



POLICY ISSUANCE 2023-05

Maryland New Start Grant Program | April 3, 2023

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Program Applicants and/or Grantees.

FROM: DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT: Maryland New Start Grant Program

PURPOSE: To provide guidance on the implementation of the Maryland New Start Grant Program.

ACTION: Local Area Directors, American Job Center Reemployment Programs Directors, and central office managers will ensure all employees, service providers, and vendors are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

EXPIRATION: Until Canceled.

QUESTIONS:

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GENERAL INFORMATION

MARYLAND NEW START ACT

In 2022, the Maryland General Assembly enacted House Bill 158 - The Maryland New Start Act, which establishes the New Start Grant and Microloan Programs. The purpose of these two programs is to provide entrepreneurship development opportunities for certain covered individuals through training, programming, and direct access to small business financing. The Act defines a covered individual as one who:

1. Has been convicted of a criminal offense;
2. Has completed a term of imprisonment in federal prison, or a State or local correctional facility; or
3. Is approved for release by a correctional facility for the purpose of participating in a training program; and,
4. Meets the offense eligibility requirements put forth by the US Small Business Administration (SBA) for the Federal Microloan Program.

The New Start Grant Program, administered by Maryland Department of Labor (MD Labor), provides grants to organizations to create or support entrepreneurship development programs which serve covered individuals. The New Start Microloan Program, administered by the Maryland Department of Commerce (MD Commerce), provides microloan financing to covered individuals seeking to start a small business.

MARYLAND NEW START GRANT PROGRAM

Beginning in Fiscal Year 2024 and continuing through Fiscal Year 2028, the Act allocates at least \$200,000 of State funds annually for MD Labor to administer and disburse awards for the New Start Grant Program. Eligible organizations may seek funding up to \$60,000 per year to support a new or existing entrepreneurship program to serve covered individuals. MD Labor will accept applications for funding through a competitive solicitation process, with an opportunity for renewal as long as funding remains available. Applicant organizations must be able to match at least 25% of the award amount from new or existing non-State funding sources and comply with all other requirements put forth in statute, regulation, and this policy. The Program is administered by MD Labor's Division of Workforce Development and Adult Learning (DWDAL).

MARYLAND NEW START MICROLOAN PROGRAM

Beginning in Fiscal Year 2024 and continuing through Fiscal Year 2028, the Act allocates at least \$300,000 of State funds annually for MD Commerce to administer and originate New Start Microloans. MD Commerce administers the Program in consultation with the Governor's Office of Small, Minority, and Women Business Affairs. The purpose of the New Start Microloan Program is to provide microloans for small business financing to covered individuals who have participated in an entrepreneurship development program supported by the New Start Grant Program. Organizations operating entrepreneurship development programs under the New Start Grant Program may refer covered individuals to MD Commerce to apply for microloans up to \$50,000. MD Commerce is responsible for determining the eligibility and terms of New Start Microloans.

NEW START GRANT PROGRAM PARAMETERS

ELIGIBILITY

Eligible applicants are organizations which:

1. Serve or will serve covered individuals, as defined by the New Start Act;
2. Can demonstrate strong ties to both the formerly incarcerated/returning citizen population and local businesses;
3. Can demonstrate an ability to deliver entrepreneurship development programming on an ongoing basis to the target population;
4. Can feasibly implement a curriculum and program design that includes, at a minimum, the components outlined in this policy;
5. Have the capacity to meet all reporting and monitoring requirements outlined in this policy;
6. Can contribute at least 25% of the award amount from new or existing non-State funding sources, including indirect costs and in-kind contributions; and
7. Are in good standing with the Comptroller of Maryland and MD Labor.

Organizations may choose to partner together on a grant application if they jointly deliver entrepreneurship development programming to covered individuals.

Applicants may seek New Start Grant funding for either new or existing programs.

Covered Individuals

Grantees must serve “covered individuals,” as defined by the Maryland New Start Act of 2022¹. Covered individual means an individual who:

1. Has been convicted of a criminal offense;
2. Has completed a term of imprisonment in federal prison, or a State or local correctional facility; or
3. Is approved for release by a correctional facility for the purpose of participating in a training program; and
4. Meets the offense eligibility requirements put forth by the SBA for the Federal Microloan Program, as defined below.

SBA Offense Eligibility Requirements for Federal Microloans²

Effective July 15, 2015, businesses with an associate on parole or probation are eligible to receive SBA microloans **except** if the offense:

- (a) Involved fraud or dishonesty; or
- (b) In the case of a childcare business, involved an offense against a child.

