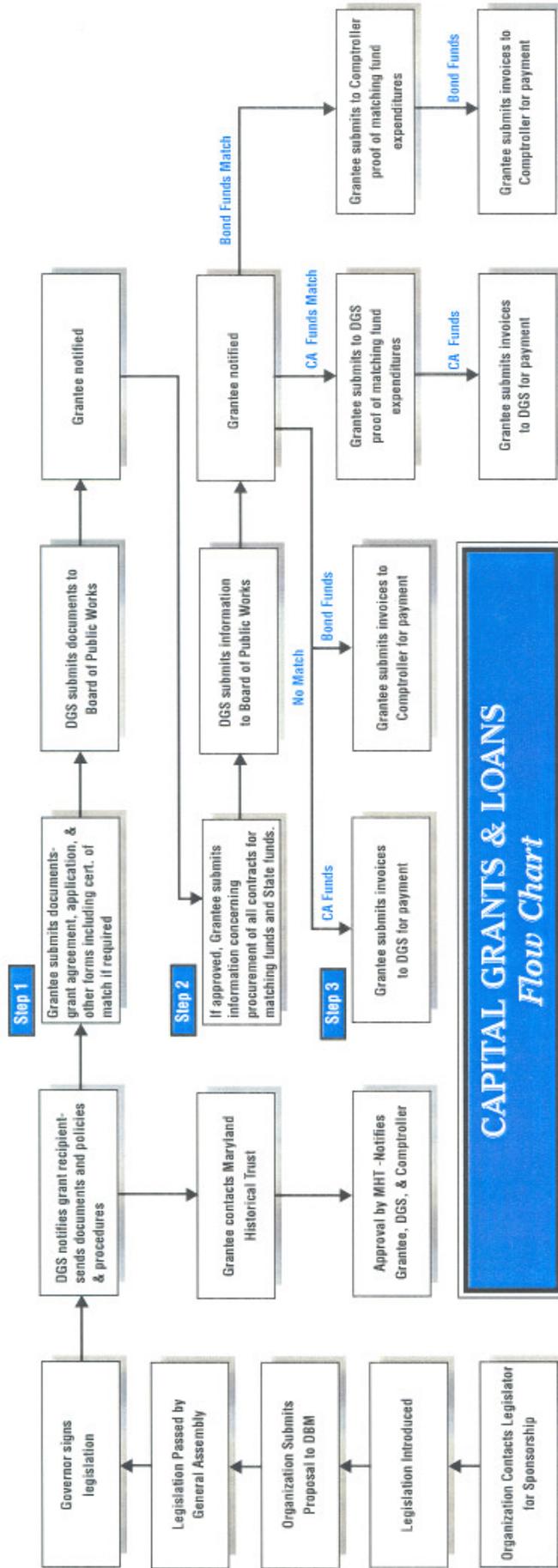


# MARYLAND CAPITAL GRANTS PROJECTS

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Information for State of Maryland  
Capital Grant Recipients

Board of Public Works | Department of General Services  
July 2016, 8th Edition



# FOR STATE OF MARYLAND CAPITAL GRANT RECIPIENTS

This booklet is for you if your organization has been named as a capital grant recipient either in Maryland's annual consolidated bond bill or in an individual bond bill. This booklet serves as a guide to obtaining your funds.

While you may have worked with other people to become an official grant recipient, going forward you will work with the Department of General Services to obtain your grant funds. Although the Board of Public Works ultimately determines whether you have met the requirements to receive your grant, the Department of General Services is your point of contact because DGS administers the Capital Grants Program on behalf of the Board of Public Works.

## Board of Public Works

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410.260.7335

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# REMEMBER THIS:

## The Two-Year Rule and The Seven-Year Rule

Your grant of capital money is governed by State Finance laws. Those laws have two requirements that can cause you to lose your grant if you do not comply with them.<sup>1</sup> So familiarize yourself with these two rules now and keep them in mind as you make your way through the process of obtaining and spending your grant.

### The Two-Year Rule:

You have two years from the effective date of your grant to present proof of your matching fund and to finalize your grant agreement with the State. Even if your grant does not require a matching fund, you still must finalize your grant agreement within two years. **YOUR GRANT EXPIRES IN TWO YEARS IF you do not submit the complete proof of your matching fund and do not finalize the grant agreement in that time.**

#### The Two-Year Rule Worksheet:

Effective date of my grant: \_\_\_\_\_.

