

4th & Goal Policy | September 16, 2024

TO: Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff and Program Applicants/Grantees

FROM: DWDAL, MD Labor

SUBJECT: *4th & Goal Policy*

PURPOSE: To provide guidance for grant funds available under the *4th & Goal Policy*

ACTION: DWDAL will ensure all relevant staff are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

EXPIRATION: Until Cancelled.

QUESTIONS:

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GENERAL INFORMATION

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. Many job preparation programs enacted under WIOA require participants to have a High School Diploma, and Maryland's 4th & Goal Program will work to increase the number of Marylanders who have that credential.

ADULT EDUCATION AND THE GED® TEST

WIOA Title II (Adult Education and Family Literacy Act) funds Adult Education services in Maryland. Providers awarded these funds deliver programming and services that help Adult Learners with the following:

- Basic academic skills;
- Adult secondary education;
- English language acquisition;
- Integrated English Literacy and Civics Education (IELCE);
- Workforce preparation;
- Career pathways planning;
- Integrated Education & Training (IET); and
- Family literacy.

WIOA Title II providers, as well as other organizations working in this space, assist Adult Learners with preparing for alternative High School Diploma (HSD) options. In Maryland, individuals who do not graduate from a traditional K-12 high school may receive a Maryland High School Diploma (HSD) by either passing all four sections of the GED® Test, completing the National External Diploma Program (NEDP®), or attending and graduating from a State-approved Adult High School. The Office of Adult Education and Literacy Services (AELS), located within the Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning (DWDAL), oversees these programs in the State.¹

The GED® Test consists of four subjects that are individual exams (also called modules)—Mathematical Reasoning, Reasoning through Language Arts, Social Studies, and Science.² Test takers must pass each individual module in order to earn an HSD. GED® Exam scores do not expire, and there is not a specific timeframe in which students must complete all four exams to receive an HSD.

¹ More information can be found on MD Labor's [website](#).

² More information on the GED® Test can be found on the [GED® Website](#).

MARYLAND 4th & GOAL PROGRAM

PROGRAM PURPOSE

The HSD is an important credential that is often required for individuals to enter the workforce. As such, the GED Testing Service® encourages states to administer “3 of 4” programs that reengage Adult Learners and help them successfully complete a fourth and final GED® Exam and earn an HSD.³

In 2014, the GED® Test switched to a computer-based delivery model, allowing individual GED® Test scores to remain valid (not expire) for the duration of a test version. As of June 2024, there are 3,546 Marylanders who have only passed 3 of 4 modules since this update, meaning they are one module shy of achieving a HSD. (Note: 1,598 of these individuals took a GED® Test in the last three years, and 964 of them took a GED® Test in the last year, demonstrating that many learners continue to make attempts, but fail to succeed with current resources/interventions).⁴

MD Labor is establishing the 4th & Goal Program to support these learners and enable them to achieve this credential. The purpose of this initiative is to give Adult Learners the specialized resources they need to be successful on the GED® Test, therefore expanding career opportunities, increasing earning potential, and growing contributions to Maryland’s economy.

Participants in the 4th & Goal Program who obtain a HSD will be referred to service providers/partners who can help them find a new job, higher-paying employment, or previously inaccessible opportunities like Registered Apprenticeships (RA).

FUNDING SOURCES

The 4th & Goal Program is a rolling grant fund with an initial investment of \$250,000 from WIOA Governor’s Set Aside. Additional future investments shall be dependent upon program success.

PROGRAM TIERS

The Maryland 4th & Goal Program consists of two applicant tiers: Tier I for individuals and Tier II for programs.

Tier I

Tier I projects will support individual GED® Test takers requesting short-term assistance related to preparing for and taking the fourth and final exam section. Adult Learners may apply directly to MD Labor for a Tier I award that will cover the costs of practice tests and exam fees all within a learner’s personal GED.com portal. Instructions for how to apply for a Tier I award are available on MD Labor’s 4th & Goal website: <https://www.labor.maryland.gov/adultliteracy/ae4thgoal.shtml>.

³ For more information, please see the [GED® Website](#).

⁴ MD Labor internal data provided by the GED® Testing Service.

Upon MD Labor approval, Tier I applicants will receive, via GED Direct™, one GED Ready® Practice Test for the subject they need to complete directly into their GED.com account.