Offenses involving fraud and dishonesty include, for example, larceny, theft, embezzlement, forgery, misappropriation, wrongful abstraction, conversion, counterfeiting, willful misapplication or any other fraudulent or dishonest acts resulting in financial loss.

¹ Md. Ann. Code Labor and Employment Article § 11-606(a)(2)

² [SBA SOP 52 00 B – 3.F.4. Loans to Businesses with Associates on Parole or Probation \(pg. 49\)](#)

CURRICULUM AND PROGRAM DESIGN REQUIREMENTS

Grantees must provide participants with certain experiences and services as part of their curriculum and program design. Organizations choosing to partner on a grant program must be able to clearly demonstrate how the partnership satisfies the program components outlined in this section.

Required Curriculum Components

Nationally Recognized Model

The basis for a grantee's entrepreneurship development program and training must be a nationally recognized model, or a model that is based on nationally recognized standards of entrepreneurship education. Grantees must adequately present and explain their chosen curriculum in their application.

Business Plan Competition for Currently Incarcerated Participants

Grantees must be able to provide currently incarcerated individuals with the opportunity to participate in a business plan competition. Grantees must ensure a business plan competition is included in their training curriculum and demonstrate their capacity for engaging imprisoned individuals in the competition.

Executive Mentoring

Grantees must be able to provide covered individuals with the opportunity to engage in mentorship experiences with business executives/leaders. Grantees must indicate in their application any local businesses that will participate in mentorship programming and how mentorship will be included in their training curriculum.

Additional Required Program Components

Reentry Services

In conjunction with training and entrepreneurship development activities, grantees must be able to support covered individuals with access to reentry services, such as work-readiness programs. Grantees must have the capacity for providing reentry services and job training or identify partner programs which can provide reentry services.

Access to Business Financing for Covered Individuals

As an outcome of the entrepreneurship development programming, grantees must be able to refer covered individuals to opportunities for small business financing. This includes offering appropriate referrals and recommendations to MD Commerce's New Start Microloan Program. Grantees must commit to providing covered individuals with access to small business financing opportunities.

AWARD AMOUNT AND TERMS

Grantees may receive up to \$60,000 per program year for the New Start Grant Program. Subject to funding availability.

APPLICATION PROCESS

APPLICATION SUBMISSION

The Maryland New Start Grant Program is an annual, competitive funding opportunity. Applicants who have never been awarded, or were not awarded in the prior year, must apply using the Initial Application Process. Applicants who were awarded in the prior year must use the Renewal Application Process to reapply for continued funding.

Initial Application Process

Organizations who are seeking an initial award must submit an application which includes:

1. A narrative overview of the applicant's organization including:
 - a. The organization's experience serving incarcerated and previously incarcerated individuals;
 - b. The organization's relationships with local businesses;
 - c. The organization's capacity to deliver entrepreneurial development programming on an ongoing basis to covered individuals; and
 - d. A list and explanation of all organizations partnering to deliver the proposed programming.
2. A program design plan which includes:
 - a. A strategy for reaching covered individuals, including particular target populations served;
 - b. An estimated number of covered individuals to be served;
 - c. A proposed curriculum model that includes the components outlined in this policy; and
 - d. A program timeline with estimated dates for all planning, outreach, service delivery, and closeout activities.
3. A program budget which includes:
 - a. Cost breakdowns for outreach, service delivery, evaluation, administration, and any other program functions outlined in the program design plan; and
 - b. A dollar amount itemization of all non-State funding sources committed to the proposed program, including indirect costs and in-kind contributions.
4. Two (2) letters of support or memoranda of understanding:

One letter or MOU must be from an agency, organization, or institution that can speak to the applicant's capacity to serve incarcerated and previously incarcerated individuals, including confirmation of any necessary security clearances and permissions to offer programming within a secure facility. Examples include Maryland correctional institutions, federal prisons, or county departments of corrections.

For Maryland State correctional institutions, MOUs or letters of support for educational program partnerships must be approved by the Maryland Department of Public Safety and Correctional Services (DPSCS) Office of Programs, Treatment and ReEntry Services.

For federal or county facilities, MOUs and letters of support must be signed by the facility warden or executive director.

A second letter must be from at least one local business or employer that is committed to partnering on the proposed program.

Letters from additional program partners in excess of the two required above may be submitted and will be considered during the application review process.

