

B.7 MOTOR VEHICLE OPERATIONS AND MAINTENANCE – OBJECT 07

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2021 vehicle needs within the FY 2021 budget request.

Each agency should carefully consider the use of its motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement or additional vehicles. This fleet review should include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually), and consequently high privately owned vehicle (POV) reimbursements, are strong candidates for State motor vehicle assignments.

Agencies must submit the FY 2021 budget request for vehicles with a [DA-8 form](#), which are in Excel format, described in additional detail later in this section.

Replacement Vehicles

An agency should determine whether all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2021. *However, 100,000 miles is only an indicator that the potential exists to replace a vehicle; it is not the benchmark used for approval.* DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified.

Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).

Sport Utility Vehicles (SUVs) (does not apply to law enforcement agencies)

Agencies are required to include justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. *Inclement weather is not a valid justification.*
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

Pricing

The price list for vehicles using regular and alternative fuel is located on page 8 of this section. The price list provides estimated purchase prices to replace different types of vehicles. The prices must be adjusted by the estimated trade-in value of each vehicle, found on page 9 of this section.

Justification for any deviation in price and trade-in value from those provided in this table must be detailed using the comment field in BARS.

In light of the legislative reduction for funding for vehicles statewide, agencies are encouraged to consider purchasing alternatively fueled or electric vehicles if requesting vehicles in FY 2021.

✎ **The budget adjustment for new and replacement vehicles should be made using the [DA-8](#), which replaces the prior Vehicles Supporting Detail (SD) tab but includes virtually all of the same data.**

“Comment Column” Each agency should provide justification and/or itemization of requested items.

DA-8 Detail Each agency must fill out all sections of the DA-8 for replacement or additional vehicles for FY 2021, but not for prior year budgeted vehicles. The DA-8 must reflect the total amount for new vehicle purchases (0701 or similar subobject) by subprogram by fund type.

Agencies must choose between the following options in the “Vehicle Category” column:

Sedans	Rail
LTVs	Buses
Watercraft	Heavy Trucks
Aircraft	Misc./Other

All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.

Agencies must also choose between the following options in the “Alternative Fuel” column:

None	Hybrid
CNG	Ethanol
Flex	

Each agency also should include the following information in the comment field:

- Explanation of why low-mileage replacement vehicles should be considered for approval (damaged beyond economical repair, will incur extraordinary maintenance costs, etc.).
- Reason that vehicles are being replaced with a different vehicle type.

Agencies, such as the Maryland Department of Transportation and the Department of Natural Resources, that apply “add-on” characteristics to vehicles must use the Add-On Value and Comment column in the Vehicles tab to indicate the price and detail for those purchases.

Vehicle requests made during FY 2021 are discouraged, and consideration of such requests will be limited. If an agency determines that an unscheduled vehicle replacement is needed during FY 2021, the agency will be expected to substitute the vehicle replacement with a scheduled FY 2021 replacement. Out-of-schedule vehicle requests due to “new” programs and federal funding must be submitted as a deficiency request for FY 2021.

Any unscheduled vehicle requisitions must be justified in the FMIS Notepad prepared by the agency. Examples of justifications might be:

- why and how the purchase of the vehicle will save the State money,
- an accident damaged the vehicle beyond reasonable cost to repair,
- excessive repairs to a vehicle will be more expensive than purchasing a new vehicle, or
- recent receipt by the agency of new grant funds (Special, Federal, Reimbursable).

Vehicle Operating Costs (0702 - Gas and Oil and 0703 - Maintenance and Repairs)

The justification for Gas and Oil and Maintenance and Repair should be provided using a brief explanation in the “Comment” column with a rate per mile (see [Section B.14](#) - Standard Rates and Schedules), e.g., “\$X per mile for 10 vehicles with 10,000 miles driven annually” or actual expenditures plus a reasonable inflation assumption.

Auto Insurance (0704)

A schedule of automobile insurance payments to the State Treasurer’s Office (STO) is included on page 11 of this section. Specific questions regarding premiums should be directed to the STO at 410-260-7684.

