

B.11 FIXED CHARGES – OBJECT 13 (REAL PROPERTY LEASES)

Non-DGS Rent (1301)

Subobject 1301 must be used for private lease agreements in which rental payments are not paid to the Department of General Services (DGS). Agencies should budget for the entire rental amount in accordance with the terms negotiated by DGS. **Agencies are encouraged to schedule a review of private lease agreements with the DGS Lease Management Division prior to submitting the FY 2020 budget proposal to assure that the lease data is still valid.** For further information, contact:

Robert Suit
Chief, DGS Division of Lease Management and Procurement
Room 601, 300 W. Preston Street
Baltimore, MD 21201
410-767-1819
robert.suit@maryland.gov

NOTE: Garage space rental must appear as subobject 0705 unless the entire garage or parking lot is being leased or such spaces are included in the building lease.

Insurance Premiums

The following subobjects must be used for budgeting insurance premiums. Specific questions regarding premiums should be directed to the State Treasurer's Office (STO) at 410-260-7684.

Insurance Coverage Paid to STO (1302)

Insurance payments paid to the STO. See page 10 of this section for a schedule of charges for each agency.

Insurance (Non-STO Payments) (1309)

Insurance coverage payments not paid to the STO.

Rent Paid to DGS (1303)

Subobject 1303 is restricted and must be used for rental payments made to DGS. The lease schedules (Sections B.11.1 – B.11.4) should be used to budget for the three components that comprise this subobject as follows:

↳ **Section B.11.1 lists the total DGS rent charges that should be budgeted in subobject 1303 by agency.**

1. Rental Payments to DGS for State-Owned Property: Agencies funded only with General Funds and occupying space in buildings operated by DGS do not pay rent and should not budget for rent for this purpose. Agencies funded with any portion of Special or Federal Funds that occupy space in buildings operated by DGS are required to pay rent to DGS based on the percentage of space occupied by special or federal fund positions. Agencies paying rent to DGS should budget the entire amount in subobject 1303. Agencies with legislative space will be billed at the full reimbursement rate regardless of whether the agency utilizes general funds or other agency funds. See **Section B.11.2 – State-owned Property Lease Schedule for FY 2020 charges.**

Please contact your DBM budget analyst by August 3, 2018 if there are any projected changes to your square footage needs. DBM will make any needed adjustments in the FY 2020 Governor's Allowance.

2. Lease Oversight Charges: Charges are based on the number of leases and square footage per agency administered by the DGS Lease Management Division. Agencies should budget for lease oversight charges in accordance with the schedule in [Section B.11.3](#). DBM will make appropriate adjustments in the FY 2020 Governor's Allowance.
3. Reimbursable Leases: The reimbursable lease schedule covers debt service and operating costs of buildings owned by local jurisdictions that the State will acquire once bond obligations have been satisfied. Agencies should budget for reimbursable leases in accordance with the lease schedule in [Section B.11.4](#).

✎ **Schedule of Real Property Leases**

A schedule of real estate leases is to be completed using the Real Estate Leases Supporting Detail (SD) module in BARS, which replaces the prior DA-24 form. This detail must be provided with the FY 2020 budget submission for each subprogram in which funding for rent is budgeted. All information must be entered separately for each lease, existing and proposed. Where leases are funded in various subprograms, make an entry for each funding component. *The information entered into BARS in the real property lease tab will populate the expenditure tab for subobjects 1301 and/or 1303.* Use the comment field in the expenditure tab to describe any pertinent information not captured on the schedule of real property leases in BARS. Consult with the assigned DBM budget analyst if you have questions or need assistance.

B.11.1 TOTAL DGS RENT CHARGES (SUBJECT 1303)

