



Career Pathways for Healthcare Workers Program

Pre-Proposal Conference
Tuesday, June 6, 2023 | 9:00AM-10:30AM

Brittney Hansen

*Special Grants Program Manager, Division of Workforce Development and Adult Learning
Maryland Department of Labor*

Agenda



- Welcome and Opening Remarks
- Housekeeping Items
- Overview of the Career Pathways for Healthcare Workers Program
- Definitions
- Program Parameters
- Reporting
- Application Format and Submission
- Awards and Timeline
- Reporting Requirements
- Monitoring & Fiscal Overview
- Questions

Housekeeping Items

- Please keep yourself muted until we are ready to take questions.
- Please include your name and organization in the chat.
- You may type any questions into the chat. They will be answered at the end of the presentation.
- All questions and answers received during this conference will be posted on the Career Pathways for Healthcare Workers Program's website by next Tuesday, June 13, 2023:
<https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>
- If your organization decides to move forward with developing a proposal, please submit an Intent to Apply notification to Brittney Hansen - an informal email is fine.
- If you choose **not** to submit an application and want to provide feedback as to your decision for the purposes of improvement toward future grant opportunities developed by Labor, please email Brittney Hansen.
- This presentation will be shared with attendees via email after the conference.



Career Pathways for Healthcare Workers Program

- In 2022, the Maryland General Assembly enacted Senate Bill 518, which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor.
- Purpose: to provide matching grants to eligible employers that pay for training programs attended by healthcare workers to help upskill the skillsets of the healthcare workforce.
 - Applicants must partner with a Maryland-based Historically Black College (HBCU) or Community College to deliver training and commit to providing a wage increase for employees who successfully complete training.
- Annual allotment of **\$1,000,000** to disperse as matching grants.
- Grants are capped at **\$50,000** and will last one year.
- If there are more eligible applicants than funding allows, MD Labor will make awards on a pro-rata basis.

Definitions

Employer: The statute defines an eligible *employer* as a hospital or related institution.

Related institutions are considered organizations, environments, or homes that:

- Maintain conditions or faculties that are equipped to provide care for two or more unrelated individuals who are dependent on the administrator for nursing care; and
- Admit or retain the individuals for overnight care.

Training Program: The statute defines a *training program* as a training provided for healthcare workers that supports their career in the healthcare industry which is provided by a **HBCU or Community College**.

Definitions

Healthcare Worker: The statute defines a *healthcare worker* as a worker licensed under [Title 8](#) of the Health Occupations Article **OR** any individual employed by an eligible employer who provides personal care, assistance, behavioral health, or treatment services directly to patients or residents in the course of the worker's regular duties.

- Advanced Practice Registered Nurses
- Certified Dialysis Technicians
- Certified Nurse Midwife
- Certified Nurse Practitioner
- Certified Nursing Assistants
- Certified Medication Technicians
- Certified Registered Nurse Anesthetist
- Clinical Nurse Specialist
- Geriatric Nursing Assistants
- Licensed Certified Midwives
- Licensed Direct Entry Midwives
- Licensed Electrologists
- Licensed Practical Nurses
- Registered Nurses
- Worker's Compensation Case Managers
- Forensic Nurse Examiner

Program Parameters

Employers awarded funding must:

- Provide a wage increase that is equivalent with the current labor market trends within 90 days of training completion;
- Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
- Pay for training programs that are no more than 12 months in length;
- Provide a 100% cash match to the State grant funds; and
- Use grant funds to supplement, not supplant, current operational expenses.

Program Parameters

- Labor encourages employers to pay for training programs that provide **supportive services** to ensure all participants can successfully complete the program.
- Employers that utilize a **training and upgrading fund**, as collectively bargained with a union or employee organization, must pass all grant money through the fund.

