

FY 2024

Workplace Safety Grant Application Instructions

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF INDUSTRIAL ACCIDENTS
OFFICE OF SAFETY



MASSACHUSETTS DEPARTMENT OF
INDUSTRIAL ACCIDENTS

About the DIA Workplace Safety Grant

The DIA Workplace Safety Grant is issued under the provisions M.G.L. c. 23E, § 3 and administered by the Department of Industrial Accidents (DIA), Office of Safety. The grant program provides eligible 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. All potential grant awards are subject to approval by the DIA, Office of Safety.

How it works

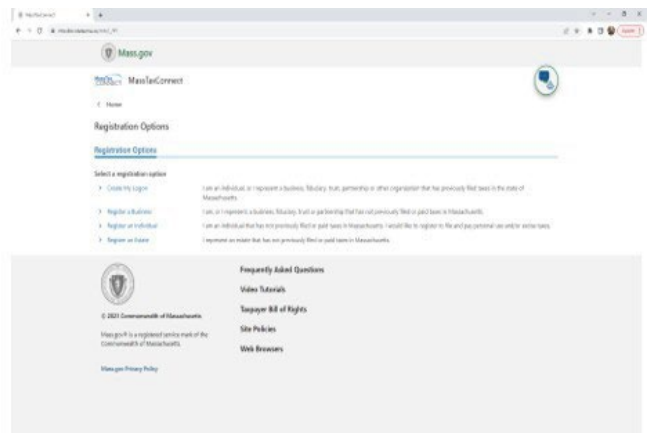
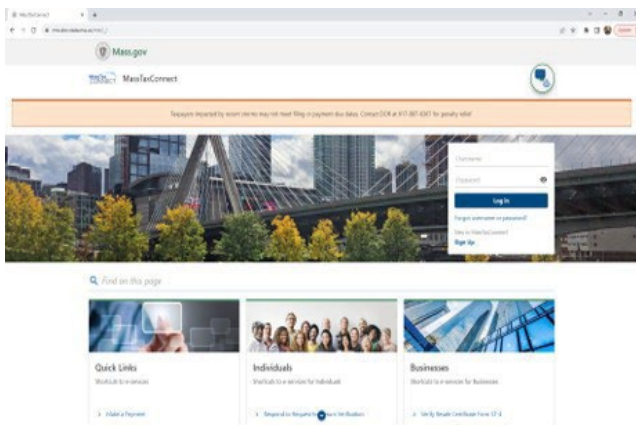
- The organization must be covered by, and compliant with, the Massachusetts Workers' Compensation Act, M.G.L. c. 152.
- This is a reimbursement program. All training(s) must be pre-approved by the DIA, Office of Safety, and only conducted after the execution of a standard contract form signed by the applicant and countersigned by the Commonwealth.
 - Approved funds will not be distributed until all contractual documents are signed by all parties.
 - Training(s) or other costs incurred conducted prior to a signed contract shall not be eligible for reimbursement; invoices dated prior to contract execution will not be considered for payment by the DIA, Office of Safety.
- The training period is tied to the Commonwealth's fiscal year (FY), which runs July 1 – June 30 (aka the "grant year"); all grant-funded training(s) must be completed by June 30th of the applicable fiscal year. All invoices seeking reimbursement for approved training must be received by the DIA, Office of Safety by July 15th of the FY grant year.
- Training(s) *must* relate to the work performed by the employee(s) and address injury prevention and unhealthy working conditions.
- Massachusetts-based training providers should be used with limited exceptions; such exceptions must be preapproved by the DIA, Office of Safety. The DIA, Office of Safety retains the right to conduct evaluations of any Workplace Safety Grant-funded training(s).

What doesn't qualify?

