



FY 2026 Operating Budget Response to Department of Legislative Services Analysis

Senate Budget and Taxation Committee
Senate Education and Business Administration Subcommittee
Senator Nancy J. King, Chair
February 27, 2025

House Appropriations Committee
Delegate Ben Barnes, Chair
February 28, 2025

Wes Moore, Governor
Aruna Miller, Lieutenant. Governor
Atif Chaudhry, DGS Secretary

Introduction

Chair and Members of the Committee,

Thank you for the opportunity to appear before you today to present the Fiscal Year 2026 Operating Budget Request for the Maryland Department of General Services (DGS). We appreciate your time and commitment to ensuring the efficiency and effectiveness of state government operations.

I would like to extend our gratitude to David Probert at the Department of Legislative Services (DLS) for his thorough analysis of our budget request. We value the hard work and dedication of David and his team in reviewing the complex operations of our agency. DGS serves as the backbone of state government through its expertise in real estate, construction, procurement, and the management and security of state facilities across Maryland.

DGS is committed to advancing the Moore-Miller Administration's vision of modernizing state government to better serve Marylanders and ensuring that we "leave no one behind." A key component of this effort is our Office of Real Estate's ongoing initiative to relocate state agencies from outdated and poorly maintained buildings into modern, commercially leased spaces. This initiative not only provides employees with improved work environments but also saves the state hundreds of millions of dollars in deferred maintenance and renovation costs.

Beyond real estate, the modernization of government operations extends to procurement reform. The Governor has taken decisive action to enhance the state's procurement system through an Executive Order, and legislation has been introduced to further improve efficiency, effectiveness, and equity in state contracting. These reforms will streamline processes, create greater opportunities for small and minority-owned businesses, and drive greater transparency into how taxpayer dollars are spent.

Another key effort in modernizing state government is our investment in technology-driven solutions. This fiscal year, DGS created a position of Chief Information Officer to oversee information technology efforts across the agency. We have successfully implemented a full-scale modernization of our grant management system, streamlining the administration of grants to ensure efficiency, transparency, and accessibility for organizations serving Marylanders.

Throughout the past year, DGS has remained steadfast in its mission to support state agency partners and advance their initiatives. Our offices—including Facilities Management, State Procurement, Design, Construction & Energy, Real Estate, External

Affairs, Business Enterprise Administration, and the Maryland Capitol Police—continue to deliver vital services that impact every corner of the state.

We are proud of our key accomplishments over the past year, including:

- Design, Construction & Energy (DCE) oversaw more than \$2 billion in active construction projects;
- Business Enterprise Administration (BEA) dispensed more than 20 million gallons of fuel to keep state operations running;
- Business Enterprise Administration (BEA) managed the disposition of over 175,000 excess and surplus property items valued at \$93 million;
- Maryland Capitol Police (MCP) responded to 92,070 calls for service, demonstrating their critical role in maintaining security across state facilities;
- Office of Real Estate (ORE) completed 63 lease transactions valued at over \$18 million, reinforcing our commitment to optimizing the state’s property portfolio and fostering a community-focused approach to state-owned asset; and
- Office of State Procurement (OSP) supported minority-, women-, and veteran-owned businesses, with over \$144.8 million in awards, including \$71.6 million to women-owned businesses and \$13.7 million to veteran-owned businesses.
- DCE’s Office of Energy & Sustainability team installed 295 new electric vehicle charging ports, with 124 more in progress, playing a pivotal role in advancing Maryland’s environmental and climate goals.
Our energy efficiency initiatives have resulted in the installation of 33,000 high-efficiency lighting fixtures in state buildings, reducing electricity consumption by 6,700 MWh annually and cutting 4,400 metric tons of CO2 emissions.

At DGS, we take pride in our role as stewards of Maryland’s resources, ensuring that the government functions efficiently in a secure and well-maintained environment. We look forward to working with you to continue advancing these efforts and appreciate your support of our FY2026 Operating Budget Request.