Reporting Requirements

- Grantees will be required to track the ongoing progress of the training program on a monthly basis.
- Monthly reports will consist of the following:
 - Narrative Report (programmatic)
 - Invoice (fiscal)
- Narrative reports should provide descriptions of but not limited to:
 - Number of healthcare workers enrolled in training, number to complete/graduate, and number who will obtain and industry-recognized certification or credential.
 - Key activities, outreach activities, updates on the timeline/progress, challenges, successes, lessons learned, participant accomplishments, etc.
- Grantees will be required to submit a final report that will detail information gathered through the 12-month timeline.

Application Format and Submission

To be considered for grant funds, applications must:

- Respond thoroughly to each application question;
- Provide one letter of support from partner, (HBCU or Community College);
- Provide a signed W9 form;
- Provide a Certificate of Good Standing; and
- If your organization is exempt from taxation under IRC 501©, include the determination letter from the IRS.

Optional Documents:

- Additional letter(s) of support from partners; Sample program curriculum; Program promotional materials

Application Format and Submission

Career Pathways for Healthcare Workers Program Budget:

- Requests for funding should not exceed \$50,000.
- Applying organizations should only complete sections of the budget template that apply to their organization. For areas that do not apply, please leave blank.
- The required match of funds should be shown in the budget along with **submitting required documentation**.
- Program budgets should be submitted as an Excel Sheet.

Completed applications should be submitted to Brittney Hansen at brittney.hansen@maryland.gov by 11:59 PM on July 28, 2023, and include all required documents in a single email.

Awards and Timeline

| Event | Date(s) |
|-------------------------------------|---|
| Application Released | May 15, 2023 |
| Pre-Proposal Conference | June 6, 2023 |
| Applications due to MD Labor | July 28, 2023 |
| Review Process | August - September 2023 |
| Awards Announced | September 2023 |
| Grants Start | October 1, 2023 |
| Period of Performance | October 1, 2023 - September 30, 2024 |

Overview of Fiscal and Monitoring Requirements

Dorothee Schlotterbeck, *Fiscal Manager*

Tanya Washington, *Monitoring Manager*

WHO ARE WE? THE FISCAL UNIT

- At the pre-award phase, the Fiscal Unit and Program develop the grant agreement between your organization and the Maryland Department of Labor. In that process, we implement the program requirements into the agreement along with the terms and condition of that award.
- After the recipient has received the award, we review budget expenditures; collect financial reports; collect supporting documents; process invoices; and serve as a resource.

WHO ARE WE? THE FISCAL UNIT

The DWDAL Fiscal Unit is responsible for:

- Division's State Appropriation Budget
- Federal and State Grants Management
- All Aspects of Sub-Grantee Fiscal Administration (application budgets, sub-grant award process)
- Sub-grant modifications, financial reporting, review/approve invoices, sub-grant closeouts.
- Provide technical assistance (federal and state financial information) to sub-grantees.



WHO ARE WE? THE MONITORING UNIT- WORKING STAGE OF THE AWARD

The Monitoring unit annually ensures the integrity of the DWDAL programmatic and fiscal systems using the federal and state laws and regulations as its guide. It determines whether grantees are following the terms and conditions of their approved award.

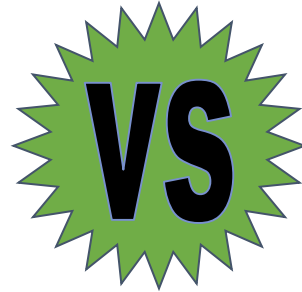
We are responsible for:

Reviewing your agreements, budgets and supporting documentation to determine if you followed the terms and conditions of your award.

Working together

Monitoring Team

- ★ The Monitoring and Compliance (M&C) Unit is primarily responsible for managing the Division of Workforce Development and Adult Learning's compliance as a whole.



Fiscal Team

- ★ Determining that expenditures have been made against the cost categories and within the cost limitations specified in the Agreement and Regulations.

The Fiscal and Program Monitoring unit collaborate with the goal to provide more effective data sharing between the two units. We ensure all checks and balances are being performed by all Grantees per your signed award agreement.