Commute Charges (0789)

DBM’s Fleet Administration Unit has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **FY 2021 Commute Deduction Chart** ([pages 9 to 10 of this section](#)) outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2021 budget request at a subprogram or program total level. *Please note that the actual FY 2021 schedule to be used will be developed near the beginning of FY 2021 and may be different than the chart in these instructions.*

Additional Information

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact the assigned DBM budget analyst or Joe Consoli, DBM Fleet Administration Unit, at (410) 260-7195 or Joseph.consoli@maryland.gov.

B.7.1 GUIDELINES FOR AUTHORIZATION AND USE OF STANDARD STATE VEHICLES BY CLASSIFICATION

SEDANS

Passenger cars, marked and unmarked cars

<u>Type</u>	<u>Description</u>
1	Standard State Sedan (Gasoline): Normal staff/client transportation for driver and up to four passengers with limited trunk or storage space.
1-E	Fully Electric Compact Sedan: Fully electric vehicle capable of traveling at least 30 miles between charging.
1-H	Hybrid State Sedan: Same as Type 1 except fueled by combining a gasoline engine with a powerful electric motor.
1-M	Standard Mid-Size Sedan: Normal staff/client transportation for driver and up to 4 passengers with full trunk and storage space.
1-PH	Plug-In Hybrid Sedan: Same size as a Type 1 and fueled by combining a gasoline engine with a powerful electric motor.
2-C	Flex-Fueled Executive Sedan: May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
2-H	Hybrid Executive Sedan: Fueled by combining a gasoline engine with a powerful electric motor.
2-PH	Plug-In Hybrid Executive Sedan: Fueled by combining a gasoline engine with a powerful electric motor.
3-1	Standard Maryland State Police (MSP) Police Sedan, Unidentified (Non-Ethanol): For use by MSP, Natural Resources Police, and line public safety functions with statutory arrest powers authorized to carry firearms and make arrests as part of routine duty.
4	Standard Law Enforcement Sedan (All-Wheel Drive (AWD)): For use by MSP, Natural Resources Police, and other law enforcement units in line operations that require a vehicle with more capability and interior room than the Type 1 Standard State Sedan.

LIGHT TRUCKS AND VANS (LTVs)

Light trucks and vans including pickup trucks, cargo, and carry-all vans with maximum rated payload of 2,500 pounds or less, and passenger vans with 12 passenger capacity (with the driver).

<u>Type</u>	<u>Description</u>
5	Compact Pick-up Truck: General light hauling where cargo/payload should not exceed 1,000 lbs. Not recommended for snowplow operation.
6-C	Flex-Fueled ½-Ton Pick-up Truck (Ethanol E-85): General light hauling where cargo/payload should not exceed 1,500 lbs. Option available for 4 X 4 when necessary for off-road and grounds maintenance. May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture. Not recommended for snow plowing.

- 6-P **Police Special Service - 1/2-Ton Pick-up Truck (Unleaded gasoline):** Not recommended for snow plowing; has a V8 engine.
- 7 **3/4-Ton Pick-up Truck:** General light hauling where cargo/payload should not exceed 2,500 lbs. Option available for 4 X 4 when necessary for off-road, grounds maintenance, or snow plow operation.
- 8 **1-Ton Pick-up Truck with Regular Cab:** General light hauling where cargo/payload does not exceed 3,500 lbs. Option for 4 X 4 available when necessary for off road, grounds maintenance, or light snow plowing.
- 9 **Part-time Four Wheel Drive Compact Utility Vehicle with Console:** For off-road transport and as justified based on job function and established criteria.
- 9-P **Flex-Fueled Part-time All Wheel Drive Compact Utility Vehicle (Ethanol E-85):** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank. For off-road transport and as justified based on job function and established criteria.
- 10-1 **Part-time Four Wheel Drive Full Size Utility Vehicle with Extended Cab:** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function/established criteria.
- 10-C **Part-time Four Wheel Drive Full Size Utility Vehicle with Console (Ethanol E-85):** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function and established criteria; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 10-M **Part-time Four Wheel Drive Mid-Size Utility Vehicle:** Recommended for towing up to 5,000 pounds and carrying payloads of 12,000. For off-road transport and as justified based on job function and established criteria.
- 10-P **Two Wheel Drive Full-Size Utility Police Pursuit Certified Vehicle:** For use by law enforcement officers in pursuit, possibly off-road. Not recommended for towing.
- 11 **Five Passenger Mini-Wagon/Van:** Passenger/client transport with more cargo space than in the Standard Sedan.
- 11-1 **Mobility Mini-Van:** This vehicle is used as a paratransit vehicle, providing transportation for ambulatory passengers and having the capability to accommodate one or two wheelchair passengers.
- 11-C **Five Passenger Mini-Wagon/Van (Ethanol-85):** Passenger/client transport with more cargo space than in the Standard Sedan; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 13-C **Flex-Fueled Full-Size Eight (8) Passenger Specialty Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.

