

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 2022 budget proposal to assure that the lease data is still valid.** For further information, contact:

Kimberly White
DGS Division of Lease Management and Procurement
Room 601, 300 W. Preston Street
Baltimore, MD 21201
410-767-4516
kimberly.white1@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 2022 charges.**

Please contact your DBM budget analyst by August 7, 2020 if there are any projected changes to your square footage needs. DBM will make any needed adjustments in the FY 2022 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 2022 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. This detail must be provided with the FY 2022 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		\$12,682	\$1,994,415	\$2,007,097
C80	\$12,716	\$5,772	\$369,361	\$387,849
C81		\$6,141		\$6,141
C82		\$253		\$253
C90	\$1,123,722			\$1,123,722
C91	\$148,527			\$148,527
C94		\$255		\$255
C96		\$260		\$260
C98		\$3,909		\$3,909
D12		\$316		\$316
D13	\$23,347			\$23,347
D15	\$33,310	\$170		\$33,480
D26	\$179,211			\$179,211
D27	\$79,366			\$79,366
D38		\$3,259		\$3,259
D40	\$9,919	\$170		\$10,089
D53		\$379		\$379
D55	\$29,020			\$29,020
D60	\$209,011	\$7,383		\$216,394
D70	\$90,998			\$90,998
D80	\$5,697	\$3,865		\$9,562
D99		\$3,022		\$3,022
E00	\$1,168,263	\$1,502	\$45,353	\$1,215,118
E50		\$3,261	\$430,649	\$433,910
E75		\$4,850		\$4,850
E80		\$170	\$19,476	\$19,646
F10	\$754,871			\$754,871
F50	\$343,749			\$343,749
G20	\$5,570	\$3,944		\$9,514
G50	\$151,503			\$151,503
H00	\$367,315			\$367,315
J00	\$2,585,982	\$15,042		\$2,601,024
K00	\$2,289,709	\$1,183		\$2,290,892
L00		\$200		\$200
M00	\$464,290	\$32,014		\$496,304
N00	\$7,679,552	\$79,276	\$66,762	\$7,825,590
P00	\$1,460,147	\$4,388		\$1,464,535
Q00	\$427,748	\$19,672	\$261,548	\$708,968
R00	\$2,519,597	\$8,384		\$2,527,981
R11		\$260		\$260
R60		\$355		\$355
R95		\$4,359		\$4,359
S00		\$6,398		\$6,398
T00	\$22,737	\$373		\$23,110
U00	\$43,337	\$15,347		\$58,684
V00	\$16,455	\$11,530	\$144,858	\$172,843
W00	\$20,855	\$4,556		\$25,411
Grand Total	\$22,266,524	\$265,070	\$3,332,422	\$25,864,016

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%	\$9,770	\$2,946	\$12,716
C90	PSC	Legislative Liaison	Attman-Glazer Building	710	100%	\$13,873	\$4,184	\$18,057
		Main Office	William Donald Schaefer Building	43,474	100%	\$849,486	\$256,179	\$1,105,665
C91	OPC	Main Office	William Donald Schaefer Building	5,840	100%	\$114,114	\$34,413	\$148,527
D13	MEA	Legislative Liaison	Attman-Glazer Building	918	100%	\$17,938	\$5,409	\$23,347
D15	EXEC	Maryland State Ethics Commission	Attman-Glazer Building	3,742	35%	\$25,592	\$7,718	\$33,310
D26	AGING	Legislative Liaison	Attman-Glazer Building	294	100%	\$5,745	\$1,732	\$7,477
		Main Office	301 West Preston Street (SB 1)	14,367	47%	\$131,944	\$39,790	\$171,734
D27	MCCR	Main Office	William Donald Schaefer Building	14,860	21%	\$60,977	\$18,389	\$79,366
D40	MDP	Legislative Liaison	Attman-Glazer Building	390	100%	\$7,621	\$2,298	\$9,919
D55	DVA	Main Office	Fred L. Wineland Building	1,934	59%	\$22,296	\$6,724	\$29,020
D60	MSA	Main Office	State Archives Building	68,485	12%	\$160,584	\$48,427	\$209,011
D70	MAIF	Legal Staff	William Donald Schaefer Building	3,578	100%	\$69,914	\$21,084	\$90,998
D80	MIA	Legislative Liaison	Attman-Glazer Building	224	100%	\$4,377	\$1,320	\$5,697
E00	COMP	Admissions Tax	301 West Preston Street (SB 1)	1,255	100%	\$24,523	\$7,395	\$31,918
		Alcohol and Tobacco	Treasury Building	2,555	10%	\$4,992	\$1,506	\$6,498
		Data Processing	Treasury Building	25,832	100%	\$504,760	\$152,220	\$656,980
		Data Processing	301 West Preston Street (SB 1)	756	100%	\$14,772	\$4,455	\$19,227
		Major IT	Attman-Glazer Building	14,367	40%	\$112,293	\$33,864	\$146,157
		Motor Fuel Tax Division	Jessup State Complex	11,790	100%	\$230,378	\$69,475	\$299,853
		Unclaimed Property	301 West Preston Street (SB 1)	300	100%	\$5,862	\$1,768	\$7,630
F10	DBM	Central Collection	300 West Preston Street (SB 2)	21,860	100%	\$427,147	\$128,814	\$555,961
		Health & Employee Benefits	301 West Preston Street (SB 1)	7,821	100%	\$152,823	\$46,087	\$198,910
F50	DoIT	Equipment Room	William Donald Schaefer Building	336	100%	\$6,565	\$1,980	\$8,545
		Main Service Office	301 West Preston Street (SB 1)	9,018	100%	\$176,213	\$53,140	\$229,353
		TTY Service Office	301 West Preston Street (SB 1)	4,162	100%	\$81,326	\$24,525	\$105,851
G20	SRA	Legislative Liaison	Attman-Glazer Building	219	100%	\$4,279	\$1,291	\$5,570
G50	MSRP	Main Office	William Donald Schaefer Building	5,957	100%	\$116,400	\$35,103	\$151,503

