Assistance to Individuals**, and complete the appropriate sections**.** Alternatively, you can write your own proposal in the **Other Activity** section, or choose a combination of noted options and your own.

|  |
| --- |
| **Outreach – Provide outreach about L&I-administered workers’ rights, services, and resources.** How will your organization help workers learn about and exercise their rights? You may choose to use newsletters, social media, texts, emails, radio, and/or television broadcasts. You may choose to distribute flyers or table at community events, go door-to-door in certain areas, or other methods. Any materials you create must be reviewed and approved by L&I. *NOTE: Outreach is to be performed away from job sites unless coordinated with the employer.* |
| **Description of type of outreach. Include things like what, why, where, and languages, if other than English.** | **Target audience for the outreach** | **Times repeated during the year** | **Estimated number of recipients of that outreach type** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5.  |  |  |  |
| Note that you can add and delete lines, and expand the size of boxes as needed |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Community Forums and/or Trainings – Organize and present community forums or trainings for workers and provide education on their rights, protections, and the services offered by your organization and by L&I.**Community gatherings provide an opportunity to educate groups of workers about their rights, protections, your services, and the services of L&I. You can choose to include L&I staff as presenters and/or resource people at these events. *NOTE: Forums are to be located away from job sites unless coordinated with the employer.* |
| **Description of forum or training. Include thing like what, why, where, and languages, if other than English.** | **Target audience for that outreach** | **Times repeated during the year** | **Estimated number of recipients of that outreach type** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5.  |  |  |  |
| Note that you can add and delete lines, and expand the size of boxes as needed |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **One-on-one and/or Small Group Meetings – While meeting with workers, provide individualized information based on their needs.**When meeting with individual workers or small groups, tell them about their rights and protections, and provide information about resources and services related to their specific situations. |
| **Nature of individual and/or group meetings. Include where, and languages, if other than English.** | **Description of target audience** | **Estimated number of individual meetings; number of group meetings** | **Estimated number of individuals receiving information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Note that you can add and delete lines, and expand the size of boxes as needed |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Direct Assistance to Individuals – Providing direct assistance to workers who need help in order to receive their L&I-related rights, protections, and services.** Conversations with workers may make you aware of their need for direct assistance to obtain L&I-related rights and protections, or resources, and/or services. This may include help with forms or letters, using their words, help with processes, or with connecting to appropriate L&I staff.  |
| **Description of anticipated services. Include where, and languages, if other than English.** | **Description of target audience** | **Estimated number of assistance sessions** | **Estimated number of individuals receiving support** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Note that you can add and delete lines, and expand the size of boxes as needed |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other Activity – You are welcome to propose other ways of getting information out to workers about their L&I-related rights, protections, and services, and helping workers receive the money and protections they are entitled to.**  **Include:**1. A description of your proposed method(s) of providing outreach, education, and/or individualized services (include what, where, and how in your description).
2. A description of the specific people or group(s) you intend to serve (include who, and languages used if other than English in your description).
3. Your estimated metrics (such as numbers served, number of events, or other ways of evaluating how you’ve helped L&I achieve its program goals).
 |
|  |
|  |
| Note that you can add and delete lines, and expand the size of boxes as needed |  |  |  |
|  |  |  |  |

**L&I reference materials that may be helpful in developing your program:**

Web pages

* Workers’ Rights: [Workers' Rights (wa.gov)](https://lni.wa.gov/workers-rights/)
* Workers’ Compensation: [Injured? What You Need to Know (wa.gov)](https://lni.wa.gov/claims/for-workers/injured-what-you-need-to-know/)
* Safety & Health: [Safety Complaints (wa.gov)](https://lni.wa.gov/workers-rights/workplace-complaints/safety-complaints)

Publications

* [Pocket Guide to Worker Rights](https://www.lni.wa.gov/forms-publications/F101-165-909.pdf) (F101-165-909)

