



**MARYLAND**  
DEPARTMENT OF  
BUDGET & MANAGEMENT

*LARRY HOGAN*  
Governor

*BOYD K. RUTHERFORD*  
Lieutenant Governor

*DAVID R. BRINKLEY*  
Secretary

*MARC L. NICOLE*  
Deputy Secretary

TO: Interagency Agreement Coordinators

FROM: Mary Naramore **MN**

RE: Interagency Agreement Plan for HBCU Participation

DATE: June 19, 2018

The FY 19 Budget Bill added a new requirement for Interagency Agreements (Agreements) between State Agencies (Agencies) and Maryland Higher Education Institutions (Institutions). Specifically, the new requirement provides that all Agencies using such Agreements should establish a goal of having at least 5% of the total amount awarded, be awarded to Historically Black Colleges and Universities (HBCUs). The bill also provides that a waiver of the goal can be granted by the Department of Budget and Management (DBM) if an Agency provides a reasonable demonstration of good-faith efforts to achieve the goal. DBM is to report on December 1 as to the extent each Agency met the established goal as well as the reasons why any waivers were granted.

For those of you not already familiar with HBCUs, please note that there are four State HBCUs including: Bowie State University (BSU), Coppin State University (CSU), Morgan State University (MSU), and the University of Maryland Eastern Shore (UMES).

Included with this email are Capabilities Statements from BSU, CSU and MSU identifying their capabilities and areas of interest and expertise (Attachments A.1, A.2 and A.3). This should assist you in becoming familiar with these HBCUs and help you identify areas of expertise that may overlap with services your Agency is obtaining through current or future Agreement. As soon as we have a similar document from UMES we will provide that as well.

In addition to reviewing the Capabilities Statements from these HBCUs, you may wish to schedule meetings with representatives of each HBCU's Sponsored Research Office to further discuss partnering opportunities. The names of these representatives, along with their contact information, are included on each HBCU's Capabilities Statement.

Also included with this email is a list of Agreements compiled from the most recent Annual Report of Interagency Agreements indicating those Agreements in which the HBCUs have expressed an interest in participating (Attachment B). It is DBM's expectation that prior to the expiration of an Agreement that an HBCU has expressed interest in, your Agency will make sure that the interested HBCU is given ample advance notice and provided an opportunity to submit a proposal for your Agency's consideration prior to the award of a successor Agreement. It is suggested that you also reach out to your current Institution partners to discuss possibilities for including one or more of the HBCUs as

a subcontractor in future awards. The idea would be to identify opportunities where subcontracting is appropriate and there is a capabilities match with an HBCU.

To comply with the reporting requirement, DBM is requesting that each Agency provide DBM with a plan as to how they will seek to achieve this 5% HBCU goal on the Agreements they plan to award to Institutions during the FY 19 – FY 21 period. A template has been provided for you to submit your Agency's HBCU plan (Attachment C.1 and C.2).

Please submit your Agency's HBCU Plan to DBM on or before August 15, 2018. This plan should be emailed to the following address: [dbm.iaar@maryland.gov](mailto:dbm.iaar@maryland.gov). Please include the following in the subject line of your email: **HBCU Plan <<Agency Name or acronym>> (e.g., HBCU Plan DNR).**

If your Agency has no Agreements with Institutions and does not plan to award any Agreements over the next three years, you are still required to submit a response. Please send an email to the same address noted above with the same subject line. In the body of the email, please indicate your Agency has no Agreements and does not anticipate awarding any over the next three years.

Should you have any questions about what is being requested, please feel free to give me a call (410-260-7471) or send an email ([mary.naramore@maryland.gov](mailto:mary.naramore@maryland.gov)). Thank you in advance for your cooperation.