



Career Pathways for Healthcare Workers Program

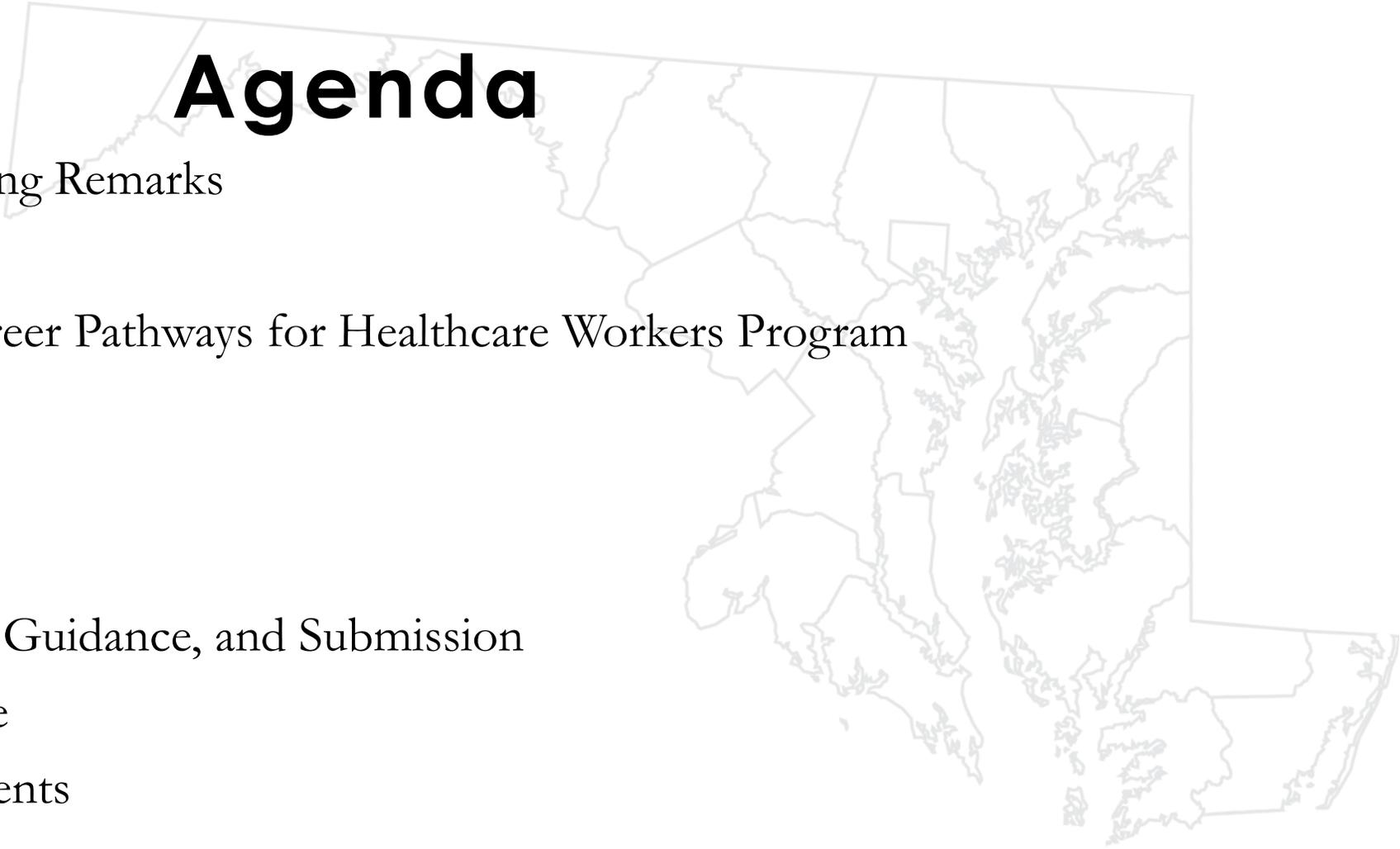
Pre-Proposal Conference

Tuesday, July 9, 2024 | 11:00AM-12:00PM

Brittney Hansen

*Special Grants Program Manager, Division of Workforce Development and Adult Learning
Maryland Department of Labor*

