



**Division of Workforce  
Development and Adult Learning  
(DWDAL)**  
Policy Issuance

**PI 2025-06 Public Safety Apprenticeship Program | May 29, 2025**

<b>TO</b>	Division of Workforce Development and Adult Learning (DWDAL) staff
<b>FROM</b>	DWDAL Maryland Department of Labor (MD Labor)
<b>SUBJECT</b>	Guidance on the implementation of the Public Safety Apprenticeship Program.
<b>PURPOSE</b>	To provide policy guidance on the Public Safety Apprenticeship Program.
<b>ACTION</b>	Local Area directors, American Job Center (AJC) Reemployment Program Directors, central office managers, and Maryland Apprenticeship Training Program staff will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the MD Labor website.
<b>EXPIRATION</b>	Until Cancelled or Replaced.
<b>QUESTIONS</b>	<p>Christopher MacLarion Director, Apprenticeship and Training DWDAL 410.767.3969 <a href="mailto:christopher.maclarion@maryland.gov">christopher.maclarion@maryland.gov</a></p> <p>Lauren Gilwee Director, Policy DWDAL 410.767.2268 <a href="mailto:laurene.gilwee@maryland.gov">laurene.gilwee@maryland.gov</a></p>

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## **CANCELLATIONS**

The following are hereby cancelled, replaced, and archived by this policy issuance:  
Policy Issuance 2022-05, "Law Enforcement Cadet Registered Apprenticeship Program,"  
dated May 10, 2022.

Archived policies are available at <http://www.labor.maryland.gov/employment/mpi/>.

## EXECUTIVE SUMMARY

In 2024, as part of Governor Moore's legislative agenda, the Maryland General Assembly passed SB 470, "Growing Apprenticeships and the Public Safety Workforce (GAPS) Act," which established the Public Safety Apprenticeship Program.

The purpose of the program is to:

1. Provide individuals with opportunities to begin a public safety career;
2. Foster positive relationships between the public, particularly young individuals, and public safety agencies;
3. Develop a cohort of individuals qualified to join a public safety agency;
4. Encourage public safety agencies to hire apprentices; and,
5. Help public safety agencies offset additional costs, if any, associated with hiring apprentices.

MD Labor's Division of Workforce Development and Adult Learning (DWDAL) is responsible for administration of the Program, which consists of two different grant opportunities:

1. Start-Up Grants – Two-year grant projects designed to support the development and creation of Public Safety Registered Apprenticeships. Grants are capped at \$200,000; and,
2. Stabilization Grants – Reimbursement to help offset the costs associated with training Registered Apprentices. Grants are up to \$5,000 per Registered Apprentice.

Eligible entities for the program are:

1. Correctional Units
2. Law Enforcement Agencies; and,
3. Public Safety Agencies.

Information on how to apply for funding, including application materials, can be found on MD Labor's website: <https://www.labor.maryland.gov/employment/appr/apprgrants.shtml>.

## GENERAL INFORMATION

### REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL) with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. **Business Involvement** – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. **OJL** – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the Apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid employment per year of the apprenticeship and must take place at the work site under the direction of a highly skilled journeyworker.
3. **Related Instruction (classroom style training)** – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.
4. **Rewards for Skill Gains** – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Apprentices as they advance through training and become more productive and skilled at their job.
5. **National Occupational Credential** – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing,

and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

In Maryland, Registered Apprenticeships are approved through the Maryland Apprenticeship and Training Council (MATC). More information on requirements for Registered Apprenticeships in Maryland is available at:

<http://www.labor.maryland.gov/employment/appr/>.

### **MARYLAND'S PUBLIC SAFETY APPRENTICESHIP PROGRAM**

In 2024, as part of Governor Moore's legislative agenda, the Maryland General Assembly passed SB 470, "Growing Apprenticeships and the Public Safety Workforce (GAPS) Act," which amended Labor and Employment Article 11-603<sup>1</sup> to alter the previous program and, among other items, establish the Public Safety Apprenticeship Program.

The purpose of the program is to:

1. Provide individuals with opportunities to begin a public safety career;
2. Foster positive relationships between the public, particularly young individuals, and public safety agencies;
3. Develop a cohort of individuals qualified to join a public safety agency;
4. Encourage public safety agencies to hire apprentices; and,
5. Help public safety agencies offset additional costs, if any, associated with hiring apprentices.

MD Labor's Division of Workforce Development and Adult Learning (DWDAL) is responsible for administration of the Program, which consists of two different grant opportunities:

1. Start-Up Grants – Two-year grant projects designed to support the development and creation of Public Safety Registered Apprenticeships. Grants are capped at \$200,000; and,
2. Stabilization Grants – Reimbursement to help offset the costs associated with training Registered Apprentices. Grants are up to \$5,000 per Registered Apprentice.