Thank you, and I am happy to answer any questions you may have.

Operating Budget Recommended Actions FY 2026

- 1. Add language restricting funds pending the submission of a report on State Center relocations.**

DGS concurs with this recommendation.

- 2. Adopt committee narrative requesting a report on the status of vacancies and hiring.**

DGS concurs with this recommendation.

- 3. Delete funding for 12 new positions added in fiscal 2025 that remain vacant as of December 31, 2024.**

DGS respectfully disagrees with this recommendation. These twelve positions within the Office of State Procurement (OSP) are critically needed as part of the Moore-Miller Administration's efforts to reform and streamline procurement operations across the state.

DGS acknowledges that, as of December 31, 2024, none of the 12 OSP positions added in FY 2025 had been filled. OSP, as part of their process improvement efforts, undertook a critical assessment of staffing needs and staff deployment strategy, resulting in the need to make changes to several position descriptions, which contributed to an unexpected delay in beginning the recruitment process to fill these positions. It is important to also note that procurement related positions, especially procurement officer positions, have historically been difficult to fill due to the limited number of individuals across the State that have been trained to conduct Maryland state procurements.

Regarding the 12 positions added in FY 2025, as of February 23, 2025:

- Seven 7 of the 12 positions have already been filled.
- Two procurement officer vacancies remain unfilled due to candidates declining offers of employment extended in January, which has extended the recruitment process. OSP is currently in the process of interviewing additional candidates, and anticipates filling these positions quickly.
- The remaining three positions are actively in the recruitment process and should be filled soon. OSP is in the process of wrapping up the interview process for two of these remaining three positions.

Discussion Points

The department has been asked to be prepared to brief the committee on the following topics. Being respectful of the committee's time, we will do so at the discretion of the Chair:

- 1. DGS should comment on why the number of new procurements increased substantially and why competitive services procurements are generally receiving fewer bids.**

The increase in the number of new procurements from FY 2023 to FY 2024 is primarily due to two factors:

1. Previous reports relied on ad hoc reporting and captured data based upon specific fields requested in FY 2023, which may have missed contracts that should have been reported. In FY 2024, the DGS Office of State Procurement (OSP) has moved to using the reporting system called ANSWERS, which provides a more accurate and comprehensive view of procurement activity by capturing new contracts from ADPICS and eMMA and more accurately reflects the full scope of OSP's workload.
2. The procurement cycle fluctuates depending on the contract lifecycle, with some years naturally experiencing a higher volume of expiring contracts that require new procurements. While many procurements in FY 2024 were more niche and agency-specific, contributing to the number of sole-source or single-bid contracts, OSP continues to review and implement initiatives aimed at reducing procurements through statewide contracts that create economies of scale for goods and services utilized across multiple agencies.

OSP is committed to implementing the Governor's Executive Order and utilizing the Small Business Reserve (SBR) Program, which designates contracts specifically for certified small businesses, fostering increased participation and competition. OSP continues to focus on broader strategic sourcing initiatives to create statewide contracts, which offer more opportunities for small businesses. These efforts aim to increase competition and reduce the number of single-bid contract awards by ensuring more inclusive participation from a larger pool of qualified vendors, including small businesses

- 2. DGS should comment on the implementation timeline for these changes and if any funding is included for this purpose in the fiscal 2026 allowance.**

The DGS Office of State Procurement (OSP) has made substantial progress toward implementing the Governor's Executive Order, signed on December 18, 2024, which directs the development of a centralized statewide contract management process in partnership with the Maryland Department of Transportation (MDOT) and the Maryland Department of Information Technology (DoIT). This directive also includes other operational changes aimed at streamlining and centralizing procurement processes across the state. To support these efforts, OSP has already developed standardized project templates and documentation protocols to improve contract monitoring and compliance tracking. In addition, OSP has created a Contract Management Training Certification Program, within the Maryland Procurement Academy, to enhance the contract management skills of employees across state agencies. This program is expected to be available for state employees in June 2025. These initiatives have been carried out without requiring additional staff or funding, as OSP is utilizing new positions allocated in FY 2025 to hire the requisite staff to implement procurement reform initiatives across the state. This staffing allows procurement and contract management experts within OSP to focus on developing these standardized tools and templates.