GED Ready® Practice Tests are the officially licensed practice exam from the GED® Testing Service, and give test takers a score in one of the following ranges: “Likely to Pass” (145-200), “Too Close to Call” (134-144), and “Not Likely to Pass” (100-133).⁵ Tier I applicants who receive a score of “Likely to Pass” on the GED Ready® Practice Test will receive, via GED Direct™, access to registration for the GED® Exam in the subject they need to complete.

The intended recipients of Tier I awards are individuals who score in the “Likely to Pass” Range on a GED Ready® Practice Test and do not need interventions to be successful on their fourth GED® Exam. Tier I applicants who score below the “Likely to Pass” range on the GED® Ready Practice Test will be referred to existing WIOA Title II providers for further support.

Tier II

MD Labor defines Tier II projects as those that will provide academic support via an organization to test takers who need more significant interventions to successfully complete their fourth test. Students served under this tier can be directly entered into a program without needing to first apply for Tier I.

These projects can be continuations/expansions of current programs run by the lead applicant, or new initiatives. Examples of acceptable projects for Tier II grantees include individualized or small group tutoring, subject-specific courses, or online programs that strengthen participants’ knowledge of the material on the GED® test.

Instructions for how to apply for a Tier II award and the application document award are available on MD Labor’s 4th & Goal website: <https://www.labor.maryland.gov/adultliteracy/ae4thgoal.shtml>.

ELIGIBLE APPLICANTS

Tier I

Individual test takers who have passed 3 out of 4 GED® Tests are the only eligible applicants for Tier I awards. Tier I participants must be eligible to take the GED® Test in line with the requirements stipulated within this policy and are only eligible to apply to the 4th & Goal Program once in a 12-month period. (AELS will connect Tier I recipients who are deemed not ready to test, or who are unsuccessful after their first exam attempt, with a provider who can better support them).

Tier II

Tier II applicants must be organizations looking to establish or expand initiatives specifically focused on preparing learners to pass a fourth GED® Test.

MD Labor will review Tier II applications from the following types of organizations:

1. WIOA Title II grantees;
2. Local Workforce Development Areas;
3. Volunteer literacy organizations;

⁵ More information about GED Ready® Practice Tests can be found on the [GED® website](#).

4. Institutions of higher education;
5. Public or private nonprofit agencies;
6. Libraries;
7. Community-based organizations;
8. Correctional entities, including State prisons, county jails, or municipal detention centers;
9. Refugee resettlement agencies and immigrant-serving organizations;
10. Faith-based organizations; and
11. Other entities as deemed allowable by MD Labor.

Intended Tier II grantees of the 4th & Goal Program will have successful experience serving adult learners, and that experience will be subject to review by MD Labor as part of the application process.

Additionally, all Tier II applicants must be in good standing with the Maryland State Department of Assessments and Taxation and the Comptroller of Maryland.⁶ Organizations that pay Unemployment Insurance (UI) taxes must be up-to-date on contributions or payments to MD Labor.

For both Tier I and Tier II projects, all covered participants (Adult Learners) may only attempt each exam module three (3) times per calendar year and must be eligible to sit for the GED® Test in adherence to the following:

1. Reside in the State of Maryland at the time of testing;
2. Is not subject to compulsory school attendance set by Education Article, §7-301, Annotated Code of Maryland; and
3. Either:
 - a. Meet both of the following requirements:
 - i. Has not obtained a Maryland high school diploma or a high school certificate or diploma issued by another state or non-U.S. or correspondence school; and
 - ii. Has been officially withdrawn from a regular full-time public or private school; or,
 - b. Has obtained a Maryland High School Certificate of Program Completion in accordance with COMAR 13A.03 .02.09D.⁷

Individual test takers must also be able to provide proof of Maryland residency and identification.⁸

ALLOWABLE ACTIVITIES

Tier I

Tier I participants are only eligible to apply for one (1) GED Ready® Practice Test and one (1) GED® Subject Exam. Tier I participants will first be assigned a GED Ready® Practice Test directly within their GED.com account. Tier I recipients who score in the “Likely to Pass” range will then receive access to registration for the GED® Exam in the subject they need to complete via GED Direct™. Tier I recipients who do not score in the “Likely to Pass” range will be referred to a WIOA Title II program for support.

Tier II

⁶ Grant payments to awardees will come from the Office of the Comptroller and may be offset by any monies due to the State.

⁷ For more information on GED® eligibility in Maryland, please refer to Maryland COMAR [09.37.01.04](#).