- 14-C **Flex-Fueled Full-Size Twelve (12) Passenger Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 17-C **Full-Size ¾-Ton Specialty Cargo Van:** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 18 **Full Size 1 Ton Cargo Van:** General light hauling and utility work where cargo/payload does not exceed 3,600 lbs. Cargo/payload rides in same compartment as driver and passenger. Often used for building maintenance assignments where cargo/payload should not be transported in unprotected open bed pick-up trucks.

HEAVY TRUCKS

Trucks with a maximum rated capacity of over 2,500.

- | <u>Type</u> | <u>Description</u> |
|-------------|---|
| 19 | Truck – 1 Ton Dump – Regular Cab: General grounds and building maintenance such as hauling hand-loaded dirt, cinders, rock salt, and debris. 4 x 4 option available when necessary for off-road operation and medium-duty snowplowing. |
| 19-1 | Truck - 1-Ton Crew Cab & Chassis Dump: Same as Type 19 except equipped with 6-man crew cab. Can be fitted with the following body types:
Type 19-2 - Stake Body with Hydraulic Tailgate
Type 19-3 - Dump Stake Body
Type 19-4 - Dump Stake Body with Hydraulic Tailgate
Type 19-5 - 12' Van Body with Hydraulic Lift Gate |
| 20 | Truck - Regular Cab and Chassis - 16,000 lbs. Gross Vehicle Weight Rating (GVWR): Used for general hauling of materials loaded by hand or power shovel. Can be fitted with the following body types:
Type 20-1 - Stake Body
Type 20-2 - Stake Body with Hydraulic Tailgate
Type 20-3 - Dump Stake Body
Type 20-4 - Dump Stake Body with Hydraulic Tailgate
Type 20-5 - 14' Van Body with Hydraulic Lift Gate |
| 21 | Truck – Regular Cab and Crew Cab Dump - 36,000 lbs. GVWR: Required for general highway maintenance such as hauling crushed stone, heavy rock, dirt, cinders, rock salt, and debris; heavy-duty snow removal by pushing a 10' snow plow of approximately 1,500 to 2,000 lbs.
Type 21-2 – Stake Body with Hydraulic Tailgate
Type 21-3 – Dump Stake Body
Type 21-4 – Dump Stake Body with Hydraulic Tailgate
Type 21-5 – 14' Van Body with Hydraulic Lift Gate |
| 22 | Truck – Regular Cab Dump - 21,000 lbs. GVWR: For general hauling of materials loaded by hand or power shovel. Can be used with 9' maximum width snowplow. |
| 23 | Police Motorcycle: Motorized vehicle for law enforcement agencies with arrest powers. Used for patrolling and other law enforcement activities. |

- 24 **Aerial Bucket Truck:** Used for the installation and maintenance of overhead power lines, parking lot light standards, road signs, tree trimming, or other assignments involving work at heights not normally accessible to workers using ordinary step ladders or other forms of portable scaffolding. The characteristics of the cab and chassis are determined by the boom and bucket requirements.
- 25 **Wrecker Truck:** Used for the transport or towing of other motor vehicles or other mobile equipment (bulldozers, tractors, disabled vehicles, etc.) The characteristics of the cab and chassis are determined by the size and weight of the vehicle to be transported. Loaded by hand or power shovel. Can be used with 9' maximum width snowplow.
- 26 **Client Transport Bus:** Used to transport groups of more than 15 people (patients, prisoners, etc.). The characteristics of the particular unit (e.g., seating capacity and arrangements, security screening, etc.) are determined by the mission to be accomplished.
- 27 **Sewer Vac Truck:** Used by highway maintenance facilities to remove debris from roadside drainage systems. The characteristics of the cab and chassis are determined by the requirements of the vacuuming system.
- 28 **Road Sweeper Truck:** Used by highway maintenance facilities to remove debris from roads and bridges. The characteristics of the cab and chassis are determined by the requirements of the sweeping system.
- 29 **De-icer Truck:** Used by airports to apply de-icing fluid to aircraft. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 30 **High Speed Multi-Purpose Snow Removal Trucks:** Used to remove snow from airport runways. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 31 **Mobile Command Truck:** Used by State Law Enforcement units as a mobile command center and enables these units to direct operational activities from the field.
- 32 **Armored Personnel Vehicle:** Used by State Law Enforcement units to perform critical response and rescue operations in a safe, secure, and highly mobile armored vehicle.