Agenda



- Welcome and Opening Remarks
- Housekeeping Items
- Overview of the Career Pathways for Healthcare Workers Program
- Definitions
- Program Parameters
- Reporting
- Application Format, Guidance, and Submission
- Awards and Timeline
- Reporting Requirements
- Monitoring Overview
- Fiscal Overview
- Questions

Housekeeping Items

- Please keep yourself muted until we are ready to take questions.
- Please include your name and organization in the chat.
- You may type any questions into the chat. They will be answered at the end of the presentation.
- All questions and answers received during this conference will be posted on the Career Pathways for Healthcare Workers Program's website by next Tuesday, July 16, 2024:
<https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>
- If your organization decides to move forward with developing a proposal, please submit an **Intent to Apply** notification to Brittney Hansen - an informal email is fine.
- If you choose **not** to submit an application and want to provide feedback as to your decision for the purposes of improvement toward future grant opportunities developed by Labor, please email Brittney Hansen.
- This presentation will be shared with attendees via email after the conference.

Opening Remarks

- Mary Keller, Special
Grants Administrator



Career Pathways for Healthcare Workers Program

- In 2022, the Maryland General Assembly enacted Senate Bill 518, which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor.
- Purpose: to provide matching grants to eligible employers that pay for training programs attended by healthcare workers to help upskill the skillsets of the healthcare workforce.
 - Applicants must partner with a Maryland-based Historically Black College (HBCU) or Community College to deliver training and commit to providing a wage increase for employees who successfully complete training.
- Annual allotment of **\$1,000,000** to disperse as matching grants.
- Grants are capped at **\$50,000** and will last one year.
- If there are more eligible applicants than funding allows, MD Labor will make awards on a pro-rata basis.

Definitions

Employer: The statute defines an eligible *employer* as a hospital or related institution.

Related institutions are considered organizations, environments, or homes that:

- Maintain conditions or faculties that are equipped to provide care for two or more unrelated individuals who are dependent on the administrator for nursing care; and
- Admit or retain the individuals for overnight care.

Training Program: The statute defines a *training program* as a training provided for healthcare workers that supports their career in the healthcare industry which is provided by a **HBCU or Community College**.

Definitions

Healthcare Worker: The statute defines a *healthcare worker* as a worker licensed under [Title 8](#) of the Health Occupations Article **OR** any individual employed by an eligible employer who provides personal care, assistance, behavioral health, or treatment services directly to patients or residents in the course of the worker's regular duties.

- Advanced Practice Registered Nurses
- Certified Dialysis Technicians
- Certified Nurse Midwife
- Certified Nurse Practitioner
- Certified Nursing Assistants
- Certified Medication Technicians
- Certified Registered Nurse Anesthetist
- Clinical Nurse Specialist
- Geriatric Nursing Assistants
- Licensed Certified Midwives
- Licensed Direct Entry Midwives
- Licensed Electrologists
- Licensed Practical Nurses
- Registered Nurses
- Worker's Compensation Case Managers
- Forensic Nurse Examiner

Program Parameters

Employers awarded funding must:

- Provide a wage increase that is equivalent with the current labor market trends within 90 days of training completion;
- Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
- Pay for training programs that are no more than 12 months in length;
- Provide a 100% cash match to the State grant funds; and
- Use grant funds to supplement, not supplant, current operational expenses.

Program Parameters

- Labor encourages employers to pay for training programs that provide **supportive services** to ensure all participants can successfully complete the program.
- Employers that utilize a **training and upgrading fund**, as collectively bargained with a union or employee organization, must pass all grant money through the fund.