Agency Code	State-Owned	Lease Oversight	Reimburs. Lease Mgmt	Grand Total
B75		\$170		\$170
C00		\$12,516	\$1,994,414	\$2,006,930
C80	\$12,346	\$5,707	\$369,361	\$387,414
C81		\$6,387		\$6,387
C82		\$253		\$253
C90	\$1,090,995			\$1,090,995
C91	\$144,202			\$144,202
C94		\$255		\$255
C96		\$260		\$260
C98		\$3,909		\$3,909
D13	\$22,667			\$22,667
D15	\$32,339	\$170		\$32,509
D26	\$173,993			\$173,993
D27	\$77,054			\$77,054
D38		\$3,127		\$3,127
D40	\$2,469	\$170		\$2,639
D53		\$379		\$379
D55	\$28,175			\$28,175
D60	\$202,925	\$8,452		\$211,377
D70	\$88,348			\$88,348
D80	\$5,531	\$3,865		\$9,396
D99		\$3,012		\$3,012
E00	\$1,082,118	\$1,656	\$45,353	\$1,129,127
E50		\$3,261	\$430,649	\$433,910
E75		\$4,850		\$4,850
E80		\$170	\$19,476	\$19,646
F10	\$732,886			\$732,886
F50	\$333,738			\$333,738
G20	\$5,408	\$3,944		\$9,352
G50	\$147,091			\$147,091
H00	\$362,326			\$362,326
J00	\$2,510,667	\$15,123		\$2,525,790
K00	\$2,229,609	\$1,730		\$2,231,340
L00		\$263		\$263
M00	\$462,708	\$24,614		\$487,322
N00	\$7,608,221	\$81,485	\$66,762	\$7,756,468
P00	\$1,444,749	\$4,532		\$1,449,281
Q00	\$421,115	\$19,610	\$261,548	\$702,273
R00	\$2,352,976	\$8,383		\$2,361,359
R11		\$260		\$260
R60		\$355		\$355
R95		\$4,850		\$4,850
S00		\$5,929		\$5,929
T00	\$22,075	\$373		\$22,447
U00	\$41,437	\$15,347		\$56,784
V00	\$15,976	\$8,606	\$144,858	\$169,439
W00	\$20,248	\$2,365		\$22,613
Grand Total	\$21,674,391	\$256,338	\$3,332,422	\$25,263,150

B.11.2 STATE-OWNED PROPERTY LEASE CHARGES

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
C80	OPD	Legislative Liaison	Attman-Glazer Building	500	100%	\$9,485	\$2,861	\$12,346
C90	PSC	Legislative Liaison	Attman-Glazer Building	710	100%	\$13,469	\$4,062	\$17,531
		Main Office	William Donald Schaefer Building	43,474	100%	\$824,743	\$248,721	\$1,073,464
C91	OPC	Main Office	William Donald Schaefer Building	5,840	100%	\$110,790	\$33,411	\$144,202
D13	MEA	Legislative Liaison	Attman-Glazer Building	918	100%	\$17,415	\$5,252	\$22,667
D15	EXEC	Maryland State Ethics Commission	Attman-Glazer Building	3,742	35%	\$24,846	\$7,493	\$32,339
D26	EXEC	Legislative Liaison	Attman-Glazer Building	294	100%	\$5,577	\$1,682	\$7,259
		Main Office	301 West Preston Street	14,367	47%	\$128,101	\$38,632	\$166,733
D27	EXEC	Main Office	William Donald Schaefer Building	14,860	21%	\$59,201	\$17,853	\$77,054
D40	MDP	Legislative Liaison	Attman-Glazer Building	100	100%	\$1,897	\$572	\$2,469
D55	EXEC	Main Office	Fred L. Wineland Building	1,934	59%	\$21,647	\$6,528	\$28,175
D60	EXEC	Main Office	State Archives Building	68,485	12%	\$155,907	\$47,017	\$202,925
D70	EXEC	Legal Staff	William Donald Schaefer Building	3,578	100%	\$67,878	\$20,470	\$88,348
D80	EXEC	Legislative Liaison	Attman-Glazer Building	224	100%	\$4,249	\$1,282	\$5,531
E00	COMP	Admissions Tax	301 West Preston Street	1,255	100%	\$23,809	\$7,180	\$30,989
		Alcohol and Tobacco	Treasury Building	2,555	10%	\$4,847	\$1,462	\$6,309
		Data Processing	Treasury Building	25,832	100%	\$490,058	\$147,788	\$637,846
		Data Processing	301 West Preston Street	756	100%	\$14,342	\$4,325	\$18,667
		Major IT	Attman-Glazer Building	9,090	40%	\$68,978	\$20,802	\$89,780
		Motor Fuel Tax Division	Jessup State Complex	11,790	100%	\$223,668	\$67,452	\$291,120
		Unclaimed Property	301 West Preston Street	300	100%	\$5,691	\$1,716	\$7,408
F10	DBM	Central Collection	300 West Preston Street	21,860	100%	\$414,705	\$125,064	\$539,769
		Health & Employee Benefits	301 West Preston Street	7,821	100%	\$148,372	\$44,745	\$193,117
F50	DoIT	Equipment Room	William Donald Schaefer Building	336	100%	\$6,374	\$1,922	\$8,297
		Main Service Office	301 West Preston Street	9,018	100%	\$171,080	\$51,593	\$222,673
		TTY Service Office	301 West Preston Street	4,162	100%	\$78,957	\$23,811	\$102,768
G20	SRA	Legislative Liaison	Attman-Glazer Building	219	100%	\$4,155	\$1,253	\$5,408
G50	MSRP	Main Office	William Donald Schaefer Building	5,957	100%	\$113,010	\$34,081	\$147,091