BUS: A bus that has a seating capacity of more than 15 passengers, including those with modified capacity to accommodate the mission of the program (e.g., wheelchair lifts).

AIRCRAFT: Airplanes and helicopters including those designed to alight on water, and the associated ground support equipment (e.g., tugs, tow bars, auxiliary power units, etc.)

WATERCRAFT: All types of boats regardless of power source (sail, inboard, outboard, paddles, oars, etc.), boat trailers or other equipment (except sedans, LTVs, or trucks) used to transport watercraft over land, and all types of outboard motors, including electric.

RAIL VEHICLE: Any vehicle designed to operate on the rail system to include engines, subway cars, passenger cars, and all types of railway cargo carriers or rolling stock.

MISCELLANEOUS/OTHER: Any vehicle not covered by one of the other categories, including motorcycles, all-terrain vehicles, snowmobiles, road graders, farm tractors, riding mowers, trailer mounted motor-generator sets and/or air compressors, portable office trailer, motor homes, cargo trailers, equipment haulers, back hoes, trenchers, and other motorized equipment whose primary purpose does not include transport of persons or personal effects.

B.7.2 STANDARD PURCHASE PRICES FOR VEHICLES – FY 2021

Type No		Description	Estimated Vehicle Pricing
1	-	Standard State Sedan, Gas	\$16,254.00
1-E	-	Fully Electric Compact Sedan	\$29,268.00
1-H	-	Hybrid State Sedan	\$24,697.00
1-PH	-	Plug-In Hybrid	\$26,697.00
2	-	Mid-Size Sedan (formerly type 1M)	\$17,650.00
2-H	-	Hybrid Executive Sedan	\$25,462.00
2-PH	-	Plug-In Hybrid Executive Sedan, FWD	\$30,743.00
3	-	Full-Size Sedan – (Executive Sedan)	\$21,362.00
3-C	-	Full-Size Sedan, Flex Fueled-E85 (Executive Sedan)	\$21,362.00
4-1-R6	-	Full Size Sedan, Certified Police Pursuit Rated, V-6 Engine, RWD	\$22,541.00
4-1-A8	-	Full Size Sedan, Certified Police Pursuit Rated, V-8 Engine, AWD	\$24,541.00
4-1-R8	-	Full Size Sedan, Certified Police Pursuit Rated, V-8 Engine, RWD	\$23,471.00
4H	-	Certified Police Pursuit Rated, 4 Cylinder, AWD, Hybrid	\$28,022.00
4-6-P	-	½ Ton Pick-up Truck, 4WD, 4x4, Police Special Services (formerly type 6P)	\$25,931.00
4-9-P	-	Compact Utility Vehicle, AWD or 4x4, Certified Police Pursuit Rated	\$28,983.00
4-10-P	-	Mid-Size Utility Vehicle, AWD or 4x4, Certified Police Pursuit Rated	\$31,660.00
4-10-M-P	-	Mid-Size Utility Vehicle, AWD or 4x4 Certified Police Pursuit Rated	\$28,983.00
4-10M-PH	-	Mid-Size Utility Vehicle, AWD or 4X4 Certified Police Pursuit Rated	\$30,983.00
5	-	Mid-Size Pick-up Truck Extended Cab, RWD	\$26,343.00
5-1	-	Mid-Size Pick-up Truck, Extended Cab. 4x4	\$27,777.00
6-C	-	½ Ton Pick-Up Truck (E-85) V6 Engine, 6.4ft. Extended Cab	\$18,951.00
7-L	-	¾-Ton Pick-up Truck, Gas (Crew Cab) 6.4ft. bed	\$26,207.00
7-X	-	¾ Ton Pick –up Truck, Gas (Extended Cab) 6.4ft. bed	\$24,735.00
7-R	-	¾ Ton Pick-up Truck, Gas (Regular Cab) 8ft. bed	\$22,785.00
8-L	-	1-Ton Pick-up Truck, Gas (Crew Cab) 6.4ft bed	\$28,433.00