Reporting Requirements

- Grantees will be required to track the ongoing progress of the training program on a monthly basis.
- Monthly reports will consist of the following:
 - Narrative Report (programmatic)
 - Invoice (fiscal)
- Narrative reports should provide descriptions of but not limited to:
 - Number of healthcare workers enrolled in training, number to complete/graduate, and number who will obtain and industry-recognized certification or credential.
 - Key activities, outreach activities, updates on the timeline/progress, challenges, successes, lessons learned, participant accomplishments, etc.
- Grantees will be required to submit a final report that will detail information gathered through the 12-month timeline.

Application Format and Submission

To be considered for grant funds, applications must:

- Respond thoroughly to each application question;
- Provide one letter of support from partner, (HBCU or Community College);
- Provide a signed W9 form;
- Provide match documentation;
- Provide a Certificate of Good Standing; and
- If your organization is exempt from taxation under IRC 501©, include the determination letter from the IRS.

Optional Documents:

- Additional letter(s) of support from partners; Sample program curriculum; Program promotional materials

Application Format and Submission

Career Pathways for Healthcare Workers Program Budget:

- Requests for funding should not exceed \$50,000.
- Applying organizations should only complete sections of the budget template that apply to their organization. For areas that do not apply, please leave blank.
- The required match of funds should be shown in the budget along with **submitting required documentation**.
- Program budgets should be submitted as an Excel Sheet.

Completed applications should be signed and submitted to Brittney Hansen at brittney.hansen@maryland.gov by 11:59 PM on August 26, 2024 and include all required documents in a single email as two attachments, (Budget should be a separate attachment).

Application Guidance

- Section One: Applicant information
- Section Two: Training Fund Information
- Section Three: Applicant and Partner Profiles
- Section Four: Description of Proposed Use of Funding
 - Timeline
 - Wage Increase
- Section Five: Program Data
- Section Six: Financial Data

Awards and Timeline

Event	Date(s)
Solicitation Released	June 10, 2024
Pre-Proposal Conference	July 9, 2024
Applications due to MD Labor	August 26, 2024
Review Process	September 2024
Awards Announced	October 2024
Grants Start	November 1, 2024
Period of Performance	November 1, 2024 - October 31, 2025

Overview of Fiscal Requirements

Alex Sackey-Ansah, Budget and Fiscal Administrator

Todd O'Banner, Agency Grants Specialist

WHO ARE WE? THE FISCAL UNIT

The DWDAL Fiscal Unit is responsible for:

- Division's State Appropriation Budget
- Federal and State Grants Management
- All Aspects of Sub-Grantee Fiscal Administration (application budgets, sub-grant award process)
- Sub-grant modifications, financial reporting, review/approve invoices, sub-grant closeouts.
- Provide technical assistance (federal and state financial information) to sub-grantees.

WHAT WE DO. THE FISCAL UNIT

- At the pre-award phase, the Fiscal Unit and Program develop the grant agreement between your organization and the Maryland Department of Labor. In that process, we implement the program requirements into the agreement along with the terms and condition of that award.
- After the recipient has received the award, we review proposed budget expenditures; approve budget expenditures; collect financial reports; collect supporting documents; process invoices; and serve as a resource.

DWDAL Sub-Grants

All DWDAL Sub-Grants include:

- Signature Page with Award Amount, Start/End Dates, Federal Grant Number (if federal \$), Fund Type, CFDA Number;
- Narrative and Deliverables;
- Budget;
- DWDAL/State Terms and Conditions;
- Grant Specific Terms and Conditions;
- The DWDAL Fiscal Unit provides Sub-Grantees with templates for invoicing and reporting. Grantee Financial Reports are due quarterly (QSR); some Financial Reports are due monthly (MSR); and
- Sub-Grant Closeouts are due to DWDAL Fiscal 60 days after the grant end date or 90 days after the grant is fully spent.