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<sup>1</sup> MD Code Ann. Labor & Emp. Art. § 11-603 "[Public Safety Apprenticeship Program](#)"

## PROGRAM PARAMETERS

### ELIGIBLE ENTITIES

The following entities are eligible to apply for funds through the Public Safety Apprenticeship Program:

1. Correctional Units – Defined as a unit of Maryland State or local government that is directly responsible for the care, custody, and control of individuals committed to the custody of the unit for the commission or alleged commission of a crime or an act that would be a crime if committed by an adult. This includes all units of the Department of Public Safety and Correctional Services (including pre-and post-conviction), the Department of Juvenile Services, and the sheriff's office or other unit of government with the responsibility of operating a local correctional facility or county detention center;<sup>2</sup>
2. Law Enforcement Agencies – Defined as the police department of a county, municipal corporation, University in the State, or State Agency; and,
3. Public Safety Agencies – Defined as a functional division of a public agency that provides firefighting, police, medical, or other emergency services.<sup>3</sup>

Eligible entities must coordinate with relevant union representatives on the development of apprenticeship activities regarding any adjustments to wages, hours, or other terms and conditions of employment that are required for individuals to participate in the public safety agency's Registered Apprenticeship program prior to applying for either Start-Up or Stabilization Grants.

Eligible entities may subaward funds to organizations not included in the above list, such as local workforce areas, Community Colleges or intermediary organizations.

### ALLOWABLE ACTIVITIES

#### Start-Up Grants

Start-Up Grants funded through the Public Safety Apprenticeship Program are two-year grants designed to support either the development and creation of Public Safety Registered Apprenticeships or the reactivation or revision of previously available Registered Apprenticeship programs.

MD Labor allows the following activities through this Grant:

1. Staffing - Grant funds can cover costs associated with development and administration of an apprenticeship program. Applicants intending to use grant funds for this activity

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<sup>2</sup> MD Code Ann., Correctional Services Art. [§2-401](#)

<sup>3</sup> MD Code Ann., Public Safety Art. [§1-301](#)



must provide a sustainability plan to demonstrate how staffing will continue at the conclusion of the grant period.

2. Development of training, curricula, and/or “train-the-trainer”<sup>4</sup> activities; and,
3. Other creative activities for supporting the development of public safety apprenticeship, as approved by MD Labor.

MD Labor’s Start-Up Grant awardees are responsible for:

1. Developing Standards of Apprenticeship for a new or reactivated Apprenticeship program;
2. Working in partnership with any and all exclusive bargaining representatives in the development of the program;
3. Securing program approval from the MATC; and,
4. Registering all new apprentices with DWDAL.

Start-Up Grants are capped at \$200,000 per grantee.

### **Stabilization Grants**

Stabilization Grants funded through the Public Safety Apprenticeship Program help offset the costs associated with training Registered Apprentices.

MD Labor allows the following activities through this Grant:

1. Reimbursement for the costs of Related Instruction;
2. Reimbursement for staff costs associated with OJL up to 50% of an apprentice’s hourly wages. For eligibility under the grant, staff costs must support the Apprentice with their work on the job site. Apprentice wages are **not** allowable expenses under this Grant;
3. Supportive services to support apprentices in addressing barriers associated with securing and/or retaining employment in the apprenticeship program; and,
4. Other creative services as approved by MD Labor.

Stabilization Grants are capped at \$5,000 per Registered Apprentice.

### ***Supportive Services***

MD Labor strongly encourages the use of supportive services for participants. Examples of supportive services include, but are not limited to:

1. Assistance obtaining a driver’s license;
2. Transportation assistance;

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<sup>4</sup> Train-the-trainer is a model that teaches employees of an organization how to train other employees within the same organization.

3. Purchase of uniforms, tools, or other related equipment;
4. Child or dependent care;
5. Union initiation fees;
6. Basic skills assessment and basic skills coursework;
7. English for Speakers of Other Language classes;
8. Housing assistance; and,
9. Clothing for job interviews/job fairs.

## APPLICATION PROCESS

### START-UP GRANTS

The Public Safety Apprenticeship Program Start-Up Grant is an annual competitive grant opportunity. MD Labor anticipates awarding at least two Start-Up Grants each solicitation cycle.

To apply for funding, eligible entities must submit the application provided in the Public Safety Apprenticeship Program Start-Up Grant Competitive Grant Proposal, provided separately from this policy issuance. Prospective applicants are encouraged to check the Maryland Apprenticeship and Training Program (MATP)'s website for the most up-to-date information and details on the Start-Up Grant application process: <https://www.labor.maryland.gov/employment/appr/apprgrants.shtml>.

