



Port of Baltimore Worker Retention Program Frequently Asked Questions for Grantees

(Updated 4/10/2024)

Question: How long do I have to spend funds?

Answer: Grantees must spend all *Port of Baltimore Worker Retention Program* dollars within 60 days of the full execution of the grant agreement, which is when the agreement is signed by the business.

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 5-7 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: [GAD's Online Service Center](#).

Question: Can I receive an advance payment?

Answer: Yes, approved applicants will receive 100% of their grant funds upfront.

Question: Do I need to keep documentation related to expenditures on my grant?

Answer: Yes. It is possible that staff from the Maryland Department of Labor will ask to review documentation that substantiates the expenditures made with grant funding and employee retention. Grantees should keep all detailed documentation related to the grant for up to 4 years after the end of the grant or after the resolution of any insurance claims relating to the reduced operations of the Port, whichever is later.

Question: Does the grant 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: Who must sign the grant award?

Answer: The grant award must be signed by the CEO, President, or other principal of the organization who is authorized to bind the organization to the terms and conditions of the award.

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 *Port of Baltimore Worker Retention Program* policy provides details and examples regarding the appropriate use of funds.

Question: Are modifications to the grant award allowed?

Answer: MD Labor will consider modifications. All requests must be submitted via email to worker.retention@maryland.gov. Modifications are not meant to be used to request additional funding above the award amount. If the grantee's original application changes due to unforeseen circumstances, a modification can be requested within 30 days from receipt/approval of the award. No modifications to the grant application or agreement are effective until a signed modification agreement is issued by the Department.

Question: Are these grant funds taxable?

Answer: The receipt of a government grant by a business generally is not excluded from the business's gross income and therefore is taxable. Grantees should seek detailed advice from their tax professionals. An electronic 1099 can be generated from [GAD's Online Service Center](#).

Question: Will I have to repay this funding to the State?

Answer: Grants do **not** need to be repaid to the State if an awardee adheres to the terms and conditions of the grant agreement and to the extent practicable, retains workers who benefit from funding at the same hours, rates of pay, and benefits that were in effect before the reduced operations of the Port for at least 60 days from the grant award. However, if a claim is paid to a grant recipient for losses incurred as a result of the reduction in operations at the Port or the bridge collapse, the Grantee is required to reimburse the Department within six months of the receipt of an insurance claim or other funds. Applicants should consult with their attorneys to ensure compliance with this requirement.