FY 2022 Operating Budget Submission Requirements

H00	DGS	Business Enterprise	301 West Preston Street (SB 1)	524	100%	\$10,239	\$3,088	\$13,327
		Energy Projects and Services	301 West Preston Street (SB 1)	1,319	100%	\$25,773	\$7,772	\$33,545
		Inventory Standards	301 West Preston Street (SB 1)	3,831	100%	\$74,858	\$22,575	\$97,433
		Mailroom and Courier	301 West Preston Street (SB 1)	1,062	100%	\$20,752	\$6,258	\$27,010
		Records Management	Jessup State Complex	39,200	100%	\$196,000		\$196,000
J00	MDOT	Legislative Liaison	Shaw House	550	100%	\$10,747	\$3,241	\$13,988
		Main Office	William Donald Schaefer Building	101,129	100%	\$1,976,071	\$595,923	\$2,571,994
K00	DNR	Boating	Tawes Building	3,317	100%	\$64,815	\$19,546	\$84,361
		Engineering and Construction	Tawes Building	7,680	89%	\$133,560	\$40,278	\$173,838
		Fisheries Service	Tawes Building	12,076	75%	\$176,975	\$53,370	\$230,345
		Land Acquisition and Planning	Tawes Building	9,528	83%	\$154,528	\$46,601	\$201,129
		Licensing	Centreville MSC	1,725	9%	\$3,034		\$3,034
		Natural Resources Police	Tawes Building	9,228	34%	\$61,307	\$18,488	\$79,795
		Office of the Secretary	Tawes Building	32,656	61%	\$389,242	\$117,384	\$506,626
		Resource Assessment Service	Tawes Building	13,520	68%	\$179,644	\$54,175	\$233,819
		State Forest and Park Service	Tawes Building	6,816	100%	\$133,185	\$40,165	\$173,350
		Wildlife and Heritage	Tawes Building	6,131	89%	\$106,622	\$32,154	\$138,776
		Forest Service	Tawes Building	4,293	59%	\$49,493	\$14,925	\$64,418
		Forest Service	Leonardtown MSC	816	100%	\$15,945		\$15,945
		Chesapeake and Coastal	Tawes Building	19,984	74%	\$288,962	\$87,142	\$376,104
		Chesapeake and Coastal	Salisbury MSC	2,613	16%	\$8,169		\$8,169
M00	MDH	Behavioral Health	201 West Preston Street (SB 4)	7,896		\$40,044		\$40,044
		Behavioral Health	201 West Preston Street (SB 4)	8,439		\$42,798		\$42,798
		Developmental Disabilities Administration	201 West Preston Street (SB 4)	6,524		\$33,086		\$33,086
		Health Resources Commission	Attman-Glazer Building	720	100%	\$14,069	\$4,243	\$18,312
		Legislative Liaison	Attman-Glazer Building	749	100%	\$14,636	\$4,414	\$19,050
		Prevention and Health Promotion Administration	Shillman Building	866	100%	\$16,922		\$16,922
		Prevention and Health Promotion Administration	Shillman Building	31,854		\$143,543		\$143,543
		Public Health Commission	201 West Preston Street (SB 4)	29,683		\$150,535		\$150,535