The next phase will focus on integrating automation and technology to further streamline procurement operations. OSP is working closely with DoIT to fully implement a statewide eProcurement platform that will allow the state to better track the end-to-end lifecycle of procurements. This includes a centralized platform to collect, review, and display contract management performance data.

3. DGS should comment on the status of expanding the UBC pilot program to other agencies and getting complete information from additional State agencies uploaded to the State Energy Database.

The Utility Bill Centralization (UBC) pilot program is still ongoing. Although the pilot officially started in Summer 2022, funds needed to be added to the database contract with BITH Energy, which took several months. When the funds were in place, BITH developed a data platform to accept, house, and then auto-notify DGS' fiscal office when invoices arrived for payment. After the platform became active, DGS's Fiscal Office and the Office of Energy and Sustainability began working to reassign billing addresses for all DGS utility accounts. Majority of the utility vendors now send invoices directly to BITH Energy, although a few accounts have taken longer to reassign. For the accounts that have been reassigned to BITH, data reporting is now 100% compliant. The

Office of Energy and Sustainability is working to have the last remaining DGS utility invoices sent directly to BITH Energy to complete the initial pilot program.

DGS feels as though the pilot program has been successful, with DGS staff working on the transition pilot as time allows, but additional staffing and funding are required to move beyond the pilot stage. Although DGS sees value in making the data collection process more efficient and complete, DGS does not currently have the inhouse staffing to transition all agencies onto the UBC program. DGS will continue to work with DBM and other agencies to identify staffing and resources to start transitioning agencies onto the UBC program.

It is important to note that complete and accurate energy data has taken on additional importance in recent years with the advent of the state's climate goals and our need to track greenhouse gas emissions, which the UBC program could support if it was fully implemented across the state.

As a matter of clarification, the BITH Energy database houses all utility bill data, including water and wastewater, and compiles greenhouse gas emission data. Accordingly, the database does not just track energy data.

4. DGS should discuss the ongoing costs and savings from this project to date.

Since FY 2020, DGS has spent \$13,228,524 on LED lighting projects, which included: \$9,668,595 in Strategic Energy Investment Fund (SEIF) funding from the Maryland Energy Administration (MEA); \$2,873,548 in MEA Lawton loans; \$243,840 in utility rebates; and \$442,541 in Energy Service Company credit for the Annapolis Capital Complex Energy Performance Contract. Approximately 40,521 LED lighting fixtures have been installed, are under construction, or are under contract for installation in FY 2025. There are 37 project locations at six agencies totaling 3,462,232 square feet. Annual cost avoidance, including maintenance savings, is estimated at \$1,609,044, which will be fully realized one year after all installations are complete. Annual energy savings are 8,551,000 kilowatt hours, with 3,447 tons of greenhouse gas emissions avoided. The estimated simple payback period for this LED lighting initiative is 8.2 years. Estimated savings to date for fixtures installed from FY 2020 through FY 2023 are \$2,085,676.

5. DGS should provide a status update on whether the Maryland Department of Aging has relocated as planned.

Below is an updated status chart for the relocation of state agencies from the State Center Complex to commercial leased space in the Baltimore City Central Business District. The Department of Aging successfully relocated in February 2025, and the Department of Disabilities - Telephone Relay unit is targeted for relocation in July 2025. The remaining state agencies will relocate from the complex in calendar year 2026.