Financial Management

- The financial management system of each grantee/sub-recipient shall provide MD Labor with state required records and reports that are uniform in definition, accessible to authorized State staff, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes.
- Grantees shall ensure that their financial systems provide fiscal control and accounting procedures that are in accordance with applicable generally accepted accounting principles (GAAP).

***** REMEMBER *****

When applying for the award, you must ensure that all applicable parties understand the significance of the award and the appropriate signatures are in place.

FINANCIAL REPORT

- Complete blue shaded sections.
- Report must be completed and submitted, even without activity (zero report).
- Update *Cash Received* and *Cash Disbursements* amounts.
- The total *Quarterly Net* must equal the *Invoice* total.

<u>QUARTERLY FINANCIAL REPORT and INVOICE</u>	
This form must be completed by the tenth (10th) day of the month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to: Maryland Department of Labor, DWDAL Attn: Dorothee Schlotterbeck/Todd O'Banner/Linda Madison 1100 North Eutaw Street, Room 209 Baltimore, MD 21201 Dorothee.schlotterbeck@maryland.gov Todd.obanner1@maryland.gov Linda.madison@maryland.gov	
GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections:

SUMMARY OF EXPENDITURES					
EXPENDITURES	Approved Budget	Prior Quarter Expenditures (cumulative amount)	Quarterly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Quarterly Invoice Amount	-	-	-	-	-
Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a
SUMMARY OF RECEIPTS					
Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a
CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)					
Authorized Signature and Date: 					
Print Name and Title: 					

QUARTERLY FINANCIAL REPORT and INVOICE

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 Maryland Department of Labor, DWDAL Attn: Dorothee Schlotterbeck/Todd O'Banner/Linda Madison 1100 North Eutaw Street, Room 209
 Baltimore, MD 21201
Dorothee.schlotterbeck@maryland.gov Todd.obanner1@maryland.gov
Linda.madison@maryland.gov

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES

EXPENDITURES	Approved Budget	Prior Quarter Expenditures (cumulative amount)	Quarterly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Quarterly Invoice Amount	-	-	-	-	-
Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a

SUMMARY OF RECEIPTS

Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature and Date:

Print Name and Title:

QUARTERLY INVOICE

- Complete blue shaded sections.
- Add company letterhead in the yellow shaded section.
- Provide detailed descriptions (Training, Equipment, Supplies, etc.)

SECTION B. QUARTERLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:
 Maryland Department of
 DWDAL Fiscal
 1100 N Eutaw Street, Room
 Attn: Dorothee Schlotterbeck/Todd O'Banner/Linda Madison
 Baltimore, Maryland 21201

Description			
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
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SECTION B. QUARTERLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:	
Maryland Department of DWDAL Fiscal 1100 N Eutaw Street, Room Attn: Dorothee Schlotterbeck/Todd O'Banner/Linda Madison Baltimore, Maryland 21201	

Description			
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
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FISCAL COMPLIANCE

Timeliness: Submit your reports on time (monthly or quarterly).

Accuracy: Correctness of submitted reports.

Precision: Correctness of submitted reports over several months or quarters.

Overview of Monitoring Requirements

Tanya Washington, Monitoring Manager

OFFICE OF MONITORING & COMPLIANCE

Tanya Washington, Monitoring & Compliance Manager

Fiscal Monitors

- Alphonsus Ogbækwe, Lead Fiscal Monitor
 - Olu Akinsola, Fiscal Monitor
 - Ruffin Downes, Fiscal Monitor



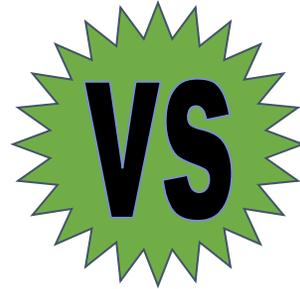
THE MONITORING & COMPLIANCE UNIT WORKING STAGE OF THE AWARD

The purpose of the Monitoring and Compliance Unit is to ensure the “**Integrity**” of the State’s workforce development system as well as other program areas and assess compliance with applicable laws and regulations. We use the collected information to determine whether grantees are following the terms and conditions of their approved award.

