



DATE:

OSHS Technical Memorandum No. S-25-

MEMORANDUM FOR: STATE AGENCIES PARTICIPATING IN THE SOII  
STATE AGENCIES PARTICIPATING IN THE CFOI  
BLS REGIONAL COMMISSIONERS

FROM: URSULA Y. OLIVER  
Associate Commissioner  
Office of Field Operations

SUBJECT: FY 2026 Occupational Safety and Health Statistics (OSHS) Program  
Cooperative Agreement Application Package

### **Purpose**

The purpose of this memorandum is to transmit the fiscal year (FY) 2026 Occupational Safety and Health Statistics (OSHS) Cooperative Agreement (CA) application package and to provide information about the application process.

### **Applicability**

For the sake of simplicity, all state agencies will receive this package; therefore, we have included the work statements for the Survey of Occupational Injuries and Illnesses (SOII) and for the Census of Fatal Occupational Injuries (CFOI). We realize, however, that not all state agencies participate in both the SOII and CFOI. Your regional office will be contacting you with follow-up information.

### **Office of Management and Budget (OMB) Paperwork Reduction Act Approval**

The Bureau of Labor Statistics (BLS) received OMB approval of a generic OSHS CA application package through June 30, 2027. Under this approval, changes in the work statements will be reviewed every year by the OMB and published in the Federal Register for 30 days if any of the changes are deemed substantive to the information collection burden. The OMB approval number for this decision is 1220-0149.

### **Summary of Changes**

Along with some routine updates of reference dates, editorial updates, and clarifying changes, we have made other, minor changes to the CA, though none substantively affecting the information collection burden. These changes are described below, organized by Part and Section of the CA.

## **PART I., ADMINISTRATIVE REQUIREMENTS**

Updates were made throughout the Administrative Requirements section to various references due to 2 CFR 200 revisions.

### ***Section G., Cost Guidelines***

Language was updated to replace “DOL Division of Cost Determination” with “DOL Cost and Price Determination Division”.

### ***Section S., Data and Communications Safeguards***

#### ***S.1. Background***

Language was updated to add “and BLSCS system” to the data and communication systems.

#### ***S.5. Locations***

Language was updated to remove the Postal Square Building as a location where components of the BLS network resides.

#### ***S.16. Connection Safeguards***

Hyperlink was added to the NIST Special Publication 800-171 reference. The hyperlink was updated from revision 2 to revision 3.

#### ***S.17. Cloud Service Providers***

Language was updated to remove the NIST Special Publication 800-171 hyperlink and preceding sentence. The removed section was a duplicate of a section within S.16, Connection Safeguards.

#### ***S.18. Artificial Intelligence***

A new section, Artificial Intelligence, was added to provide data and communication safeguards guidance.

#### ***Old S. 24 – 27***

The previously separated sections were updated to bullets under the new S.24, Authorizing Official Resolution and Consent to Monitoring.

## **PART II., APPLICATION INSTRUCTIONS**

### ***Section C., Instructions for Completing Forms***

#### ***C.1. Application for Federal Assistance (SF-424)***

##### ***C.1.b. Instructions for SF-424, Application for Federal Assistance***

C.1.b.5a. Language was updated to replace “Leave blank” with “This section is not editable”.

C.1.b.5b. Language was updated to replace “Leave blank” with “This section is not editable”.

C.1.b.8e. Language was updated to add "Enter appropriate organizational unit" as an option for the Applicant Information Section e. Organizational Unit field.

C.1.b.9. Language was updated to replace "Enter" with "Select" indicating a selection is made from a drop-down menu.

C.1.b.10. Language was updated to replace "Enter Department of Labor, Bureau of Labor Statistics" with "This field is prepopulated by GrantSolutions".

C.1.b.11. Language was updated to replace "Enter 17.005; CFA Title: Compensation and Working Conditions" with "These fields are prepopulated by GrantSolutions".

C.1.b.21. Language was updated to indicate that the Authorized Representative's information must be entered and is not prepopulated.

Language was updated to include checking the "I AGREE" box as a submission requirement.

#### *C.8. Budget Information Form (BIF)*

##### *C.8.b Specific Instructions – Section B (Budget Summary by Activity (Federal Funds Only)*

C.8.b Language was updated to change the threshold for equipment and supplies from \$5,000 to \$10,000 due to 2 CFR 200 revisions.