Applicants are encouraged to consult with the following agencies for additional information on existing resources and programs that may be applicable to their proposed program. The results of those consultations should be included in the application where applicable:

1. Maryland Department of Public Safety and Correctional Services (DPSCS)
2. Maryland Department of Labor, Office of Correctional Education (CE)
3. American Job Centers (AJCs)
4. Maryland Department of Commerce
5. Maryland Small Business Development Centers
6. Maryland Technology Development Corporation

Applicants should submit completed initial applications electronically to Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov. Applications are due no later than the date listed in the annual Maryland New Start Program Competitive Grant Proposal, which can be found on MD Labor's website: labor.maryland.gov.

MD Labor will not grant requests for extensions and will not consider applications received after the due date indicated on the solicitation. MD Labor is responsible for ensuring information about the solicitation process is updated on the Department's website and distributed widely.

Letter of Intent to Renew Funding (LOI) Process

Organizations seeking to renew their award beyond the first year of funding must submit a Letter of Intent to Renew Funding (LOI) which includes a renewal application, program budget, and all required program reporting documents. LOIs are considered on an annual basis for as long as funding remains available. MD Labor will make eligible grantees aware of the annual LOI due date and all required documentation at the start of the award.

In order to be considered for renewal, New Start Program grantees must:

1. Have spent at least 75% of the funds from their most recent New Start Grant Program award,
2. Have made reasonable progress toward their program deliverables, and
3. Not have any outstanding programmatic or fiscal reports at the time application.

MD Labor will not grant requests for extensions and will not consider applications received after the due date indicated on the solicitation. MD Labor is responsible for ensuring information about the solicitation process is updated on the Department's website and distributed widely.

APPLICATION REVIEW

The New Start Grant Program review team must review all received applications in a timely manner. The review team is comprised of the following members:

1. DWDAL Special Grant Administrator (or designee);
2. DWDAL Office of Correctional Education Director (or designee);
3. DPSCS Office of Programs, Treatment and ReEntry Services, Director of Education (or designee);
4. DWDAL Budget and Fiscal Manager (or designee); and
5. Maryland Department of Commerce representative designated by the Commerce Secretary.

In determining whether to award or renew a grant, the review team may give an application priority based on:

1. Whether or not the application includes a commitment from a new or existing non-State funding source to meet the 25% matching funds requirement;

2. Whether or not the applicant's proposed entrepreneurial education component takes into account local economies and markets; and
3. The ability or plan of the applicant to provide entrepreneurial development in conjunction with job training.

The review team must ensure that approved applications meet budgetary and programmatic requirements. If the review team determines that there are more eligible applicants than funding allows, MD Labor must award projects on a pro-rata basis.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all individuals who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, individuals must recuse themselves from application review and if individuals become aware that a conflict may exist during the process, that individual must immediately notify the DWDAL Assistant Secretary.

APPLICATION APPROVAL AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the review process.

If approved, the MD Labor Office of the Assistant Secretary must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contract negotiations and begin implementing programmatic work. In addition, grantees must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email to Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov.

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The grantee must invoice MD Labor via the quarterly fiscal report and invoice.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

New Start Program grantee organizations must submit three sets of reports at defined times during the program year: (1) quarterly fiscal reports with invoices, (2) quarterly program reports, and (3) an annual report. Quarterly items are due on the fifteenth day of the first month following the preceding quarter.

Reporting Required for Grantees

Quarterly Fiscal Reports and Invoices

In order to receive cost reimbursement, grantees must submit quarterly fiscal reports documenting monthly program expenses. Quarterly invoices must be submitted along with the Quarterly Fiscal Reports. The invoice amount must match the net expenditures reported for the quarter. A fiscal report template can be found in ***Attachment B - Sample Quarterly Fiscal Report*** and an example invoice can be found in ***Attachment C - Sample Invoice***.

Quarterly Program Report

Along with fiscal reports and invoices, grantees must submit a quarterly program report summarizing program activities for the quarter. A quarterly program reporting template can be found in ***Attachment A - Sample Quarterly Program Report***. — A quarterly program report is not required for Quarter 4, as Quarter 4 should be provided in the annual report.