#### **Application Review**

The Public Sector Apprenticeship Program Start-Up Grant Review Team must review applications in a timely manner and ensure that approved applications meet program requirements. Additionally, the review team should strive to fund a diverse set of proposals, both geographically and based upon the organization's number of employees.

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

#### **Application Approval/Denial**

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process. If approved, the MD Labor MATP shall provide the applicant with a Grant Award Notification to be signed by the applicant. After an award agreement has been formally executed, MD Labor shall provide funds to the approved program on a cost reimbursement basis. The awardee shall invoice MD Labor via the monthly fiscal report and invoice process.

If the review team denies an application, MD Labor encourages denied applicants to request feedback on their application from MATP staff. Additionally, denied applicants are encouraged to apply again for funding during future application cycles.

### STABILIZATION GRANTS

The Public Safety Apprenticeship Program Stabilization Grant is a rolling grant program. MD Labor will award grants until program funds are exhausted or the program is cancelled.

To apply for a Stabilization Grant, applicants must first submit the Stabilization Grant application, which can be found on MD Labor's website at: <https://www.labor.maryland.gov/employment/appr/apprgrants.shtml>. Applicants should submit completed applications electronically to [info@mdapprenticeship.com](mailto:info@mdapprenticeship.com).

### **Application Review**

A MATP grant manager shall review all Stabilization Grant applications. The reviewer must approve or deny submitted applications within 14 calendar days of receipt and must ensure that approved applications meet eligibility requirements.

### **Application Approval/Denial**

MD Labor must inform applicants via email of approvals or denials within 14 calendar days of application receipt.

If approved, MATP shall provide the applicant with a Grant Award Notification to be signed by the applicant.

MATP shall deny incomplete applications. If a grant application is denied, MATP shall provide the applicant with a Grant Denial Notification containing feedback on the application. A denied applicant may request reconsideration of the decision. The reconsideration request must be emailed to the Assistant Secretary [info@mdapprenticeship.com](mailto:info@mdapprenticeship.com) within 15 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 30 calendar days of request receipt. The decision of the DWDAL Assistant Secretary (or their designee) is final.

## REPORTING

### START-UP GRANTS

MD Labor requires Public Safety Apprenticeship Program Start-Up Grantees to submit monthly programmatic and fiscal reports. Reports are due on the 10<sup>th</sup> of each month following reported activity. All reports should be sent via email to Wayne Salter at [wayne.salter@maryland.gov](mailto:wayne.salter@maryland.gov), Alex Sackey-Ansah at [alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov) and Todd O'Banner at [todd.obanner1@maryland.gov](mailto:todd.obanner1@maryland.gov). Funds will be disbursed on a reimbursement basis based on the amount included on the monthly invoice. The invoice must match the net amount on the monthly fiscal report in order to be processed. Examples of the reports can be found in ***Attachment A – Sample Monthly Program Report*** and ***Attachment B – Sample Monthly Fiscal Report and Invoice***.

### STABILIZATION GRANTS

Because Stabilization Grants are a one-time reimbursement model, regular monthly reporting is not a requirement for awardees of this grant. However, grantees should be aware that MD Labor will track outcomes associated with apprentices to ensure grant requirements are met.

## **MONITORING AND RECORD RETENTION**

### **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**

In accordance with the Standards of Apprenticeship, Maryland requires grantees to maintain records for at least five years of all persons applying for the apprenticeship program indicating whether or not the applicant:

1. Completed the application process;
2. Met the apprenticeship program qualifications;
3. Was placed on the eligibility list; and,
4. Was registered.

All records, both electronic and physical, must be maintained in accordance with TEGl 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)," as well as DWDAL's policy concerning privacy and data security. 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 awardees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or un-authorized staff 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, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Interested parties may refer to MD Labor's Nondiscrimination Plan and Language Access Plan for more information on accommodations and services.

## REFERENCES

### LAW

- MD Code Ann., Labor & Emp. Title 11, Subtitle 4 "[Planned Apprenticeship Standards and Activities](#);"
- MD Code Ann. Labor & Emp. Art. § 11-603 "[Public Safety Apprenticeship Program](#)";
- MD Code Ann., Correctional Services Art. [§2-401](#); and,
- MD Code Ann., Public Safety Art. [§1-301](#).

### REGULATION

- 29 CFR § 29-30, "[Apprenticeship Programs; Equal Employment Opportunity](#);"
- 29 CFR § 97.42, "[Retention and Access Requirements for Records](#);" and,
- COMAR 09.12.42 and 43, "Equal Employment Opportunity and [Maryland Apprenticeship and Training](#)."

### USDOL GUIDANCE

- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#)," dated June 28, 2012.

### OTHER RESOURCES

- American Institute for Innovative Apprenticeship, "[National Occupational Frameworks](#);"
- American Institute for Innovative Apprenticeship, "[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#)," dated June 2017;
- [DWDAL Policy Issuance Page](#); and,
- [Maryland WIOA Combined State Plan](#).



