

# Frequently Asked Questions for approved COVID-19 LAYOFF AVERSION GRANTS

(Updated December 9, 2020)



**Question:** How much time do I have to make the purchases once I have received payment?

**Answer:** 60 calendar days from the date of the award (the date on the award letter).

**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 your organization has established Electronic Funds Transfer with the State of Maryland, you may receive payment via direct deposit.*

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

**Answer:** We will do our best to process payment expeditiously. Funds should be received within 10 working days from receiving the fully signed grant award and the W-9 form. 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, for the items in the approved application.

**Question:** My purchases exceed the grant amount. Can I get paid for the additional cost?

**Answer:** Unfortunately, we cannot exceed the approved grant amount, so the additional costs cannot be reimbursed.

**Question:** My purchases cost less than was approved. Do I need to send back the difference?

**Answer:** Yes. To return unspent funds, please make the check payable to "Maryland Department of Labor" and mail the check to:

# Frequently Asked Questions for approved COVID-19 LAYOFF AVERSION GRANTS

(Updated December 9, 2020)



Maryland Department of Labor  
DWDAL Fiscal Unit  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

Please also include your grant number on the check.

**Question:** What is acceptable proof of purchase?

**Answer:** A paid receipt is proof of purchase. An invoice alone is not proof of purchase.

**Question:** The printer we plan to purchase is now out of stock. Can I purchase another brand printer for the same amount?

**Answer:** Yes, as long as it is a similar item for the same purpose.

**Question:** Can I modify the scope of my grant request now?

**Answer:** Unfortunately, we are not able to allow modifications of grant requests. A modification request to the scope of the grant would be considered a new grant request and would need to go to the back of the queue or to the waitlist.

**Question:** My approved purchase is on backorder so I do not believe it will be possible to spend the funds in the allowed 60-day window. Is there any wiggle room?

**Answer:** We understand there may be extenuating circumstances that warrant the need for additional time to spend the funds. You may provide written justification to describe why more than the allotted 60 days are needed to spend the funds. The justification should include documentation that you have received notice of a backorder or other issue. Any justification should provide assurance that no workers will be laid off due to delays, as this is a key condition of the Layoff Aversion grant award.

# Frequently Asked Questions for approved COVID-19 LAYOFF AVERSION GRANTS

(Updated December 9, 2020)



**Question:** I am asking for reimbursement. How will I know my receipts are sufficient?

**Answer:** The fiscal monitoring team will review all receipts and payment documentation and will contact you if they have any questions.

**Question:** Where should I sign the grant award?

**Answer:** Please sign and fill in all information on the very last page of the document, (page 5), and return the entire document.

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

**Answer:** No, only signature is required.

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

**Answer:** Yes.