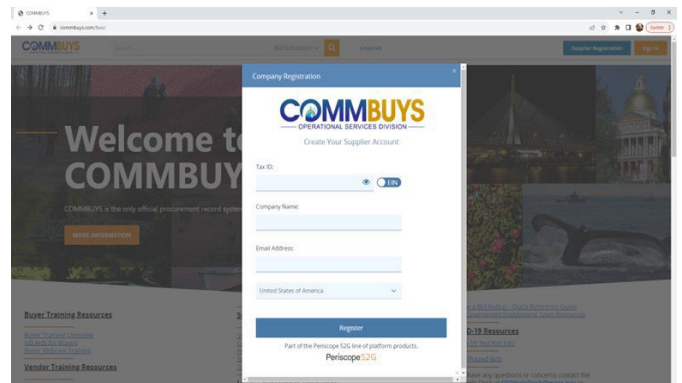
- Training for Police, Firefighters, State and Federal employees, or organizations covered by the Jones/Longshore Act.
- Costs incurred prior to the effective date of the contract.
- Payroll, stipends, travel expenses, or the re-training of staff on a topic(s) funded by past grants.
- Developmental, compliance, policy/procedural programs, and emergency action planning programs.
- Administrative costs and other overhead expenses.

Required information

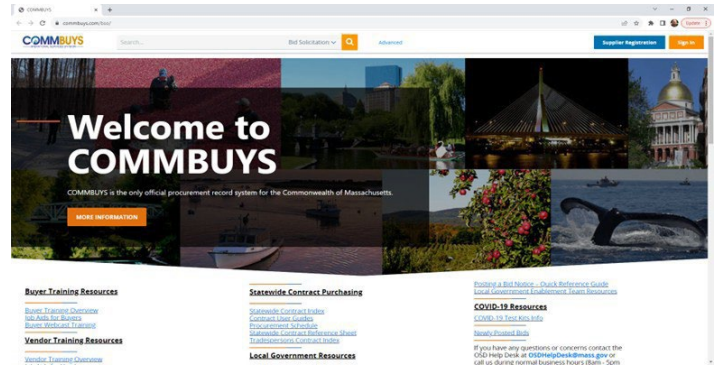
- The organization's legal name, as listed with the Secretary of the Commonwealth (include d/b/a if applicable).
- The organization's Federal Employer Identification Number (FEIN).
- The current number of Massachusetts employees in the organization (full & part-time).
- The contact information for the individual(s) authorized to sign contracts 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 mtc.dor.state.ma.us



- A Certificate of Unemployment Insurance Compliance from the Massachusetts Department of Unemployment Assistance (DUA). To obtain a certificate, apply online at: unemployment.mass.gov/Employers
- A COMMBUYS ID Number. Go to the COMMBUYS landing page at 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 commbuys.com



Other required information

- 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 '*’.
- 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 of Compliance
- 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.

Workplace Safety Grant Application

Progress: 100%

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

Progress: 100%

Required Documents

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

Applicant ID: EngineeringSuffery, LLC, 8365

Resumes

Other Documents

Standard Contract Form (SCF) *	<input type="button" value="Choose File"/> No file chosen
W-9 *	<input type="button" value="Choose File"/> No file chosen
Contractor Authorized Signatory (CASL) *	<input type="button" value="Choose File"/> No file chosen
EFT Form *	<input type="button" value="Choose File"/> No file chosen
Blank Letter or Voided Check *	<input type="button" value="Choose File"/> No file chosen
DOR Certificate of Good Standing *	<input type="button" value="Choose File"/> No file chosen
DUA Certificate *	<input type="button" value="Choose File"/> No file chosen

- Number 2: Upon successful submission of the DIA Workplace Safety Grant Application, a GMS grant submission number will be provided via an email notification.

Workplace Safety Grant Application

Progress: 25%

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 complete.

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 the DIA, Office of Safety for review. The email will include the following:
 - Workplace Safety Grant Submission number
 - A unique Organizational ID Number
 - Instructions for completing the Workplace Safety Grant Portal Registration
 - Link to Workplace Safety Grant Portal
 - Instructions on creating a Workplace Safety Grant Portal password associated with Unique Organizational ID Number.
- The DIA, Office of Safety reserves the right to only consider applications that, in its sole judgment, are complete and responsive to the questions asked.
- The DIA, 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 DIA 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 DIA, Office of Safety before July 15. All training must be completed by June 30th of the grant year

Contact information

Address:

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

Email Address:

wpsgms@mass.gov

Website:

Mass.gov/WorkplaceSafetyGrant

Last Updated: October 6, 2023



THE DIA **WORKPLACE SAFETY** GRANT

Being Safe at Work is NO Accident!

a program administered by the DIA, Office of Safety