FY 2021 Operating Budget Submission Requirements

Type No		Description	Estimated Vehicle Pricing
8-LL	-	1 Ton Pick-up Truck Gas (Crew Cab) 8ft. bed	\$26,486.00
8-X	-	1 Ton Pick-up Truck, Gas (Extended Cab) 6.4ft. bed	\$27,049.00
8-XX	-	1 Ton Pic-up Truck with Extended Cab & 8ft bed	\$25,102.00
8-R	-	1 Ton Pick-up Truck (Regular Cab) 8ft, bed	\$24,934.00
9	-	Compact Utility Vehicle Gas 4WD	\$22,332.00
9-H	-	Compact Utility Vehicle, AWD or 4x4, Hybrid	\$24,332.00
10	-	Full Size Utility Vehicle, AWD or 4x4	\$34,129.00
10-1	-	Full-Size Utility, Extended E85	\$37,230.00
10-C	-	Full-Size Utility with Console (Ethanol E-85)	\$34,129.00
10-PH	-	Full-Size Utility Vehicle w/Part-time 4WD (Plug-in Hybrid) 4x4	\$36,129.00
10-M	-	Mid-Size Utility Vehicle, AWD or 4x4	\$26,612.00
11	-	Mini-Van/Wagon, 7 Passenger	\$22,876.00
11-PH	-	Mini-Van/Wagon, 7 Passenger, Plug-in, Hybrid	\$24,876.00
12	-	Mini-Van, 7 Passenger, Mobility	\$39,449.00
12C	-	Mini-Van/Wagon, 7 Passenger, Mobility, Flex Fueled (E-85)	\$39,449.00
12H	-	Mini-Van/Wagon, 7 Passenger, Mobility, Hybrid	\$41,449.00
12-PH	-	Mini-Van, 7 passenger, Mobility, Plug-in Hybrid	\$41,494.00
13	-	Full Size Eight (8) Passenger Van	\$24,892.00
14	-	Full Size Van, 12 Passenger, Mobility	\$25,766.00
14-D	-	Full Size, 12 Passenger, Mobility, Diesel	\$31,766.00
16	-	Mini Cargo Van, Compact Specialty	\$19,250.00
16-C	-	Mini Cargo Van, Compact Specialty, Ethanol (E-85)	\$19,250.00
17	-	¾ Ton Cargo Van	\$21,563.00
18	-	Full Size, 1-Ton Cargo Van	\$23,444.00
18-D	-	Full Size, 1 Ton Cargo Van, Diesel	\$29,500.00
20	-	Truck – Regular Cab and Chassis – 16,000 lbs. GVWR	\$40,000.00
20-D	-	Truck – Regular Cab and Chassis-16,000 lbs. GVWR Diesel	\$48,000.00
20-3	-	Dump Stake Body to fit Type 20 Cab and Chassis	\$50,000.00
20-4	-	Dump Stake Body with Hydraulic Tailgate to fit Type 20 Cab and Chassis	\$54,000.00
20-5	-	14' Van Body to fit Type 20 Cab and Chassis	\$52,000.00

B.7.3 TRADE-IN/RESALE VALUES: AUTOMOBILES, LIGHT TRUCKS AND VANS

Year	Standard Sedan	1/2-Ton Pick-Up	3/4-Ton Pick-Up	SUV Compact 4 x 4	Mini-Van	3/4-Ton Passenger Van	3/4-Ton Van
2013	1,525	6,693	8,347	3,231	2,468	4,513	6,638
2014	1,858	6,381	9,746	2,589	2,561	5,156	6,055
2015	2,216	7,953	10,195	2,500	2,725	7,490	7,346
2016	1,876	6,738	11,116	4,981	3,404	5,799	7,664
2017	2,778	8,714	12,103	4,500	4,456	8,052	9,332
2018	2,833	10,949	16,914	4,884	5,075	9,910	9,442