Agency	Location	NSF	Estimated Relocation
Assessments & Taxation	115 Market Place, Suites. 123 and 200 (aka 700 E. Pratt Street)	48,658	April 2024 (COMPLETED)
Comptroller	7 St. Paul Street	67,586	December 2023 for Taxpayer Services Division & June 2024 for balance of agency (COMPLETED)
Planning	120 E. Baltimore Street	19,329	August 2024 (COMPLETED)
Labor, Information Technology	100 South Charles Street	152,607	September 2024 – DOIT (COMPLETED) January 2025 – Labor (COMPLETED)
Aging	36 S. Charles Street	16,876	February 2025 (COMPLETED)
Budget & Management	300 E. Lombard Street	44,240	June 2026 (RFP to reissued on January 17, 2025 and due on March 4, 2025)
Disabilities, Telephone Relay	36 S. Charles Street	4,079	July 2025
Health	300 - 400 N. Greene Street	463,000	October 2026
General Services, Tax Court, DBM (OCB)	One South Street	134,687	August 2026

- 6. DGS should comment on how much funding from the DPA has been spent in fiscal 2025 year to date and how much currently remains in the DPA. DGS should also comment on what sources of funds will be used to cover**

the requested expenses that exceed the remaining DPA appropriation.

While DGS's Office of Real Estate has assisted agencies with the budgeting process in the past, the full DPA budget is managed by the Maryland Department of Budget and Management (DBM). Working with DBM, we are able to provide the information below on current spend down of the DPA.

Initial Appropriation to DPA for SC Move	\$50,000,000
FY 2022 Costs	-\$121,839
FY 2023 Costs	-\$1,123,131
FY 2024 Budget Amendment 043-24	-\$5,350,275
FY 2024 Budget Amendment 083-24	-\$21,976,676
FY 2024 Reversion	\$177,255
FY 2024 Deficiency	\$30,000,000
FY 2025 Budget Amendment 047-25	-\$2,264,946
Planned FY 2025 Reversion	-\$20,000,000
Remaining SC DPA Funding	\$29,340,388

According to DBM, the state intends to use the remaining DPA balance as needed to cover remaining requests and will address future needs during the next budget cycle.

7. DGS should comment on any updated plans for the 2100 Guilford Avenue property.

After DGS determined that the agency will no longer be moving forward with the renovation and relocation of the DGS headquarters to the 2100 Guilford Ave. property, a Request for Information (RFI) project was planned to determine alternative uses for the property. The RFI effort was halted when DGS was notified by the Maryland Department of Planning (MDP) of the need for an affordable housing assessment to be conducted for the 2100 Guilford Avenue property by the Department of Housing and Community Development (DHCD). This assessment was completed and DHCD notified MDP and DGS on May 6, 2024 that the 2100 Guilford Avenue property was eligible for use or redevelopment as affordable housing.

As a result of the DHCD notification, a revised Clearinghouse Recommendation Letter was received from MDP on May 21, 2024, confirming the property was surplus to the State and further noting that “a process has begun where DHCD,

Maryland Department of Planning (MDP), and Maryland Department of General Services (DGS) will develop a proposal to donate or sell the property to a nonprofit organization for use as affordable housing”. After receipt of the revised Clearinghouse Recommendation, DGS requested Board of Public Works approval of the Clearinghouse recommendation, which was granted on July 3, 2024, as Item 58-RP.

The interagency workgroup was formed with staff from the MDP, DHCD, DGS, and the Attorney General’s Office and held its first meeting on May 17, 2024. The workgroup has continued to meet to work through the requirements of the RFP process. This has included detailed discussions on the Maryland Historical Trust (MHT) preservation requirements for the property, discussions on the mechanism and timing of transferring the property to a non-profit or private entity once selected, the development of evaluation criteria to ensure a successful project, discussions on the requirements of a performance bond, and other facets of the project. The RFP is anticipated to be released in Spring 2025. It is anticipated that it will take an additional 9 - 12 months to evaluate the RFP responses, make a recommended award, negotiate and prepare the contract documents, and seek the Board of Public Works’ approval.