Financial Management

- The financial management system of each grantee/sub-recipient shall provide MD Labor with state required records and reports that are uniform in definition, accessible to authorized State staff, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes.
- Grantees shall ensure that their financial systems provide fiscal control and accounting procedures that are in accordance with applicable generally accepted accounting principles (GAAP).

***** REMEMBER *****

When applying for the award, you must ensure that all applicable parties understand the significance of the award and the appropriate signatures are in place.

DWDAL Sub-Grants

All DWDAL Sub-Grants include:

- Signature Page with Award Amount, Start/End Dates, Federal Grant Number (if federal \$), Fund Type, CFDA Number;
- Narrative and Deliverables;
- Budget;
- DWDAL/State Terms and Conditions;
- Grant Specific Terms and Conditions;
- The DWDAL Fiscal Unit provides Sub-Grantees with templates for invoicing and reporting. Grantee Financial Reports are due quarterly (QSR); some Financial Reports are due monthly (MSR); and
- Sub-Grant Closeouts are due to DWDAL Fiscal 60 days after the grant end date or 90 days after the grant is fully spent.

MAINTAINING QUALITY CONTROLS

- Grantees should have a financial management system with written procedures that are regularly reviewed and updated.
- Grantees should enter into transactions with supporting documentation such as original receipts, invoices, POs, and internal approval documents (e.g., requisitions, travel authorization forms).
- Grantees should manage an entire transaction with checks and balances (cross-checking by another person).
- Grantees should thoroughly review requests for approval and financial reports as received as we will ask about any variances between the budget or prior reports and the current requests or reports.
- Grantees must track the state of physical assets such as vehicles or major equipment.
- Grantees must monitor their activities and finances on program and fiscal side.

MONITORING 101

The purpose of the Monitoring and Compliance Unit is to ensure the “**Integrity**” of the State’s workforce development system as well as other program areas, and assess compliance with applicable laws and regulations.



MONITORING NOTIFICATION

The Monitor will provide email notice to each grantee at least ten business (10) days prior to the review.



Monitoring Methods

Onsite Monitoring: Onsite Monitoring consist of the scheduling of grantee visits based on two things: primarily risk factor and geographic location in respects to other program in same areas that require monitoring. Scheduling of site visits are conducted annually and are based on fiscal year.

Desk Monitoring: Desk Monitoring consist of reviewing State of MD DOL grant agreements, Memorandum of Understanding, Partner agreements, policies and procedures, DWDAL quarterly fiscal reports, and other pertinent reports in house. It may consist of a review of program and financial reports for accuracy. A comparison of the cumulative count of clients and units delivered against those projected are reviewed.

Focused Monitoring: Review of any problems that occurred during the preceding year, or when requested by State leadership.

Monitoring Review Expectations

Monitoring: What you can expect from us

- Assistance with regulations & requirements
- On-site and remote technical assistance with fiscal issues

Our Expectations of You:

- A program that meets the requirements of State laws, regulations and grant terms and conditions
- A program that is designed to focus on customer needs and that addresses those needs
- Sound Financial Management system
- Documentation - Backup documentation that support your approved budgeted activities

We are here to help you to follow the terms & conditions



Thank You

We are always looking for new ways to improve our work.

For More Information, please contact:

Tanya Washington, Monitoring & Compliance Manager
tanya.washington@maryland.gov

Dorothee Schlotterbeck, Fiscal Manager
dorothee.schlotterbeck@maryland.gov



Questions!

All questions and answers received during this conference will be posted on the Career Pathways for Healthcare Workers Program's website by next Tuesday, June 13, 2023:

<https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>

Questions about the Career Pathways for Healthcare Worker Program application will be accepted via email through July 6, 2023.



Thank you!

For questions on today's presentation, contact:

Brittney Hansen

brittney.hansen@maryland.gov