B.7.4 VEHICLE COMMUTE DEDUCTION CHART – FY 2021

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
1	\$3.15	\$4.34	50	\$157.25	\$216.75	99	\$311.36	\$429.17
2	\$6.29	\$8.67	51	\$160.40	\$221.09	100	\$314.50	\$433.50
3	\$9.44	\$13.01	52	\$163.54	\$225.42	101	\$317.65	\$437.84
4	\$12.58	\$17.34	53	\$166.69	\$229.76	102	\$320.79	\$442.17
5	\$15.73	\$21.68	54	\$169.83	\$234.09	103	\$323.94	\$446.51
6	\$18.87	\$26.01	55	\$172.98	\$238.43	104	\$327.08	\$450.84
7	\$22.02	\$30.35	56	\$176.12	\$242.76	105	\$330.23	\$455.18
8	\$25.16	\$34.68	57	\$179.27	\$247.10	106	\$333.37	\$459.51
9	\$28.31	\$39.02	58	\$182.41	\$251.43	107	\$336.52	\$463.85
10	\$31.45	\$43.35	59	\$185.56	\$255.77	108	\$339.66	\$468.18
11	\$34.60	\$47.69	60	\$188.70	\$260.10	109	\$342.81	\$472.52
12	\$37.74	\$52.02	61	\$191.85	\$264.44	110	\$345.95	\$476.85
13	\$40.89	\$56.36	62	\$194.99	\$268.77	111	\$349.10	\$481.19
14	\$44.03	\$60.69	63	\$198.14	\$273.11	112	\$352.24	\$485.52
15	\$47.18	\$65.03	64	\$201.28	\$277.44	113	\$355.39	\$489.86
16	\$50.32	\$69.36	65	\$204.43	\$281.78	114	\$358.53	\$494.19
17	\$53.47	\$73.70	66	\$207.57	\$286.11	115	\$361.68	\$498.53
18	\$56.61	\$78.03	67	\$210.72	\$290.45	116	\$364.82	\$502.86
19	\$59.76	\$82.37	68	\$213.86	\$294.78	117	\$367.97	\$507.20

FY 2021 Operating Budget Submission Requirements

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
20	\$62.90	\$86.70	69	\$217.01	\$299.12	118	\$371.11	\$511.53
21	\$66.05	\$91.04	70	\$220.15	\$303.45	119	\$374.26	\$515.87
22	\$69.19	\$95.37	71	\$223.30	\$307.79	120	\$377.40	\$520.20
23	\$72.34	\$99.71	72	\$226.44	\$312.12	121	\$380.55	\$524.54
24	\$75.48	\$104.04	73	\$229.59	\$316.46	122	\$383.69	\$528.87
25	\$78.63	\$108.38	74	\$232.73	\$320.79	123	\$386.84	\$533.21
26	\$81.77	\$112.71	75	\$235.88	\$325.13	124	\$389.98	\$537.54
27	\$84.92	\$117.05	76	\$239.02	\$329.46	125	\$393.13	\$541.88
28	\$88.06	\$121.38	77	\$242.17	\$333.80	126	\$396.27	\$546.21
29	\$91.21	\$125.72	78	\$245.31	\$338.13	127	\$399.42	\$550.55
30	\$94.35	\$130.05	79	\$248.46	\$342.47	128	\$402.56	\$554.88
31	\$97.50	\$134.39	80	\$251.60	\$346.80	129	\$405.71	\$559.22
32	\$100.64	\$138.72	81	\$254.75	\$351.14	130	\$408.85	\$563.55
33	\$103.79	\$143.06	82	\$257.89	\$355.47	131	\$412.00	\$567.89
34	\$106.93	\$147.39	83	\$261.04	\$359.81	132	\$415.14	\$572.22
35	\$110.08	\$151.73	84	\$264.18	\$364.14	133	\$418.29	\$576.56
36	\$113.22	\$156.06	85	\$267.33	\$368.48	134	\$421.43	\$580.89
37	\$116.37	\$160.40	86	\$270.47	\$372.81	135	\$424.58	\$585.23
38	\$119.51	\$164.73	87	\$273.62	\$377.15	136	\$427.72	\$589.56
39	\$122.66	\$169.07	88	\$276.76	\$381.48	137	\$430.87	\$593.90
40	\$125.80	\$173.40	89	\$279.91	\$385.82	138	\$434.01	\$598.23
41	\$128.95	\$177.74	90	\$283.05	\$390.15	139	\$437.16	\$602.57
42	\$132.09	\$182.07	91	\$286.20	\$394.49	140	\$440.30	\$606.90
43	\$135.24	\$186.41	92	\$289.34	\$398.82	141	\$443.45	\$611.24
44	\$138.38	\$190.74	93	\$292.49	\$403.16	142	\$446.59	\$615.57
45	\$141.53	\$195.08	94	\$295.63	\$407.49	143	\$449.74	\$619.91
46	\$144.67	\$199.41	95	\$298.78	\$411.83	144	\$452.88	\$624.24
47	\$147.82	\$203.75	96	\$301.92	\$416.16	145	\$456.03	\$628.58
48	\$150.96	\$208.08	97	\$305.07	\$420.50	146	\$459.17	\$632.91
49	\$154.11	\$212.42	98	\$308.21	\$424.83	147	\$462.32	\$637.25