Until the RFP process is completed and the property is transferred to an affordable housing non-profit or developer, DGS will continue to maintain the site and provide security. Additionally, DGS will continue to update representatives of the local community organizations on the status of the affordable housing RFP and disposition of the property.

- 8. DGS should be prepared to brief the committees on the essential features of the new grants management system and the steps the agency has taken to ensure that the responsible party of record on each of the approximately 4,000 active grants is sufficiently educated and assisted when using Submittable. DGS should also outline plans for the development of reports that provide key status updates and contact information for DGS staff who can answer questions from legislative staff and other system users.**

Briefing on essential features of the new system

Launched in October 2024, the new Grants Management System (hosted on the Submittable platform) established a centralized grant administration database

and processes for the review and distribution of grant funds. Essential features of the new system include:

1. grantee access to real-time grant status updates through the Grants Management System grantee portal,
2. custom case management database with automated workflows and systematic data validations, and
3. integration with electronic signatures to allow for grant agreements to be securely signed by all parties.

These essential features have standardized DGS's communication with the grantees, increasing the clarity of the information they receive.

Before the launch of Grants Management System, the grant administration process was overwhelmed by spreadsheets, emails, and paper records that caused massive delays and complications for all stakeholders. The DGS Capital Grants Program previously handled all work processes through a centralized email inbox monitored by all staff, in addition to emails managed in their own individual email accounts. This led to this program receiving upwards of 7,000 emails per month for various inquiries, including simple requests about the status of a grant. The unsustainable amount of emails impacted the staff's ability to do their core function of reviewing grants and advancing grant agreements to the Board of Public Works for approval. This archaic and broken process caused grant intake to be upwards of 6 months in some cases. Today, with modernized systems and processes, grant intake reviews happen in less than 30 days, reducing project delays and customer complaints.

Steps agency has taken to ensure grantees are sufficiently educated and assisted

Prior to launching in October 2024, DGS sent multiple email messages (see screen shot below) to all grantees notifying them of the upcoming system and providing a detailed checklist of steps to undertake to prepare for the launch. During the launch of the system, DGS continued to send regular email messages to grantees, including updated help links, program tutorials, and an internal messaging system for grantees to submit general inquiries for assistance. On October 18, 2024, DGS also sent advance notification and educational materials to members of the Maryland General Assembly that could be used internally and also shared directly with their constituents.

DGS Grant System Pre-Launch Update Inbox x

Maryland Department of General Services <md.dgs@info.maryland.gov>
to me ▾

Fri, Oct 18, 2024, 4:11PM ☆



Dear Maryland Capital Grants and Loans Grantee:

The Maryland Department of General Services (DGS) is close to launching Submittable as the grant management system to administer authorized Maryland Capital Grants and Loans on behalf of the Maryland Board of Public Works (BPW). Before you can hit the "Submit" button and experience the new DGS grant management system, you must ensure you are ready to use Submittable.

Here are some steps grantees can take to prepare for grant submissions in Submittable:



Identify The Submitter

The submitter is the grantee organization's representative responsible for conducting all grant-related transactions in Submittable. Only one submitter can be assigned to a grant submission. However, a submitter can have multiple grant submissions assigned to their profile.



Verify Grant Projects

A list of Maryland Consolidated Capital Bond Loan (MCCBL) grants authorized between 2017 and 2024 is available on the [DGS website](#). Submitters can reference the lists to confirm their grant numbers and projects. This information will be required to activate a grant submission.



Create A Submittable Account

Submitters must create a [Submittable](#) account to access the grantee self-service portal. The submitter will be able to activate and accept ownership of the grant submission(s).

Watch this [video](#) for an overview of navigating your grant submission and submittable account.

Grant Submission Tip: Utilize the [Grant Intake Readiness Checklist](#) to proactively prepare for grant intake submissions and other requests.