Working together

Monitoring Team

- ★ The Monitoring and Compliance (M&C) Unit is primarily responsible for managing the Division of Workforce Development and Adult Learning's compliance as a whole.



Fiscal Team

- ★ Determining that expenditures have been made against the cost categories and within the cost limitations specified in the Agreement and Regulations.

The Fiscal and Program Monitoring unit collaborate with the goal to provide more effective data sharing between the two units. We ensure all checks and balances are being performed by all Grantees per your signed award agreement.

Monitoring & Compliance Award Next Steps





Monitoring Review Expectations

Monitoring: What you can expect from us

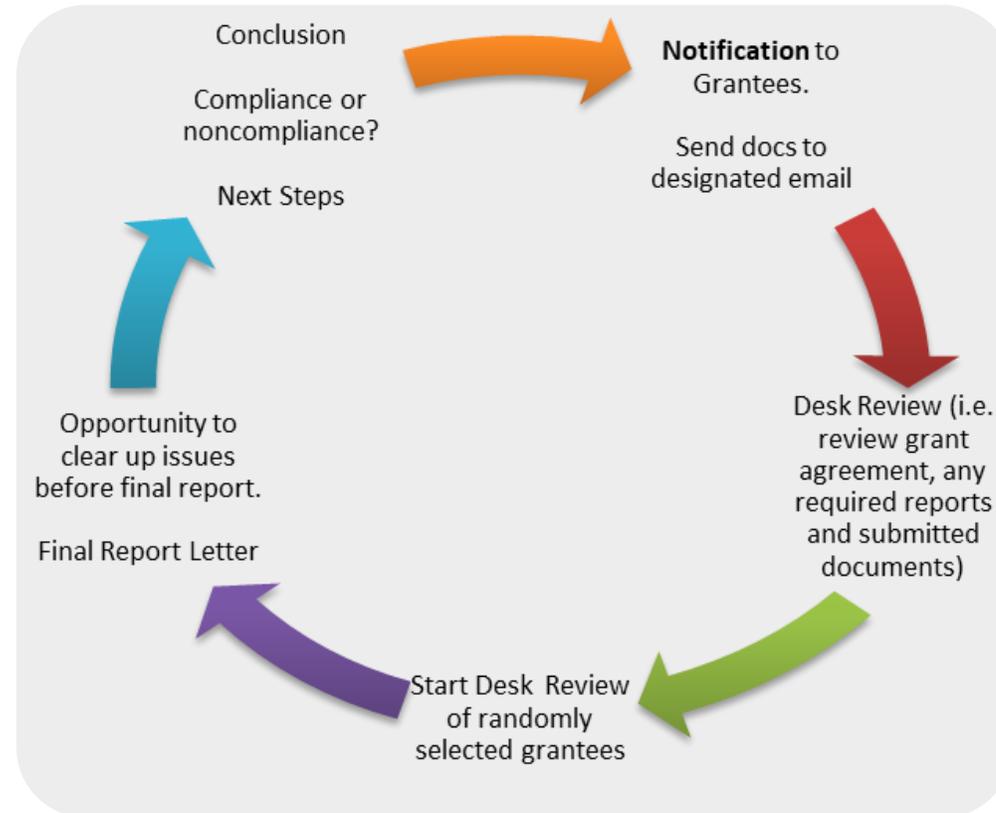
- Timely notification and follow-up.
- A fair and thorough review of your documentation that supports your award.
- Work with you to ENSURE YOU provide the necessary documentation.

Our Expectations of You:

- We look for the grantee **to have followed all grant terms and conditions.**
- The Grantee **respond to all communication from monitors in a timely fashion** – not two weeks later.
- That you have sound financial operations that track expenses- Quickbooks.
- Grantees be able to show supporting documentation such as **original receipts, invoices**, Purchase Orders, and internal approval documents (e.g., training, travel costs, and other goods and services).