Available in several languages

* [Workers’ Compensation Benefits: A Guide for Injured Workers](https://www.lni.wa.gov/forms-publications/F242-104-000.pdf) (F242-104-000)

Available in Spanish

* [Safety and Health Discrimination in the Workplace](https://www.lni.wa.gov/forms-publications/F417-244-000.pdf) (F417-244-000)

Available in multiple languages

* [Workers’ Compensation Discrimination](https://www.lni.wa.gov/forms-publications/F262-249-909.pdf) (F262-249-909)

Available in Spanish

1. **Grant Amount Requested**

|  |  |
| --- | --- |
| For our grant proposal, as described in **Section 5** above, we request this amount of money for the grant period July 1, 2024 through June 30, 2025. | $ |

1. **Subcontractors**

L&I strongly prefers that grant recipients directly perform all work affiliated with their proposed work plans. If subcontractors are needed, however, they must be disclosed and approved prior to their participation in the work. Additionally, they must adhere to the same grant agreement requirements as the grant recipient and receive the same training that your staff do.

|  |  |
| --- | --- |
| Subcontractor name |  |
| Subcontractor address |  |
| Subcontractor UBI (Washington Unified Business Identifier) |  |
| Description of subcontractor’s business and qualifications |  |
| Subcontractor role in your proposed work plan |  |

Grant recipients with subcontractors must complete a Subcontractor Inclusion Plan (SIP). A [SIP](file:///S%3A%5CDirectors%20Office%5CGov_Affairs_Policy%5CSmall%20Business%5CB-Worker%20Outreach%20Grants%5CK5388%20Worker%20Outreach%20Grants%5CK5388%20Attachment%20E_SIP.docx) lists the commitments that a grant recipient makes during the application process to increase spending with small businesses.

1. **References**

Please provide references for your organization that can speak to your ability to successfully fulfill the requirements of this grant program. In addition to those listed, L&I may contact other organizations that may have had experience working with you.

|  |  |  |
| --- | --- | --- |
| **Reference Name** | **Relationship** | **Contact Information** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

1. **WEBS – Before Submitting Your Application**

**Before submitting your application, register in WEBS** to ensure that you have all the information and updates regarding this grant opportunity. You will need to select a Commodity Code that the Worker Outreach Grant is listed under in WEBS in order to get updates. You can select any one or more of these codes:

918-32 Consulting Services (Not Otherwise Classified)

952-39 Employment Generating Activities

952-43 Family and Social Services

952-59 Human Services

Once you have registered, you can find this grant opportunity when logged in by going to the “Search Opportunities” tab, and entering K5388.

Although you already have this application, you will need to download another (identical) copy from the WEBS site to complete your registration.

If you do not register in WEBS, **you will not receive grant-related updates**, including corrections, additions, the Question & Answer postings capturing all applicant inquiries, and the notice of grant awards.

**About WEBS:**

Washington's Electronic Business Solution (WEBS) is an Internet vendor registration and solicitation notification system. The system offers one online site where vendors can register to receive state government contract and grant solicitation notifications.

WEBScan be accessed at: <https://des.wa.gov/sell/how-work-state>

1. **Questions or Comments?**

If you have any questions or comments related to this Worker Outreach Grant opportunity or the process, feel free to contact the Grant Coordinator, Mx. Mo Tabor. To ensure consistency and fairness, Mo is designated as the sole point of contact, and communications directed to other parties at L&I could result in disqualification of the applicant.

Contact information for Mx. Mo Tabor: mo.tabor@lni.wa.gov; 360-999-9696

If needed, and upon request, the application can be made available in other languages.

1. **Signatures – Certifications and Assurances**

I certify that this application accurately represents the organization named above and its intent to deliver the work plan proposed. I also certify that I have authority to represent the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

1. **Submit Your Application**

**Submit your completed application by Sunday, April 28, at 11:59 p.m., by emailing to**:

k5388@lni.wa.gov

You will receive an acknowledgment of receipt within two business days. If you don’t receive acknowledgement, email to mo.tabor@lni.wa.gov.