B.7.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE (0704)

Agency Code	Agency Name	FY 21 0704	Agency Code	Agency Name	FY 21 0704
B75	General Assembly/Legislative Services	708	H00	Department of General Services	
C00	Judiciary	13,700	A01	Office of the Secretary	4,994
C80	Office of the Public Defender	540	B01	Office of Facilities Security	4,860
C81	Office of the Attorney General	1,870	C01	Office of Facilities Ops & Maint	16,920
C82	Office of the State Prosecutor	540	D01	Office of Procurement & Logistics	1,980
C90	Public Service Commission	5,097	E01	Office of Real Estate	1,080
C98	Workers' Compensation Commission	360	G01	Office of Facilities Planning	4,680
D10	Executive Dept-Governor	1,534	J00	Department of Transportation	
D13	Maryland Energy Administration	180	A01	Secretary's Office	6,165
D15	Boards Commissions & Offices	1,980	B01	State Highway Administration	644,038
D16	Secretary of State	540	D00	Maryland Port Administration	56,078
D17	Historic St. Mary's City Commission	3,780	E00	Motor Vehicle Administration	28,634
D26	Md Dept of Aging	360	H01	MD Transit Administration	74,520
D28	Md Stadium Authority	3,600	I00	Maryland Aviation Administration	110,365
D30	Md Food Center Authority	7,113	J00	MD Transportation Authority	407,863
D38	State Board of Elections	180	K00	Department of Natural Resources	
D40	Department of Planning	7,920	A01	Office of the Secretary	31,464
D50	Military Department	25,827	A02	Forest Service	59,220
D53	MD Inst for Emergency Medical Services	6,308	A03	Wildlife & Heritage Service	60,300
D55	Department of Veterans Affairs	17,864	A04	Maryland Park Service	165,780
D60	State Archives	540	A05	Land Acquisition & Planning	1,260
D70	Maryland Automobile Insurance Fund	1,342	A06	Licensing and Registration Service	360
D80	Maryland Insurance Administration	1,670	A07	Natural Resources Police	85,860
D90	Canal Place Preservation & Dev. Auth.	180	A09	Engineering & Construction	10,980
D99	Office of Administrative Hearings	1,260	A10	Critical Area Commission	180
E00	Comptroller of the Treasury		A12	Resource Assessment Service	9,000
A01	Office of the Comptroller	12,505	A13	Maryland Environmental Trust	360
E20	State Treasurer		A14	Chesapeake and Coastal Service	2,340
B01	Treasury Management	180	A17	Fishing and Boating Services	51,660
E50	Dept of Assessments & Taxation	1,302	L00	Department of Agriculture	
E75	State Lottery & Gaming Control Agency	16,538	A11	Office of the Secretary	10,221
E80	Property Tax Assessment Appeals Board	180	A12	Office of Marketing	9,360
F10	Dept of Budget & Management		A14	Office of Plant Indust. & Pest Mgmt	23,040
A01	Office of the Secretary	1,050	A15	Office of Resource Conservation	14,940
F50	Department of Information Technology	720			
G20	MD State Retirement & Pension Systems	360			