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
H00	DGS	Business Enterprise	301 West Preston Street	524	100%	\$9,941	\$2,998	\$12,939
		Energy Projects and Services	301 West Preston Street	1,319	100%	\$25,023	\$7,546	\$32,569
		Inventory Standards and Support Services	301 West Preston Street	3,831	100%	\$72,678	\$21,918	\$94,595
		Mailroom and Courier Service	301 West Preston Street	1,062	100%	\$20,147	\$6,076	\$26,223
		Records Management	Jessup State Complex	39,200	100%	\$196,000		\$196,000
J00	MDOT	Legislative Liaison	Shaw House	550	100%	\$10,434	\$3,147	\$13,581
		Main Office	William Donald Schaefer Building	101,129	100%	\$1,918,513	\$578,573	\$2,497,086
K00	DNR	Boating	Tawes Building	3,317	100%	\$62,927	\$18,977	\$81,904
		Chesapeake and Coastal Watershed	Tawes Building	19,984	74%	\$280,545	\$84,605	\$365,151
		Engineering and Construction	Tawes Building	7,680	89%	\$129,670	\$39,105	\$168,775
		Fisheries Service	Tawes Building	12,076	75%	\$171,820	\$51,816	\$223,636
		Forestry Service	Tawes Building	4,293	59%	\$48,051	\$14,491	\$62,542
		Land Acquisition and Planning	Tawes Building	9,528	83%	\$150,027	\$45,244	\$195,271
		Leonardtown	Leonardtown MSC	816	100%	\$15,480		\$15,480
		Licensing	Centreville MSC	1,725	9%	\$2,945		\$2,945
		Natural Resources Police	Tawes Building	9,228	34%	\$59,522	\$17,950	\$77,472
		Office of the Secretary	Tawes Building	32,656	61%	\$377,904	\$113,966	\$491,870
		Resource Assessment Services	Tawes Building	13,520	68%	\$174,411	\$52,598	\$227,009
		State Forest and Park Service	Tawes Building	6,816	100%	\$129,306	\$38,995	\$168,301
		Watershed	Salisbury MSC	4,783	16%	\$14,518		\$14,518
		Wildlife and Heritage	Tawes Building	6,131	89%	\$103,517	\$31,218	\$134,735

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
M00	MDH	Behavioral Health Administration (1)	201 West Preston Street	7,896		\$40,044		\$40,044
		Behavioral Health Administration (2)	201 West Preston Street	8,439		\$42,798		\$42,798
		Developmental Disabilities Administration	201 West Preston Street	6,524		\$33,086		\$33,086
		Health Resources Commission	Attman-Glazer Building	720	100%	\$13,659	\$4,119	\$17,778
		Legislative Liaison	Attman-Glazer Building	749	100%	\$14,209	\$4,285	\$18,494
		Prevention and Health Promotion Administration (1)	Shillman Building	866	100%	\$16,429		\$16,429
		Prevention and Health Promotion Administration (2)	Shillman Building	31,854		\$143,543		\$143,543
		Public Health Commission	201 West Preston Street	29,683		\$150,535		\$150,535
N00	DHS	Headquarters - Capital	Saratoga State Complex	N/a		\$100,000		\$100,000
		Headquarters - Operating	Saratoga State Complex	N/a		\$2,925,334	\$2,205,257	\$5,130,591
		IMA	Salisbury MSC	510	63%	\$6,047		\$6,047
		Legislative Liaison	Attman-Glazer Building	791	100%	\$15,006	\$4,525	\$19,531
		Social Services	Prince Frederick MSC	22,774	61%	\$263,547		\$263,547
		Social Services	Leonardtown MSC	26,135	50%	\$246,911		\$246,911
		Social Services	Bel Air MSC	20,287	63%	\$240,540		\$240,540
		Social Services	Salisbury MSC	27,237	63%	\$322,945		\$322,945
		Social Services	Elkton MSC	39,546	63%	\$468,891		\$468,891
		Social Services	Denton MSC	8,540	63%	\$101,257		\$101,257
		Social Services	Glen Burnie MSC	33,821	63%	\$401,010		\$401,010
		Social Services	Hilton Heights Community Center	22,900		\$306,950		\$306,950

