

## Frequently Asked Questions JOBS THAT BUILD EMPLOYER FUND

(Updated 12/16/2022)

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

**Answer:** All funding must be spent by December 1, 2024.

**Question:** How will I receive the approved grant funds?

**Answer:** Most grantees will receive payment by check. The check is made out to the business name on your W-9 form and mailed to the business address on the W-9 form. The checks are mailed from Annapolis by USPS First Class Mail.

*Note: If you are an established vendor with the State of Maryland and have your Electronic Funds Transfer information on file, you will receive your funds through direct deposit.*

**Question:** How soon can I expect payment?

**Answer:** We will do our best to process payments expeditiously. Funds should be received within 10-14 business days from receiving the fully signed grant award, the W-9 form and any other documentation required by the Department. The timeframe takes into consideration processing and printing of checks, and USPS mailing and delivery. To check the status of your payment, please visit: <https://interactive.marylandtaxes.gov/extranet/gad/GADLogin/login.asp>.

**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:** 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:** Does the award need to be notarized?

**Answer:** No, only a signature from a person authorized to bind the business is required.

**Question:** Are electronic signatures accepted on the grant award?

**Answer:** Yes.

**Question:** Should my project have a separate bank account?

**Answer:** Yes, it must be in a non-interest bearing account separate from the usual operations of your business.

**Question:** How much control will I have over our project and the way grant funds are spent?

**Answer:** Expenditures must comply with the terms of the grant award you will receive if awarded by MD Labor. The [Jobs That Build Employer Fund Policy](#) provides details and examples regarding the appropriate use of funds.

**Question:** Are modifications to the award allowed?

**Answer:** MD Labor will consider modifications. All requests must be submitted in writing. Modifications are not meant to be used to request additional funding above the award amount. If the modification is approved, you will receive written notification and may be required to execute a modification to the grant agreement.

**Question:** Are these grant funds taxable? If I pay bonuses to my employees, do I have to withhold payroll taxes?

**Answer:** The receipt of a government grant by a business generally is not excluded from the business's gross income and therefore is taxable. Additionally, bonuses to employees are most likely to be considered wages and are subject to the required withholding. Grantees should seek detailed advice from their tax professionals.

**Question:** Are there special requirements for how I purchase equipment or property with my grant funds?

**Answer:** Jobs That Build is supported by federal funds that have been allocated to the State of Maryland by the US Treasury. As such, recipients of Jobs that Build grants should follow procurement and fiscal management processes that are consistent with those outlined in [Uniform Guidance 2 CFR Part 200 Subpart D](#). Specifically, procurements must be conducted in a manner providing full and open competition as required by [2 CFR 200.319](#). Grantees are encouraged to review their grant agreement and the Uniform Guidance with an attorney to determine how their grant may be impacted by federal administrative guidance.