Annual Report

Grantees must submit a cumulative annual report detailing information gathered during the program year. The annual report must include at least the following information:

1. All organizations who partnered with the program,
2. Demographic and financial characteristics for participants in the program, including:
 - a. Race, ethnicity, gender, age, marital status, and parental status; and,
 - b. Employment status, income, banking and credit history, and prior business experience;
3. Participant attendance rates for all portions of programming,
4. Retention rates,
5. Recidivism and supervision violation rates during the calendar year of the program,
6. Participants' level of understanding of business concepts,
7. Participants' level of confidence in leadership strengths, including industry-recognized behavioral assessment,
8. Progress made towards establishing a business,
9. Participants' experiences and perceptions, and
10. Number and dollar amount of loans made to qualified individuals

Grantees must submit all reports and supporting materials by email to Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov, no later than the deadline specified in this policy.

A sample annual report is included with this policy as ***Attachment D – Sample Annual Report***.

Reporting Required for MD Labor

On or before January 1, 2029, the Maryland Department of Labor must submit a report to the Governor and the General Assembly detailing:

1. The funds included in the State budget and appropriations for each fiscal year the Grant Program operated,
2. The services provided to participants by awardees under the Program,
3. Oversight by the Department including policies and procedures for monitoring and compliance, and assessments, and
4. Overall performance of the program.

MONITORING

MD Labor, as it deems necessary, will monitor Grantees, both fiscally and programmatically, on the terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

MD Labor requires grantees to document processes for record retention and requires folders and documentation be maintained for a period of at least three years following the exit date. 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 security, to maintain confidentiality and protect Personally Identifiable Information (PII). 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, and/or other security controls to make the information inaccessible to 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.

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, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, 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 Plan³ and Language Access Plan⁴ for more information on accommodations and services.

³ MD Labor's Nondiscrimination Plan is available at the following link: <http://www.labor.maryland.gov/employment/ndp/>.

⁴ 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

- MD. Code, Labor and Employment Article § 11–606; and,
- MD. Code, Economic Development Article § 5–2201 *et seq.*

REGULATION

- Proposed Regulations COMAR 09.37.05.01—.08 published at 49:26 Md. R. 1083 (12-16-22)

OTHER RESOURCES

- [SBA SOP 52 00 B – 3.F.4. Loans to Businesses with Associates on Parole or Probation;](#)
- [DWDAL Policy Issuance Page;](#)
- [Language Access Plan;](#)
- [MD Labor’s Nondiscrimination Plan;](#) and,
- [MD Labor Privacy and Data Security Policy \(PI 2019-04\)](#)

ATTACHMENTS

- Attachment A – Sample Quarterly Program Report
- Attachment B – Sample Quarterly Fiscal Report
- Attachment C – Sample Invoice
- Attachment D – Sample Annual Report

Grantees of the Maryland New Start Grant program must submit quarterly 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 **5:00 PM on the 15th day following the end of the quarter**. Refer to the New Start Grant Program Policy for a complete program year grant reporting schedule. Prior to submission, review the items listed below that are required for quarterly reporting and all instructions in this document to ensure a complete and accurate submission.

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

New Start Grant Program Quarterly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<input type="checkbox"/> Quarterly Program Report Form	<input type="checkbox"/> Photos, Video, Program Collateral
<input type="checkbox"/> Quarterly Fiscal Report (.xlsx)	
<input type="checkbox"/> Invoice(s)	

Submission Instructions

Completed reports should be submitted via email to:

Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov
 cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@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: GRANT 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	Quarter #	8	Fiscal Year

SECTION 2: GRANT NARRATIVES

9	Briefly describe the program and the activities performed over the quarter.
10	Provide a description of the following items for the program this quarter: (a) Key activities completed; (b) Services or programs offered; and (c) Additional activities performed by the grantee, if applicable.
11	Provide a description of outreach activities, including strategies for reaching currently incarcerated individuals, individuals on work or training release, and returning citizens.
12	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 Labor staff.

13 Describe the next steps or key areas of emphasis planned for the project in the next quarter.

Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the quarterly reporting period and the cumulative year to date. Annually, **by July 15th**, grantees are required to submit a *Program Participant Sheet* that tracks more detailed demographic and performance information for each program participant.

Grantees are encouraged to utilize the *Program Participant Sheet* throughout the program year to facilitate consistent quarterly and year-end reporting. The *Program Participant Sheet* and its instructions are included with the annual reporting documents.