⁸ For more information on identification requirements, please visit MD Labor’s [website](#).

Tier II grantees must use funds to continue, expand, or establish initiatives that support test takers academically. The goal of these initiatives must be to enable participants to pass the final GED® Exam and earn a HSD. All activities must specifically serve those GED® Test Takers that have passed 3 of the 4 GED® Tests. Permissible activities with Tier II funds include, but are not limited to:

1. Costs associated with administering individualized or group tutoring services (instructor wages, consumable materials, etc.);⁹
2. Digital/remote academic programming, including GED Academy®,¹⁰ GED® Flash¹¹ and GED® Play;¹²
3. Supplemental academic material, such as GED® Test preparation books issued by Kaplan, Princeton Review, or similar reputable test preparation organizations;
4. Equipment necessary for conducting programming (e.g. calculators);
5. Supplies necessary for conducting programming (e.g. pencils, pens, paper);
6. GED Ready® Practice Tests;¹³ and
7. Anything else deemed allowable by MD Labor.

Tier II grantees may also cover the cost of participant testing fees, but cannot pay for more than three (3) GED® Exams per calendar year per participant, in accordance with COMAR [09.37.01.10](#).

Tier II grantees must not use 4th & Goal funds to pay for incentives for participants to complete the program or take a GED® Test.

WIOA Title II providers are encouraged to apply for awards and may (but are not required to) braid this funding with WIOA Title II resources to expand or supplement existing programs. Funds awarded under this initiative do not need to adhere to Title II requirements; Title II providers may apply these funds to services that a Title II award does not traditionally cover, including exam fees.¹⁴

MD Labor encourages applicants to consider individualized learner needs when proposing project activities and will consider concepts based on demonstrated best practices.

WORKFORCE DEVELOPMENT REQUIREMENTS

It is MD Labor’s goal that individuals who receive their HSD via the 4th & Goal Program are able to use that credential to strengthen their employment opportunities.

Both MD Labor (for Tier I participants) and Tier II grantees are required to:

1. Survey participants about their employment status upon entry to the program;
2. Connect all grantees with an AJC in their geographic area;¹⁵ and
3. Assist grantees with creating a Maryland Workforce Exchange (MWE) account.

⁹ Per [federal guidelines](#), administrative costs cannot exceed 10% of the award amount.

¹⁰ More information about GED Academy® can be found on the [Essential Education website](#).

¹¹ More information about GED® Flash can be found on the [Aztec Software website](#).

¹² More information about GED® Play can be found on the [Aztec Software website](#).

¹³ Sample tests available from the GED® Testing Service. More information can be found on the GED® [website](#).

¹⁴ Title II providers must still ensure that they spend Title II funds in compliance with federal requirements.

¹⁵ MD Labor encourages participants to co-enroll in WIOA Title I services to receive additional support as needed.

AWARD DETAILS

Awards under the *4th & Goal* Program are issued in different amounts depending on the program tier. Applicants under Tier I can only be granted one (1) GED Ready® Practice Test and one (1) GED Subject Exam. These awards are not monetary; rather, they are delivered directly to the grantee via their GED.com portal.

Tier II applicants may request any award amount up to \$25,000, but must request an amount that is equal to or less than \$1,000 per learner per 12-month period. A program proposing to serve 15 learners, for instance, may apply for \$15,000 or less, but could not apply for \$25,000.

Tier II awardees must spend the entire grant within twelve (12) months of receipt. Successful applicants who expect they will not spend their entire award amount must contact MD Labor at least sixty (60) days prior to the end of their award period.

Successful applicants cannot reapply for an additional grant during the 12-month performance period; however, if there are funds available and an organization has not reached the \$25,000 annual cap, they may submit a budget adjustment to MD Labor to request additional funds.

PERFORMANCE METRICS

MD Labor will track Tier I participants' test results.

MD Labor will track Tier II grantees' performance according to the following measures:

1. Number of grant-funded participants who attempt a fourth test section;
2. Number of grant-funded participants who pass the fourth test section and earn an HSD; and
3. Number of grant-funded participants who, six months after program completion, either:
 - a. Successfully obtain employment, if they were unemployed at the beginning of the program;
 - b. Successfully obtain a job paying a higher wage than the position they held upon entry to the program; or
 - c. Successfully enter a career advancement opportunity, such as a Registered Apprenticeship (RA), another work training program, or a secondary education program.