FY 2021 Operating Budget Submission Requirements

Agency Code	Agency Name	FY 21 0704	Agency Code	Agency Name	FY 21 0704
M00	Maryland Department of Health		Q00	Dept. of Public Safety and Corr. Serv	
A01	Office of the Secretary	13,010	A01	Office of the Secretary	30,277
B01	Regulatory Services	6,300	A02	Deputy Secretary for Operations	24,120
F01	Dep Sec for Public Health Serv	2,160	A03	Maryland Correctional Enterprises	26,460
F03	Prevention & Health Promot. Admin.	122,400	B01	Division of Correction Headquarters	2,340
F05	Office of The Chief Medical Examiner	720	C01	Md Parole Commission	1,980
I03	Western Maryland Center	1,620	C02	Division of Parole & Probation	6,660
I04	Deer's Head Center	1,260	D00	Patuxent Institution	2,700
L04	Thomas Finan Hospital Ctr	4,500	G00	Police & Corr Training Commissions	14,220
L05	Reg Inst for Children & Adoles-Balto	1,800	N00	Maryland Comm on Corr. Standards	180
L07	Eastern Shore Hospital Ctr	3,780	R02	Corrections - West	32,220
L08	Springfield Hospital Ctr	16,200	R03	Div of Parole and Probation - West	6,480
L09	Spring Grove Hospital Ctr	12,960	S02	Corrections - East	46,980
L10	Clifton T Perkins Hospital Ctr	3,060	S03	Div of Parole and Probation - East	14,940
L11	John L. Gildner Reg Inst. for Child	1,980	T03	Div of Parole and Probation - Central	6,480
L15	Behavioral Health Admin Fac. Maint	900	T04	Detention - Pretrial	7,560
M01	Dev Disabilities Admin	1,440	R00	State Dept of Education	
M05	Holly Center	38,520	A01	Headquarters	18,846
M06	DDA- Court Involved Delivery Sys.	900	R13	Morgan State Univ	19,534
M07	Potomac Center	3,600	R14	St Mary's College of MD	13,799
M15	Dev Disabilities Admin Facility Maint	540	R15	Md Public Broadcasting Comm	3,458
Q01	Medical Care Programs Admin	720	R30	University System of Maryland	
R01	Health Regulatory Commission	1,440	R31	UoM, Baltimore Campus	14,721
N00	Department of Human Services		R32	UoM, College Park Campus	296,509
A01	Office of the Secretary	13,751	R23	Bowie State University	10,729
B00	Social Services Admin	900	R24	Towson University	47,622
E01	Operations Office	4,500	R35	UoM, Eastern Shore	36,540
F00	Office of Tech. for Human Services	900	R26	Frostburg State University	23,075
G00	Local Dept. Operations (Soc. Serv)	62,280	R27	Coppin State University	10,404
H00	Child Support Enforcement Admin	1,260	R28	University of Baltimore	2,710
I00	Family Investment Administration	1,080	R29	Salisbury University	28,980
P00	Department of Labor		R40	UoM, University College	1,260
B01	Division of Administration	5,963	R41	UoM, Baltimore County	37,666
D01	Div of Labor & Industry	5,760	R44	UoM, Ctr for Envir Science	12,609
G01	Div of Workforce Development	3,240	R46	Univ System of Md, Hdqtr	540
H01	Office of Unemployment Insurance	1,080	R62	Md Higher Education Commission	562
			R95	Baltimore City Community College	4,459
			R99	Md School for Deaf	5,220

FY 2021 Operating Budget Submission Requirements

Agency Code	Agency Name	FY 21 0704
S00	Dept of Housing & Comm Dev	
A27	Division of Finance and Admin	5,400
T00	Dept of Business & Economic Dev	
A00	Office of Secretary	2,160
F00	Div of Business & Industry Sect. Dev	1,080
U00	Department of the Environment	
A01	Office of the Secretary	7,774
A04	Water Management Admin	19,440
A06	Land Management Administration	12,240
A07	Air And Radiation Mgmt Admin.	5,940
A10	Coordinating Offices	29,160
U10	Maryland Environmental Service	141,127
V00	Department of Juvenile Services	
D01	Office of the Secretary	540
D02	Departmental Support	25,174
E01	Residential & Community Operations	21,060
G01	Region 1- Baltimore City	2,160
H01	Region 2 - Central Region	8,460
I01	Region 3 - Western Region	9,180
J01	Region 4 - Eastern Region	2,160
K01	Region 5 - Southern Region	3,240
L01	Region 6 - Metro Region	3,420
W00	Department of State Police	
A01	Maryland State Police	587,503
A02	Fire Prevent. Comm and Fire Marshal	14,888