### **PART III., APPLICATION MATERIALS**

#### **ALL OSHS PROGRAM**

##### *Section C., Program Requirements Applicable to Both SOII and CFOI*

##### *C.1. Publication of Data*

Language was updated to add "the official" to specify the type of publication, and language was added to indicate "All Clear" notifications are needed for publication of newly released data.

#### **SURVEY OF OCCUPATIONAL INJURIES AND ILLNESSES**

##### *Section A., Program Activities*

A.2.f. Language added to include "corrected as needed" as a required action when reviewing cases.

A.4.a. Language was updated to change "the biennial CD estimation cycle" to "any biennial CD estimation cycle".

#### **CENSUS OF FATAL OCCUPATIONAL INJURIES (CFOI)**

##### *Section A., Program Activities*

##### *A.7. Publish Data*

Language was updated to add "by dates specified in the program manuals and technical memoranda" for when the SGA shall publish CFOI results.

##### *Section B., Program Performance Requirements*

##### *B.2. Confidentiality*

Language was updated to change “rely” to “rely partly”.

*Section C., Research Files*

Language was updated to remove “or on site at BLS” as a mode of access. The following paragraph changed from “all three modes of access” to “both modes of access”.

Language was updated to replace “Gender” with “Sex” to comply with Executive Order 14168.

**Key Administrative Provisions**

- A. Please refer to the instructions in Part II, Application Instructions, Section B. of the CA for submitting the cooperative agreement applications.
- B. By submitting the CA, grantees are automatically certifying that they are in compliance with the debarment, suspension, and other responsibility matters; drug-free workplace; and lobbying requirements. Additional forms must be submitted only in particular situations, spelled out in the CA.
- C. The BLS State Cooperating Representative must sign the BLS Agent Agreement and submit the form to the BLS regional office as instructed in Part II. Application Instructions, Section C.6. of the CA.
- D. By submitting the CA, grantees are agreeing to the financial reporting requirements it contains. These call for reporting to the Department of Health and Human Services Payment Management System (HHS-PMS) using the Federal Financial Report (FFR) and also submitting the BLS-OSHS2 Quarterly Financial Report to the BLS regional office within the 30-day period following the end of each quarter.

**Fund Ledger Codes (FLCs)**

State agencies are requested to use the following State Employment Security Agency Cost Accounting System like fund ledger codes (FLCs), or their Financial Accounting and Reporting System equivalents, for the programs and activities funded during FY 2026. Where these codes cannot be accommodated in state accounting systems, state agencies will still need to know these FLCs for drawing down funds, since they are used as subaccount numbers within the HHS-PMS. Where states must use different FLCs than those that follow, they must inform regional staff of the numbers used to identify the BLS OSHS programs.

PROGRAM	FLC	AAMC	FLC
SOII	90600	SOII	90603
CFOI	90601	CFOI	90604
CFOI-NYC	90602		

**Forms Reminder**

Grantees are requested to use only the most up-to-date forms when submitting their CA application, any subsequent CA amendments, and their CA closeout. The most up-to-date forms are included in this CA application. The CA application can be found on GrantSolutions. The CA amendments and closeout forms can be found on StateWeb.

### **Clearance Required**

Any variances to the 2026 CA work statements must be approved by the BLS before the package is submitted in GrantSolutions.

### **Action Required**

- A. Grantees are requested to observe the time frame for the submission of their CA applications as specified below.
- B. Grantees are reminded that new obligations cannot be charged to the 2026 CA after September 30, 2026, and that closeouts of the 2025 CA are due to the regional offices 120 days after the end of the fiscal year.
- C. Grantees are requested to budget only **whole dollar** amounts for their Federal and state Cooperative Agreement budget.

### **SCHEDULE**

<b>Action</b>	<b>Date</b>
Review and discussion with states on the 2026 CA	June-August 2025
2026 OSHS CA applications submitted in GrantSolutions to begin regional office (RO) review	To be set by RO
2025 OSHS CA amendments to deobligate funding to be reused by the program submitted by states in GrantSolutions	July 14, 2025
2025 OSHS CA amendments to add funding to the CAs submitted by states in GrantSolutions	July 31, 2025
ROs completes review of FY 2026 OSHS CA applications in GrantSolutions	August 29, 2025
Final 2025 OSHS CA amendments to deobligate funding to be returned to the NO submitted by states in GrantSolutions	September 12, 2025
2026 OSHS CAs effective	October 1, 2025

### **Inquiries**

Please direct all inquiries to the BLS regional office.

### **Effective Date**

Immediately.

### **Attachments**

Attachment 1: 2026 Occupational Safety and Health Statistics Program Cooperative Agreement