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
P00	DLLR	Headquarters	Shilman Building	54,213	92%	\$946,194	\$285,347	\$1,231,542
		Labor, Licensing, and Regulation	Bel Air MSC	8,796	100%	\$166,868		\$166,868
		Labor, Licensing, and Regulation	Glen Burnie MSC	1,430	100%	\$27,128		\$27,128
		Legislative Liaison	Attman-Glazer Building	778	100%	\$14,759	\$4,451	\$19,210
Q00	DPSCS	Legislative Liaison	Attman-Glazer Building	658	100%	\$12,483	\$3,765	\$16,247
		MCE MD State Use Ind.	Jessup State Complex	10,229	100%	\$194,054		\$194,054
		MCE MD State Use Ind.-Warehouse	Jessup State Complex	40,000	100%	\$200,000		\$200,000
		Parole and Probation	MSC 6	3,000	19%	\$10,813		\$10,813
R00	MSDE	Headquarters	Civic Plaza	N/a		\$2,298,940		\$2,298,940
		Legislative Liaison	Treasury Building	587	100%	\$11,136	\$3,358	\$14,494
		Rehabilitation Services	Leonardtown MSC	405	100%	\$7,683		\$7,683
		Vocational Rehab	Bel Air MSC	2,153	78%	\$31,859		\$31,859
T00	COMM	Legislative Liaison	Attman-Glazer Building	894	100%	\$16,960	\$5,115	\$22,075
U00	MDE	Legislative Liaison	Treasury Building	737	100%	\$13,982	\$4,216	\$18,198
		Water Management Administration	Salisbury MSC	2,112	58%	\$23,239		\$23,239
V00	DJS	Legislative Liaison	Attman-Glazer Building	647	100%	\$12,274	\$3,702	\$15,976
W00	DSP	Legislative Liaison	Attman-Glazer Building	820	100%	\$15,556	\$4,691	\$20,248
Grand Total						\$17,043,305	\$4,631,086	\$21,674,391

B.11.3 DGS LEASE OVERSIGHT CHARGES

Agency Code	Abbrev.	Number of Leases	Sq. Ft.	Total Oversight Charge
B75	DLS	1	400	\$170
C00	JUDA	1	29,618	\$1,629
	JUDC	9	197,943	\$10,887
C80	OPD	18	103,765	\$5,707
C81	OAG	2	116,122	\$6,387
C82	OSP	1	4,600	\$253
C94	SIF	1	4,644	\$255
C96	UEF	1	4,725	\$260
C98	WCC	6	71,078	\$3,909
D15	EXEC	1	2,133	\$170
D38	SBE	2	56,854	\$3,127
D40	MDP	1	1,165	\$170
D53	MIEMSS	4	6,884	\$379
D60	MSA	2	153,680	\$8,452
D80	MIA	2	70,271	\$3,865
D99	OAH	3	54,769	\$3,012
E00	COMP	12	30,104	\$1,656
E50	SDAT	10	59,294	\$3,261
E75	MSLA	1	88,182	\$4,850
E80	PTAB	3	2,529	\$170
G20	SRA	1	71,713	\$3,944
J00B	SHA	1	31,495	\$1,732
J00E	MVA	10	100,022	\$5,501
J00H	MTA	6	98,118	\$5,396
J00I	MAA	1	45,349	\$2,494
K00	DNR	5	31,462	\$1,730
L00	AG	3	4,774	\$263
M00	MDH	11	447,534	\$24,614
N00	DHS	50	1,481,542	\$81,485
P00	DLLR	10	82,400	\$4,532
Q00	DPSCS	34	356,538	\$19,610
R00	CCA	1	53,666	\$2,952
	DDA	19	59,338	\$3,264
	DORS	14	39,413	\$2,168
R11	MSL	1	4,725	\$260
R60	MPCT	1	6,448	\$355
R95	BCCC	4	88,182	\$4,850
S00	DHCD	3	107,795	\$5,929
T00	COMM	1	6,773	\$373
U00	MDE	4	279,040	\$15,347
V00	DJS	19	156,464	\$8,606
W00	DSP	6	43,002	\$2,365
Grand Total		286	4,654,553	\$256,338

B.11.4 REIMBURSABLE LEASE MANAGEMENT CHARGES

Agency Code	Abbrev.	Facility	Sq. Ft.	Pass Through Rent	Oversight Charge	Insurance	Total
C00	JUD	Prince George's County Office Building	73,219	\$1,909,397	\$84,096	\$922	\$1,994,414
C80	OPD	Prince George's County Office Building	13,560	\$353,616	\$15,574	\$171	\$369,361
E00	COMP	Prince George's County Office Building	1,665	\$43,420	\$1,912	\$21	\$45,353
E50	SDAT	Prince George's County Office Building	15,810	\$412,291	\$18,159	\$199	\$430,649
E80	PTAAB	Prince George's County Office Building	715	\$18,646	\$821	\$9	\$19,476
N00	DHS	Prince George's County Office Building	2,451	\$63,916	\$2,815	\$31	\$66,762
Q00	DPSCS	Prince George's County Office Building	9,602	\$250,399	\$11,028	\$121	\$261,548
V00	DJS	Prince George's County Office Building	5,318	\$138,683	\$6,108	\$67	\$144,858
Grand Total				\$3,190,368	\$140,514	\$1,541	\$3,332,422

B.11.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE
(SUBJECT 1302)

The insurance schedule from STO will be available in late June 2018, and this document will be updated and posted to the web as soon as it is available.