Since launching, DGS sends regular email messages (see the screen shot below for an example of a notice email) with helpful links, tutorials, and details of any system updates. DGS continues to maintain a general inquiry message system for all questions related to grants and the grant management system.

Reminder: Activate Grant for Maryland Capital Grants and Loans Inbox x



Maryland Department of General Services <md.dgs@info.maryland.gov>
to me ▾

Tue, Jan 28, 2:58 PM ☆ ↶ Reply ⋮



DGS GRANT SYSTEM AVAILABLE ACTIVATE YOUR GRANT!

The Maryland Department of General Services (DGS) has launched Submittable as the grant management system to administer authorized Maryland Capital Grants and Loans on behalf of the Maryland Board of Public Works (BPW). Grants authorized beginning in 2017 by the State of Maryland will now be administered through the Submittable system.

Grantees may now access all grant-related transactions using an intuitive self-service portal through Submittable. Before you can hit the "Submit" button and experience the new DGS grant management system, grantees ("the submitter") must activate grant(s) and accept ownership of grant submission(s) in Submittable.

Additionally, on December 9, 2024, DGS presented during a workshop for elected officials and their staff members to: 1) highlight and review system functionality, and 2) allow for a full question and answer session for any lingering questions and concerns. DGS plans to continue hosting workshops for all stakeholders.

Instituting a general inquiry submission platform within the Grants Management System has allowed for all incoming requests from grantees for assistance or clarification to be received, tracked, and responded to in an efficient manner. This centralization of inquiry submissions also serves to ensure transparency and accountability on DGS's part. Because every single interaction with a grantee is logged and time-stamped, we now have visibility into the duration of each interaction and transaction. This information has allowed us to identify areas of performance improvement within the grants management team and educational opportunities for grantees. Previously, all inquiries from grantees and elected officials were received via emails either in a centralized inbox or emails

sent directly to grant administrators. This resulted in the inability to adequately track inquiries and establish service level agreements (SLAs) and key performance indicators (KPIs) to ensure proper responses were being provided to stakeholders in a timely manner.

The general inquiry form has required fields that allow for complete and detailed reporting and proper organization and routing of incoming requests, and are intentionally limited to just the necessary details, which are readily known by the submitter. The fields, shown in the screenshot of the inquiry form below, are: organization name, name of submitter, email, phone, inquiry type, and the inquiry itself.

General Inquiries

Organization Name (required)

Limit: 300 characters

Contact Information (required)

First Name (required)

Last Name (required)

Address

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Email (required)

Phone Number (required)

Inquiry Type (required)

DGS Grant #

Limit: 7 characters

Example: 22-123, 24-G313, 24-P313

Project Name/Description

Inquiry (required)

Outline plans for reports development to provide:

A. Status updates

Currently, the new Grants Management System allows grantees to access the real-time status of their grant directly within the grant management system. Grantees are now able to see for themselves the following information: 1) The status of a grant throughout its lifecycle; 2) the actions they are required to take and the forms available for the grantee to complete, based on their current stage in the grant process, and 3) details of specific information requiring updates/correction for grant applications that have been denied.

B. *The four Grant Statuses of a grant throughout its lifecycle include:*

- a. New: Grant submission has been received from the submitter and is in the queue for review. DGS has not reviewed or processed the grant submission.
- b. Accepted: The grantee has completed the grant intake process and received a fully executed grant agreement. This status allows grantees to submit contract eligibility and payment requests. The grant submission status will not be “accepted” until DGS receives the final signature from BPW’s Executive Secretary.
- c. In-Progress The grantee has submitted an intake form, whereas the grant submission is being actively reviewed across the various stages of the grant intake process.
- d. Declined The grantee’s grant submission has been declined due to invalid or missing information required to complete the grant intake process.

Below is an illustration of the grantees’ view of their grant status.