SECTION 3: PROGRAM ACTIVITY			
15	Complete the chart below to identify the program's targeted key performance outcomes.	This Quarter	Year to Date
A	Number of participants enrolled in ongoing entrepreneurship development programming		
B	Number of participants that graduated/completed entrepreneurship programming		
C	Number of participants prepared to pursue small business or entrepreneurial financing		
D	Average attendance rate for programming		
E	Recidivism rate* for participants and program completers/graduates. <i>*The percentage of participants who have not been charged with a new criminal violation or a violation of a condition of parole or probation during the calendar year of the program.</i>		
F	Number of participants who earned a credential or course credit (if part of program design)		
G	Number of participants served through wraparound, reentry, or job readiness services		

H	Participant satisfaction rate, based on participants' evaluation of the program		
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Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, grantees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data may only be reported with the consent of the participant.

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES	
16	Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.
17	Describe in detail any participant-level accomplishments or success stories from the quarter.
	<i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>

Completed reports should be submitted via email to:

Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov,

cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@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.

QUARTERLY FISCAL REPORT

Award #: **TBD**

Grantor: Maryland Department of Labor

Grantee Name: **ADD NAME**

Quarter: **ADD Quarter**

Submitted Date: **Date**

Please complete the blue shaded areas.

SUMMARY OF EXPENDITURES				
EXPENDITURES	Approved Budget	Quarterly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				
Staff Fringes				
Supplies				
Contractual				
Participant Training				
Stipends				
Supportive Services				
Other				
Indirect				
Administrative				
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.

Authorized Signature:

Date

Print Name and Title:

Telephone #

PLEASE E-MAIL THE COMPLETED AND SIGNED QUARTERLY REPORT TO:

Casey Tiefenwerth (casey.tiefenwerth1@maryland.gov) and

Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov)

INVOICE

MUST BE ON
COMPANY LETTERHEAD

Remit Payment To:

Company Name:

Address:

Address:

Bill To:

Maryland Department of Labor

DWDAL Fiscal Administration

1100 N Eutaw Street, Room 209

Baltimore, MD 21201

Grant Award # _____

Award Amount: \$ _____

Invoice No.: _____

Invoice Date: _____

Description	Amount
	\$

\$ _____
TOTAL Due

Authorized Signature

Date

Printed Name

Date

Grantees of the Maryland New Start Grant program must submit an Annual Report to the Maryland Department of Labor. This report is meant to summarize activities over the period of performance. Please complete all fields of this Annual Program Report Form and submit it with all other required documents no later than **5:00 PM on July 15th**. Prior to submission, review the items listed below and all instructions in this document to ensure a complete and accurate submission.

The Annual Report submission includes information for Quarter 4, a separate Quarter 4 Program Report submission is not required. Quarter 4 Fiscal Reports and invoice(s) should be submitted with the Annual Report.

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

New Start Grant Program Annual Report Checklist

REQUIRED DOCUMENTS
<input type="checkbox"/> Annual Program Report Form
<input type="checkbox"/> Annual Program Report Participant Sheet (.xlsx)* <i>*See page 4 for instructions</i>
<input type="checkbox"/> Quarter 4 Fiscal Report (.xlsx)
<input type="checkbox"/> Quarter 4 Invoice(s)

Submission Instructions

Completed reports should be submitted via email to:

Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov
cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@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: GRANTEE 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	Program Year	

SECTION 2: GRANT NARRATIVES

8	Briefly describe the program and the activities performed over the period of performance.
9	List any partner organizations and identify key activities performed
10	Provide a description of the following items for the program this year: (a) Key activities completed; (b) Services or programs offered; and (c) Additional activities performed by the grantee, if applicable.
11	Provide a description of outreach activities, including strategies for reaching currently incarcerated individuals, individuals on work or training release, and returning citizens.
12	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.

13	Describe the next steps or key areas of emphasis planned for the project in future program years.
14	Summarize significant opportunities, issues, or challenges encountered during the year and any resolution of issues and challenges identified in previous quarters. Furthermore, describe any actions taken or plans to address issues. Indicate any questions or technical assistance needs.
15	Based on your experience as a New Start Program grantee, what advice would you give to future grantees regarding the program?

Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the fourth quarter reporting period and the cumulative program year.