MD Labor will utilize reporting from Tier II grantees, data collected ahead of module exams, and internal Unemployment Insurance wage data to assess program effectiveness.

STAKEHOLDER ROLES AND RESPONSIBILITIES

MD LABOR

AELS will oversee the *4th & Goal* Program. In this capacity, AELS must:

1. Develop outreach strategies to inform prospective test takers about the *4th & Goal* Program;
2. Review applications and send notifications of approval or denial;
3. Work with the GED® Testing Service to obtain tests for approved Tier I participants;

4. Connect Tier I applicants who are unsuccessful with the GED® examination with an existing WIOA Title II provider;
5. Provide technical assistance to grantees; and,
6. Conduct monitoring.

GRANTEES

Grantees who receive funds from MD Labor have differing responsibilities depending on award tier. Tier I participants must:

1. Use the GED Ready® Practice Test assigned to them, and, if applicable, register for a GED® Exam within 120 days of being assigned a registration link in their GED.com account.

Tier II grantees must:

1. Use grant funds to develop new or expand existing programs designed to help Adult Learners pass GED® subject exams;
2. Verify that participants are eligible to take the GED® Test, in accordance with State regulation;
3. Connect participants with AJCs in their area and assist with the creation of MWE accounts, in line with the “Workforce Development Requirements” section of this policy; and
4. Submit reports to MD Labor in accordance with the “Reporting” section of this policy.

APPLICATION PROCESS

APPLICATION SUBMISSION

Maryland’s 4th & Goal Program will accept applications on a rolling basis until all available funding is exhausted. As noted above, the initial program investment is \$250,000, but this may be supplemented by additional resources in the future. To apply for funding, applicants must submit the relevant award Tier application.

Completed applications must be sent electronically to 4th.goal@maryland.gov

APPLICATION REVIEW

The GED Administrator™ & Adult High School Program Supervisor will review all 4th & Goal applications. The reviewer must approve or deny submitted applications within fourteen (14) calendar days of receipt and must ensure that approved applications meet eligibility requirements.

APPLICATION APPROVAL AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process. If a Tier II applicant is approved, AELS shall provide the applicant with a Grant Award Notification to be signed by the applicant. After an award agreement has been formally executed, MD Labor shall provide funds to the approved program on a cost reimbursement basis. The grantee will invoice MD Labor via the monthly fiscal report and invoice.

If the GED Administrator™ & Adult High School Program Supervisor denies an application, AELS shall provide the applicant with a written denial notification containing feedback on the application. Denied applicants may reapply following appropriate modifications and will be reconsidered in the order they submit a new, complete application.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

Each Tier II grantee must submit a monthly fiscal report and a monthly invoice to Alex Sackey-Anash (alex.sackey-ansah1@maryland.gov) and Venissa Wiggins (venissa.wiggins@maryland.gov). Tier II grantees are also required to submit monthly narrative reports to the GED Administrator™ & Adult High School Program Supervisor, Laura Ostrowski, at laura.ostrowski@maryland.gov.

Copies of these reports can be found in Attachment A – Tier II Monthly Narrative Report and Attachment B – Tier II Monthly Fiscal Report. Prospective applicants should note that the metrics tracked in these reports may change depending on the needs of MD Labor.

MONITORING AND RECORD RETENTION

MD Labor requires participating programs to retain grant fiscal records for at least three years after grant closeout. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.¹⁶ Personal Identifiable Information (PII) is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹⁶ DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Grantees working with participants in need of accommodations are responsible for securing the necessary support. Grantees may refer to MD Labor's Nondiscrimination Plan¹⁷ and Language Access Plan¹⁸ for more information on accommodations and services.

¹⁷ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹⁸ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act \(WIOA\)](#), 29 U.S.C. § 3101 et. seq (2015); and
- MD Ann. Code, [Education Article §7-301](#).

REGULATION

- COMAR [09.37.01.04](#);
- COMAR [09.37.01.10](#);
- 20 CFR § 683.205 “[What Administrative Cost Limitations Apply to Workforce Innovation and Opportunity Act Title I Grants?](#)”

USDOL GUIDANCE

- TEGL 39-11 “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012;

OTHER RESOURCES

- Aztec Software, “[GED Flash](#);”
- Aztec Software, “[GED Play](#);”
- Essential Education, “[GED Academy®: An Online Course for the GED® Test](#);”
- GED® Testing Service, “[GED Ready®: The Official GED Practice Test](#);”
- GED® Testing Service, “[Maryland](#);”
- GED® Testing Service, “[Reengaging Learners through the ‘3 of 4’ Pilot Program](#);” and
- GED® Testing Service, “[Test Subjects](#).”

