

## **Frequently Asked Questions JOBS THAT BUILD EMPLOYER FUND**

*(Updated 10/14/2022)*

**Question:** How do I apply?

**Answer:** The application can be found at: <http://labor.maryland.gov/JobsThatBuild>

**Question:** What is considered an infrastructure project?

**Answer:** For the purposes of this project, MD Labor defines infrastructure as roads, bridges, tunnels, transit, walking/biking facilities, rail, ports, airports, broadband, energy grids, and drinking water/wastewater facilities. If you believe you are working on an infrastructure project that does not fit within these categories, you may explain your project in your application.

**Question:** What needs to be included with my application?

**Answer:** Submissions should include the completed two part application (Program Component and Program Budget), a signed W-9, and a copy or screenshot of the applicant's Certificate of Good Standing from the State Department of Assessments and Taxation (SDAT).

**Question:** Where do I submit my application?

**Answer:** Applications should be submitted to [labor.jobsthatbuild@maryland.gov](mailto:labor.jobsthatbuild@maryland.gov). The full application package should be submitted in a single email.

**Question:** What is the due date for applications?

**Answer:** Applications will be accepted and reviewed on a rolling, first-come, first-served basis until program funds are exhausted.

**Question:** When can I expect to hear back about my application?

**Answer:** All applications will be reviewed within 14 calendar days.

**Question:** How much funding can I apply for?

**Answer:** Grant amounts are based on the total number of full time employees. Applicants with fewer than 500 employees may request up to \$300,000. Applicants with 500-749 employees may request up to \$400,000, and applicants with more than 750 employees may request up to \$500,000.

**Question:** When will my grant begin?

**Answer:** The grant start date will be the date that the grant agreement is fully executed by both parties and returned to Labor. Labor will provide a grant agreement within 3 business days of approval of the application. If the fully signed agreement is not returned to Labor within 14 calendar days, the offer is rescinded and the funds may be awarded to another eligible applicant.

**Question:** Can our budget include reimbursement of funds that have already been paid to employees?

**Answer:** No. Grant funds can only be used for benefits provided to employees during the period of performance which is after the execution of the Grant agreement through January 1, 2024. In addition, grant funds may only be used for the purposes identified in the approved budget.

**Question:** Can I recruit workers from other employers in my industry?

**Answer:** The practice of willingly and intentionally recruiting employees away from other employers in the same industry sector is prohibited under this grant.

**Question:** Is there a cap on the benefit or incentive amount per employee?

**Answer:** The maximum benefit per employee is \$10,000.

**Question:** Can an employee receive funding from an Employee Support Program and Payroll Incentives?

**Answer:** Yes, an employee can receive benefits from both an incentive and support program so long as the total does not exceed \$10,000.

**Question:** Do I have to apply for funding for an Employee Support Program and Payroll Incentives, or can I select one?

**Answer:** Funding can be requested for the Employee Support Program, Payroll Incentives, or a combination of both. Applicants should consider what allowable costs would best suit the needs of their current and future workforce.

**Question:** How long do I have to spend funds?

**Answer:** All funding must be spent by December 31, 2024.

**Question:** Can I receive an advance payment?

**Answer:** Yes, approved applicants will receive 100% of their grant funds up front.

**Question:** Which employees are eligible to receive funds through this grant?

**Answer:** All staff other than executive-level staff, or staff in positions such as superintendent, foreman, site supervisor, or controller, etc.

**Question:** Can current employees benefit or is this fund only for new employees?

**Answer:** Current and future employees are eligible to benefit.

**Question:** Will our award be monitored?

**Answer:** It is possible your grant will be monitored over the period of the award. Grantees should keep all documentation related to the grant for up to 4 years after the end of the grant.

**Question:** Will I be required to report on the outcomes of the funding?

**Answer:** Yes, on a quarterly basis, any recipients of funding will be required to report on the following:

- Amount of funding awarded in the period;
- Number of employees served;
- Number of new hires onboarded during the period;
- Number of separations during the period;
- Number of vacant positions as of the end of the period;
- Information on the employees who benefitted from funding including
  - Full name;
  - Position;
  - Hire Date;
  - Separated Date (if applicable);
  - Total amount awarded, and
  - Type of benefit received.
- Information on program impact; and
- Implementation challenges.