## ATTACHMENTS

- Attachment A – Sample Monthly Program Report
- Attachment B – Sample Monthly Fiscal Report and Invoice

# Public Safety Apprenticeship Program Start-Up Grant

## Monthly Program Report Form

Grantees of the Public Safety Apprenticeship Program Start-Up Grant must submit monthly 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 **11:59PM on the 10th day following the end of the month of reported activity**. Prior to submission, review the items listed below that are required for monthly reporting and all instructions in this document to ensure a complete and accurate submission.

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

### Public Safety Apprenticeship Program Start-Up Grant Monthly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"><li>Monthly Program Report Form</li></ul>	<ul style="list-style-type: none"><li>Photos, Video, Program Collateral</li></ul>
<ul style="list-style-type: none"><li>Monthly Fiscal Report and Invoice (submitted separately)</li></ul>	

### Submission Instructions

Completed reports should be submitted via email to:

Wayne Salter ([wayne.salter@maryland.gov](mailto:wayne.salter@maryland.gov))

Cc: Alex Sackey-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)) and Todd O'Banner ([todd.obanner1@maryland.gov](mailto:todd.obanner1@maryland.gov))

Questions can be sent to:

Wayne L. Salter  
Grants Manager, Apprenticeship and Training  
1100 N. Eutaw Street, Room 209  
Baltimore, Maryland 21201  
[Wayne.Salter@maryland.gov](mailto:Wayne.Salter@maryland.gov)  
443-562-2402 (mobile)

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

# Public Safety Apprenticeship Program Start-Up Grant

Monthly Program Report Form

## SECTION 1: AWARD 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	Month		8	Fiscal Year	

## SECTION 2: GRANT NARRATIVES

9	Briefly describe the program and the activities performed over the month.
10	<p>Provide a description of the following items for the program this month:</p> <ul style="list-style-type: none"> <li>(a) Key activities completed; and</li> <li>(b) Additional activities performed by the grantee, if applicable.</li> <li>(c) List names of apprentices served or attach a separate document with a list.</li> </ul>
11	Provide a description of employer outreach activities.
12	Provide a description of participant recruitment and outreach activities.

# Public Safety Apprenticeship Program Start-Up Grant

Monthly Program Report Form

<b>13</b>	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 MD Labor staff.
<b>14</b>	Describe the next steps or key areas of emphasis planned for the project in the next month.

## Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the monthly reporting period and the cumulative year to date.

SECTION 3: PROGRAM ACTIVITY			
15	Complete the chart below to identify the program's targeted key performance outcomes.	This Month	Year to Date
A	Number of Apprentices registered		
B	Number of recruitment activities for Apprentices		
C	Number of apprentices completing the program		

# Public Safety Apprenticeship Program Start-Up Grant

## Monthly Program Report Form

### 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, subawardees 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	
<b>16</b>	<b>Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.</b>
<b>17</b>	<b>Describe in detail any participant-level accomplishments or success stories from the month.</b> <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:

Wayne Salter ([wayne.salter@maryland.gov](mailto:wayne.salter@maryland.gov)),  
cc: Alex Sackey-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)) and Todd O'Banner  
([todd.obanner1@maryland.gov](mailto:todd.obanner1@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.

**MONTHLY FINANCIAL REPORT and INVOICE**

Attachment B

**PUBLIC SAFETY APPRENTICESHIP PROGRAM START-UP GRANT**

This form must be completed by the **tenth** (10th) day of the month following the end of the preceding month by grantees. Signed forms must be submitted via email to:  
Maryland Department of Labor, DWDAL Attn: Alex Sackey-Ansah/Todd O'Banner Cc: Wayne Salter  
[alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)  
[todd.obanner1@maryland.gov](mailto:todd.obanner1@maryland.gov)  
[wayne.salter@maryland.gov](mailto:wayne.salter@maryland.gov)

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

**SECTION A. FINANCIAL REPORT – please complete the blue shaded sections****SUMMARY OF EXPENDITURES**

EXPENDITURES	Approved Budget	Prior Month Expenditures (cumulative amount)	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel	-				-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Monthly 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. (U.S. Code, Title 18, Section 1001)

**Authorized Signature and Date:****Print Name and Title:**

**SECTION B. MONTHLY INVOICE****PLEASE ADD COMPANY LETTERHEAD**

DATE:	
GRANTEE:	
MONTH ENDING:	

**INVOICE**

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:	
Maryland Department of Labor	
DWDAL Fiscal Administration	
100 S. Charles St., Tower 1, Suite 2000, Baltimore MD 21201	
Attn: [ INSERT NAME(S) ]	

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			