ATTACHMENTS

Attachment A – Tier II Monthly Narrative Report

Attachment B – Tier II Monthly Fiscal Report

Grantees of the 4th & Goal Program must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than 11:59PM on the 10th day following the end of the month of reported activity. Prior to submission, review the items listed below that are required for monthly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Monthly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

4th & Goal Monthly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<input type="checkbox"/> Monthly Narrative Report	<input type="checkbox"/> Photos, Video, or Program Collateral (Do not share any Personally Identifiable Information)
<input type="checkbox"/> Monthly Fiscal Report and Invoice (submitted separately)	

Submission Instructions

Completed reports should be submitted via email to:

Laura Ostrowski (laura.ostrowski@maryland.gov)
cc: Alex Sackey-Anash (alex.sackey-ansah1@maryland.gov) and Venissa Wiggins (venissa.wiggins@maryland.gov).

Questions can be sent to:
Laura Ostrowski
GED Administrator™ & Adult High School Program Supervisor
laura.ostrowski@maryland.gov

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

SECTION 1: AWARD INFORMATION

1	Organization Name	
2	Point of Contact Name	
3	Point of Contact Title	
4	Point of Contact Email Address	
5	Point of Contact Phone Number	
6	Organization Street Address	
7	Month and Year of Award	
8	Month and Year of Report	

SECTION 2: GRANT NARRATIVES

9	Please provide a brief description of the overarching goals of the program.
10	Provide a description of the following items for the program this month: (a) Key activities completed; and (b) Additional activities performed by the grantee, if applicable.
11	Describe any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from MD Labor staff.

12	Describe the next steps or key areas of emphasis planned for the project in the next month.

Instructions for Section 3: Reporting Program Activity

Tier II grantees must complete Section 3 of this report with programmatic data for both the monthly reporting period and the year to date.

SECTION 3: PROGRAM ACTIVITY			
13	Complete the chart below to identify the program’s targeted key performance outcomes.	This Month	Year to Date
A	Number of participants enrolled in tutoring services		
B	Number of participants enrolled in digital/remote programming		
C	Number of participants enrolled in face-to-face academic classes		
D	Number of participants enrolled in hybrid classes		
E	Number of participants who had a GED Ready® Practice Test paid for		
F	Number of participants who attempted a GED Ready® Practice Test		
G	Number of participants who scored in the “Likely to Pass” Range of the GED Ready® Practice Test		
H	Number of participants who had their GED® Exam fee paid for		
I	Number of participants who attempted a fourth GED® Test section		
J	Number of participants who passed a fourth GED® Test section		
M	Number of participants who enter a career advancement opportunity, such as a Registered Apprenticeship (RA), another work training program, or a secondary education program (if known to the program)		

Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories

This section is intended to understand the positive impacts of the 4th & Goal Program. In answering the following questions, grantees should describe background information on the participant or activity. **Participant-level stories and data may only be reported with the consent of the participant.**

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES	
14	Describe in detail any major organization activities, accomplishments, and positive lessons learned that resulted from the use of award funds.
15	Describe in detail any participant-level accomplishments or success stories. <i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>

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Completed reports should be submitted via email to:

Laura Ostrowski (laura.ostrowski@maryland.gov)
cc: Alex Sackey-Anash (alex.sackey-ansah1@maryland.gov) and Venissa Wiggins
(venissa.wiggins@maryland.gov).

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

MONTHLY FINANCIAL REPORT and INVOICE

4th & Goal PROGRAM

This form must be completed by the **tenth** (10th) day of the month following the end of the previous month by grantees. Signed forms must be scanned and submitted via email to:

Maryland Department of Labor, DWDAL Attn: Laura Ostrowski, Alex Sackey-Anash, and Venissa Wiggins,
laura.ostrowski@maryland.gov
alex.sackey-ansahl@maryland.gov
venissa.wiggins@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 Month Expenditures (cumulative amount)	Monthly 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 Monthly Invoice Amount	-		-		-

Unliquidated Obligations	n/a		n/a		n/a
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Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a
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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:

SECTION B. MONTHLY 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 Labor
DWDAL Fiscal Administration

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			