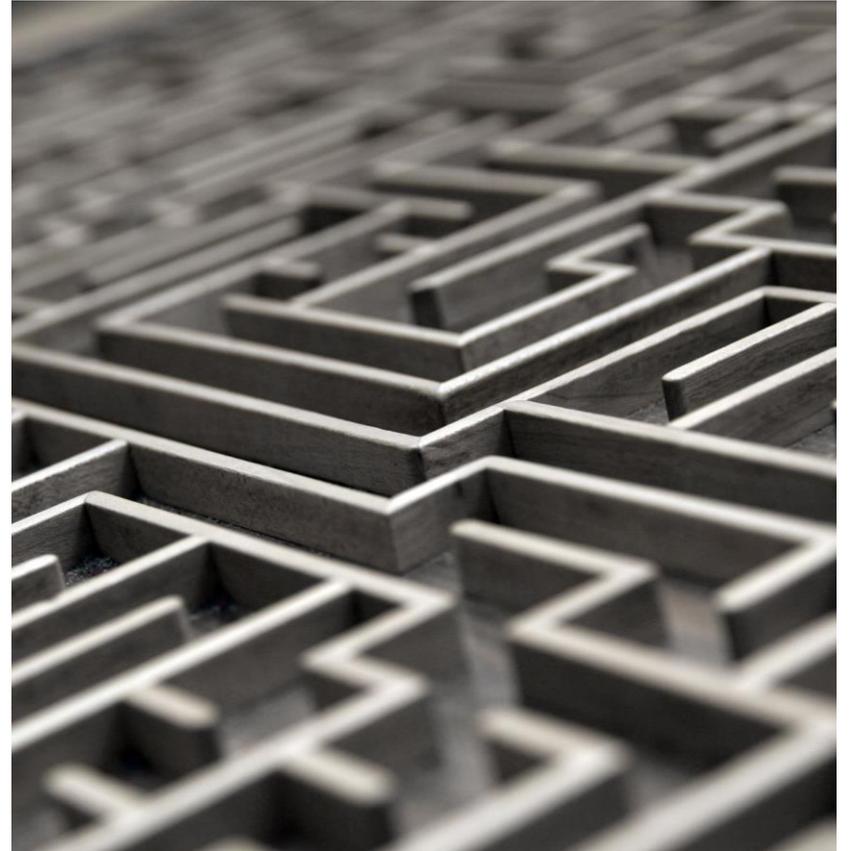
MONITORING

The Monitor will provide an email notice to each grantee requesting information to support their expenditures to which **MUST** be submitted within fifteen business (15) from date of email.



CHALLENGES

- The challenge that Monitors see when reviewing grantees is that they do not have sound financial records to support how they spent their funds.



✓ CHECK IT OFF

Please follow all terms and conditions of the agreement.

- Award Terms and conditions followed YES _____ NO _____
- Required report(s) turned in? YES _____ NO _____
- Have documentation to support expenses? YES ___ NO ___
- Do financial records match invoices? YES _____ NO _____

We are here to help you to
follow the terms & conditions



Thank You

We are always here to help!

For More Information, please contact:

Tanya Washington, Monitoring & Compliance Manager
tanya.washington@maryland.gov

Alex Sackey-Ansah, Budget and Fiscal Administrator
alex.sackey-ansah1@maryland.gov

Todd O'Banner, Agency Grants Specialist
todd.obanner1@maryland.gov



Questions!

All questions and answers received during this conference will be posted on the Career Pathways for Healthcare Workers Program's website by next Tuesday, July 16, 2024:
<https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>

Questions about the Career Pathways for Healthcare Worker Program application will be accepted via email through **August 9, 2024**.



Thank you!

For questions on today's presentation, contact:

Brittney Hansen

brittney.hansen@maryland.gov