FY 2022 Operating Budget Submission Requirements

N00	DHS	Headquarters - Capital	Saratoga State Complex			\$100,000		\$100,000
		Headquarters - Operating	Saratoga State Complex			\$2,925,334	\$2,205,257	\$5,130,591
		IMA	Salisbury MSC	510	63%	\$6,228		\$6,228
		Legislative Liaison	Attman-Glazer Building	791	100%	\$15,456	\$4,661	\$20,117
		Social Services	Prince Frederick MSC	22,774	61%	\$271,454		\$271,454
		Social Services	Leonardtown MSC	26,135	50%	\$254,319		\$254,319
		Social Services	Bel Air MSC	20,287	63%	\$247,756		\$247,756
		Social Services	Salisbury MSC	27,237	63%	\$332,634		\$332,634
		Social Services	Elkton MSC	39,546	63%	\$482,958		\$482,958
		Social Services	Denton MSC	8,540	63%	\$104,295		\$104,295
		Social Services	Glen Burnie MSC	33,821	63%	\$413,041		\$413,041
		Social Services	Hilton Heights Community Center	22,900		\$316,159		\$316,159
P00	LABOR	Headquarters	Shilman Building	54,213	92%	\$974,581	\$293,904	\$1,268,485
		Labor	Bel Air MSC	8,796	100%	\$171,875		\$171,875
		Legislative Liaison	Attman-Glazer Building	778	100%	\$15,202	\$4,585	\$19,787
Q00	DPSCS	Legislative Liaison	Attman-Glazer Building	658	100%	\$12,857	\$3,877	\$16,734
		MCE MD State Use Ind.	Jessup State Complex	10,229	100%	\$199,876		\$199,876
		MCE MD State Use Ind.-	Jessup State Complex	40,000	100%	\$200,000		\$200,000
		Parole and Probation	MSC 6	3,000	19%	\$11,138		\$11,138
R00	MSDE	Headquarters	Civic Plaza			\$2,463,940		\$2,463,940
		Legislative Liaison	Treasury Building	587	100%	\$11,470	\$3,459	\$14,929
		Rehabilitation Services	Leonardtown MSC	405	100%	\$7,914		\$7,914
		Vocational Rehab	Bel Air MSC	2,153	78%	\$32,814		\$32,814
T00	COMM	Legislative Liaison	Attman-Glazer Building	894	100%	\$17,469	\$5,268	\$22,737
U00	MDE	Legislative Liaison	Treasury Building	737	100%	\$14,401	\$4,343	\$18,744
		Water Management	Salisbury MSC	2,170	58%	\$24,593		\$24,593
V00	DJS	Legislative Liaison	Attman-Glazer Building	647	100%	\$12,642	\$3,813	\$16,455
W00	DSP	Legislative Liaison	Attman-Glazer Building	820	100%	\$16,023	\$4,832	\$20,855
Total								\$22,266,524

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	10	200,956	\$11,053
C80	OPD	19	104,950	\$5,772
C81	OAG	2	111,662	\$6,141
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
D12	MDOD	1	5,738	\$316
D15	EXEC	1	1,536	\$170
D38	SBE	2	59,248	\$3,259
D40	MDP	1	1,165	\$170
D53	MIEMSS	4	6,884	\$379
D60	MSA	1	134,240	\$7,383
D80	MIA	2	70,271	\$3,865
D99	OAH	3	54,937	\$3,022
E00	COMP	10	27,318	\$1,502
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	5	96,550	\$5,310
J00I	MAA	1	45,439	\$2,499
K00	DNR	5	21,502	\$1,183
L00	MDA	2	3,630	\$200
M00	MDH	15	582,074	\$32,014
N00	DHS	47	1,441,381	\$79,276
P00	LABOR	9	79,775	\$4,388
Q00	DPSCS	29	357,664	\$19,672
R00	MSDE - CCA	1	53,666	\$2,952
	MSDE - DDA	19	59,338	\$3,264
	MSDE - DORS	14	39,413	\$2,168
R11	MSL	1	4,725	\$260
R60	MPCT	1	6,448	\$355
R95	BCCC	4	79,252	\$4,359
S00	DHCD	4	116,320	\$6,398
T00	COMM	1	6,773	\$373
U00	MDE	4	279,040	\$15,347
V00	DJS	21	209,633	\$11,530
W00	DSP	7	82,839	\$4,556
Grand Total				\$265,070

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	\$1,994,415
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	\$140,513	\$1,541	\$3,332,422

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

Please submit at the FY 2021 appropriation level.