SECTION 3: PROGRAM ACTIVITY			
16	Complete the chart below to identify the program's targeted key performance outcomes.	Fourth Quarter	Year to Date
A	Number of participants enrolled in ongoing entrepreneurship development programming		
B	Number of participants that graduated/completed entrepreneurship programming		
C	Number of participants prepared to pursue small business or entrepreneurial financing		
D	Average attendance rate for programming		

E	Recidivism rate* for participants and program participants and completers/graduates. <i>*The percentage of participants who have not been charged with a new criminal violation or a violation of a condition of parole or probation during the calendar year of the program.</i>		
F	Number of participants who earned a credential or course credit (if part of program design)		
G	Number of participants served through wraparound, reentry, or job readiness services		
H	Participant satisfaction rate, based on participants' evaluation of the program		

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

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, grantees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data must only be reported with the consent of the participant.

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES	
17	Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.
18	Describe in detail any participant-level accomplishments or success stories from the year. <i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>

Instructions for Completing the Program Report Participant Sheet

The Maryland New Start Grant Program requires grantees to report certain detailed demographic and performance data for program participants. Grantees are provided with a Program Report Participant Sheet (.xlsx) to closely track the required participant-level data. The Sheet must be submitted with the grantee's annual report, but grantees are encouraged to use and update the Sheet throughout the program year to ensure accurate year-end reporting. These instructions explain how to record participant data in the Sheet.

There are 39 data points grantees can record for participants in the Sheet. Some fields provide dropdown lists with prepopulated values to ensure uniform reporting. Each individual participant reported for the program should be recorded on a new row of the Sheet.

Grantees should not enter personally identifiable participant data beyond what is requested. **Electronic transmission of personally identifiable participant data must be done only via encrypted message or secure upload.** Guidance on the storage and handling of personally identifiable information can be found in MD Labor's [Privacy and Data Security Policy](#).

There are five (5) sections of questions/data points that should be completed for each participant:

1. Participant Demographic Information

Participant name, known address, race, ethnicity, marital status, and parental status (number of dependents).

2. Program Entrance Profile

Certain statistics that should be captured for each participant when they initially enroll or enter the program: *Entrance date, justice involvement status (dropdown), incarceration/supervision release date, employment status (dropdown), highest education attainment (dropdown), previous business experience (dropdown), banking or credit usage (dropdown), and notes.*

3. Program Enrollment Profile

Certain statistics that report each participant's program involvement and performance: *Enrollment status (dropdown), attendance/participation rate, testing and assessment performance (dropdown), and notes.*

4. Program Exit Profile

Certain statistics that should be captured for each participant when they exit or complete the program: *Participant exit date, exit reason (dropdown), justice involvement status at exit (dropdown), incarceration/supervision release date at exit (if applicable), employment status at exit (dropdown), highest educational attainment at exit (dropdown), banking and credit usage at exit (dropdown), participant referred to business financing (dropdown), participant's understanding of business concepts and principles (dropdown), participant's level of leadership and interpersonal skills (dropdown), participant assessment of program experience (evaluation score), date of last contact, and notes.*

5. Participant Business Profile

For participants that are successful in creating or planning a business as a result of program activities, report: *Business name, business summary, address, if financing was sought (dropdown), total business financing received, and notes.*

As noted above, some data points in the Sheet are recorded for each participant twice, once when they first enroll or enter the program and again when they exit or complete the program. Those items are further described below:

- Justice Involvement Status
 - *Incarcerated*
 - *Incarcerated, Work/Training Release Eligible*
 - *Active Parole or Probation*
 - *Previously Incarcerated*
- Incarceration/Supervision Release Date
- Employment Status
 - *Unemployed*
 - *Unemployed, Engaged in Training*
 - *Employed, Part Time or Seasonal*
 - *Employed, Fulltime*
 - *Employed, Work Release*
 - *Self employed*
 - *Other (describe in notes)*
- Highest Educational Attainment
 - *Less than High School*
 - *Some High School*
 - *High School Diploma or Equivalent*
 - *Career or Vocational Training*
 - *Some College*
 - *Associate's Degree*
 - *Bachelor's Degree*
 - *Master's Degree or Higher*
- Banking and Credit Usage
 - *01 - Unbanked, Little to no Prior Credit Usage*
 - *02 - Banked or Previously Banked, Some Prior Credit Usage*
 - *03 - Banked or Previously Banked, Regular Credit Usage*
 - *04 - Banked or Previously Banked, Significant Credit Usage*

Grantees should plan to capture these data points during their intake and exit procedures so they can be accurately reported for each participant. Standardized responses to these items have been provided as a dropdown menu in the Sheet to ensure uniform reporting. Grantees should choose the response that best describes the participant at their entrance/exit. Clarifications or additional information should be provided in the notes column provided.

Completed reports should be submitted via email to:

Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov,

cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@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.