[\(Status and Stage Definitions Link\)](#)

Grantee Self-Service Portal

Submittable Submissions Discover Saved Following

My Submissions 🔍

My Submissions Transfers Drafts External Submissions

📌 You have pending submission transfers. [View transfers](#) ✕

Sort by: Filter: Exports ▾

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Completed	17-160 - Historic Annapolis - Museum	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
In Progress	18-146 - Historic Annapolis	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
Completed	18-189 - Historic Annapolis - Museum	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
Completed	19-153 - Historic Annapolis - Rice House	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
Completed	19-274 - Historic Annapolis - Museum	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
In Progress	20-158 - Historic Annapolis Restoration	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024
Accepted	22-229 - Historic Annapolis Restoration	Maryland Department of General Services	Maryland Department of General Services Capital Grants and Loans	Oct 11, 2024



C. The twelve stages of a grant within each Grant Status are identified below:

- a. New: Grant submission has been received from the submitter and is in the queue for review. DGS has not reviewed or processed the grant submission.
- b. Grant Intake Review: Grantee (“the submitter”) has submitted an Intake Form and a grant administrator is reviewing all information submitted in the intake form.
- c. Drafting Grant Agreement: The intake form submission was successful and the grant administrator is drafting a grant agreement
- d. Legal Sufficiency Review: The Grant agreements is being reviewed for form and legal sufficiency by the Board of Public Works (BPW)’s Assistant Attorney General (AAG). If any modifications are requested by BPW’s AAG or the grantee, the grant submission will remain in this stage until all related concerns are resolved.
- e. Grantee Signature Requested: The grant agreement has been deemed legally sufficient and the grantee receives a copy for their signature.
- f. BPW Agenda Item Requested: All grant agreements must be submitted to the Office of State Procurement (OSP) and BPW liaisons for review and approval to become a bonafide BPW

agenda item. Upon approval, OSP/BPW liaisons provide the CGL agenda item number and BPW meeting date to the grant administrator.

- g. Scheduled for BPW/Awaiting BPW Approval: During this phase, the grant administrator will notify the grantee regarding the scheduled BPW meeting date, time, and CGL item number related to the grant agreement.
- h. Awaiting BPW Signature: All grant agreements must be signed by BPW's Executive Secretary to be deemed fully executed.
- i. Fully Executed Grant Agreement: The grant administrator sends a copy of the fully executed grant agreement to the grantee with notification of eligibility to submit contract eligibility and payment requests.
- j. This stage completes the grant intake process, and the status of the grant submission will be "Accepted."
- k. All other stages will be related to ad-hoc grant-related requests, amendments, modifications, etc.
- l. Miscellaneous - Contract Eligibility Review: The grant compliance specialist reviews the submitted Contract Eligibility Request Form and determines the eligible costs outlined in the contract.
- m. Miscellaneous - Payment Request Review: The grant compliance specialist reviews the request and determines the eligible payable amount. If the payment request is approved, a payment processing request is submitted to the DGS Office of Fiscal Services.
- n. Miscellaneous - Grant Amendment/Admin Fix/Correction Requested: Grantees can submit a request to change or modify their grant. Final determination is made by the Department of Budget and Management (DBM) and the Department of Legislative Services (DLS). In some cases the final determination may require the grant to be amended through a Legislative Bond Initiative and/or a new grant agreement to be approved, including an additional BPW meeting.

Below is an illustration of the grantees' view of the page on which they can find the necessary forms applicable to the stage in which the grant is in. ([Status and Stage Definitions Link](#))

Grant Intake and Request Forms

17-160 - Historic Annapolis - Museum Completed

Submitted to Maryland Department of General Services - Maryland Department of General Services Capital Grants and Loans on Fri, Oct 11, 2024 5:29 PM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | **FORMS** | NOTE | AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: Maryland Department of General Services

Maryland Department of General Services Capital Grants and Loans
Submitted on October 11, 2024

Additional Forms

Title	Submission Date	Status
Maryland Department of General Services Capital Grants and Loans Intake Form	Oct 18, 2024 11:08 AM	Submitted

Request Forms

Additional Grant Project Property Request Open

DGS Property Appraisal Review Request Open

Grantees have a central location to submit Payment, Contract, Appraisal Requests, etc.



D. Details of specific information requiring updates/correction for grant applications that have been denied.

a. Below is an illustration of the grantees' view of the email they receive advising them of necessary corrections.

Submissions | Discover | Saved | Following English

25-9999 - TEST Grant Name Declined

Submitted to Maryland Department of General Services - Maryland Department of General Services Capital Grants and Loans on Fri, Oct 11, 2024 6:31 PM

[Download](#) | [Remove Submission](#) | [Cancel Ownership Transfer](#)

ACTIVITY | MESSAGES | **FORMS** | NOTE | AWARDS & PAYMENTS

From: Maryland Department of General Services
To: MD DGS Placeholder
Subject: No-Reply: Grant Submission 25-9999 - TEST Grant Name has been Declined

Sun, Feb 23, 2025 3:57 PM

Dear Grantee,

Your grant submission for 25-9999 has been declined for the reasons below. The submission may be edited to address the reasons for the decline. Once the submission has been updated, you may resubmit the grant submission for review.

Reasons for the decline:

- NOT VALID - The grantee organization is not in good standing with the State, per the information on file with the Maryland Department of Assessments and Taxation (SDAT).
- NOT VALID - The grantee's project address, county, legislative district, congressional district, and/or real property ownership does not match the information on file with the Maryland Department of Assessments and Taxation (SDAT), or the legislation as authorized.

Currently, the Grants Management System generates reports based on specific inputs from the grantee or DGS grant administration staff. The launch of the Grants Management System established several new data collection elements during grant intake that will improve DGS's ability to produce reports. The new data collection elements were created by DGS based on previous requests from Maryland General Assembly members and their staff, in addition to other stakeholders. However, as these grants originate as legislative initiatives, DGS is working with DLS and members of the Maryland General Assembly to look for opportunities to improve data collection and transfers during the legislative process before the grants are authorized, including collecting sponsor name(s), legislative district, etc. Additionally, the grant management system is not integrated with the state's financial management system (FMIS) and therefore there is a reconciliation that occurs with FMIS financial statements. Requests for reports for available balances will continue to be shared with the appropriate state financial agency/unit and distributed as requested.

E. *Details of specific information requiring updates/correction for grant applications that have been denied.*

All stakeholders with a registered account can submit general inquiries to the Capital Grants Program staff through the Grants Management System including legislative staff. Grant Coordinators monitor and review these inquiries to ensure expedient and first-in-first-out (FIFO) customer service. Additionally, isolating the general inquiry workstream to Grant Coordinators allows Grant Administrators to focus on the technical and administrative review of all grant submissions, which has dramatically reduced grant intake review processing times. Generally, general inquiries are resolved within one business day compared to the average of two weeks that was being experienced before launching the Grants Management System.

In order to prevent communication challenges associated with DLS and elected officials acting as intermediaries between grantees and the Capital Grant Program, DGS will be launching a new CGL Connect platform. This is a new tool utilizing the Intranet Quorum (IQ) platform that centralizes communication for elected officials, state officials, and other stakeholders. This singular platform of communication will reduce the amount of email traffic from various sources and enable CGL to track open requests and deliver excellent customer service. CGL Connect will allow elected

officials and their representatives to submit a webform or email directly into a workflow queue. Upon submission, the webform or email will be assigned a tracking number, enabling all stakeholders to monitor requests and have a historic record of any CGL actions. CGL Connect will not require a login and will be accessible to grantees, elected officials, state and local officials, and legislative staff in the near future.

End of DGS FY 2026 Operating Budget Response