Two years from that date will be: \_\_\_\_\_.

I must prove my matching fund and finalize my grant agreement with the State before this date.

### The Seven-Year Rule:

You have seven years from the effective date of your grant to spend your grant money. **ANY GRANT MONEY THAT HAS NOT BEEN SPENT WITHIN SEVEN YEARS EXPIRES AUTOMATICALLY.** If you are five or six years into your grant term and you have not spent your entire grant, contact us so we can work together to avoid the loss of your grant.

#### The Seven-Year Rule Worksheet:

Effective date of my grant: \_\_\_\_\_.

Seven years from that date will be: \_\_\_\_\_.

All grants funds not spent will expire on this date.

<sup>1</sup> State Finance and Procurement Article, §8-128, Annotated Code of Maryland.

# THE GRANT PROCESS

## Step 1: Submit Your Grant Information

After the annual legislative session, DGS sends each grant recipient a package with forms. You need to complete the forms and return the package to:

Department of General Services  
Capital Grants Program  
301 W. Preston Street, Room 1405  
Baltimore, MD 21201

*Note: This is a good time to again review the State's Two-Year Rule (page 5).*

The package you return to DGS must include:

- *Capital Projects Grant Application*  
Take this opportunity to provide updated personnel information, project details, and more specifics about your project's status.
- *Matching-Fund Documentation* (if required by your bond bill)  
The documentation may be a letter or table that lists the sources and amounts that make up your matching fund. Your organization's authorized representative must verify the match by signing the letter. **Include your supporting documents.** Further information about matching funds is on page 14.
- *Capital Projects Grant Agreement* (sign and return both originals)  
DGS includes in your package two originals of the grant agreement that you and the State will sign. Your authorized representative must sign both grant agreements; return both grant agreements with original signatures in your package. DGS will obtain the Board of Public Works signature after you have returned the package. After the Board of Public Works has signed both originals, DGS will return one-fully signed original agreement to you and will retain one in the DGS file.

Even though the grant agreement may appear to be a "form document," the form DGS sends you is specific to your grant as each bond bill has individual requirements. This is why DGS does not put the grant agreement on its Web site with the other forms. So please, take special care with the two grant agreement originals in your package – you won't be able to retrieve them from the DGS Web site.

- *Affidavit: Funds Will Not Be Used For Lobbying*
- *Affidavit: Funds Not To Be Used For Religious Purposes* (if required by your bond bill)



## Step 2: Submit Your Procurement/Contract Information

The State will release grant funds only for contracts and purchases that the State deems eligible in furtherance of your grant's purpose. Payment of grant funds will be authorized only for expenses related to approved contracts and purchases. DGS is available to work with you during your project's procurement solicitation and contract administration phases to help ensure that your contracts and purchases will be approved.

*Note: This is a good time to take stock of the State's Policies (page 9) and to review again the Seven-Year Rule (page 5).*

You need to submit the following to DGS:

1. Project Schedule: Estimated start and completion dates for design and construction.
2. Scope of Work: Plans/specifications including contract documents for each contract.
3. Engineer's Cost Estimate (if available): For each contract.
4. Procurement Procedures/Basis for Selection: Explain the process used to select the vendor for each contract.
5. Bids/Offers: Include the name, address, bid amount (or score), and any other selection criteria result for each bidder. Explain the basis on which the bid was awarded (e.g., low bid, high score, other basis).
6. Green Technologies: Describe any green building technologies used in construction and renovation projects.
7. Debarment Certification: Statement certifying that – to the best of your knowledge – the selected contractor is not debarred or suspended. (The State's debarment list is available at <http://bpw.maryland.gov/Pages/debarments.aspx>.)
8. Prevailing Wage Rate Certification: Statement certifying State wage rates are used when a contract in the amount of \$500,000 or more is 50% or more State-funded. (See page 9)
9. Contracts: Copy of each contract awarded. Explain if the contract amount differs from the bid award.
10. Change Orders: Copies of all amendments or changes to awarded contracts.

## Step 3: Submit Proof of Expending Your Matching Fund to the Comptroller's Office

If your grant has a matching fund requirement, you must show that you have spent your matching fund. Please refer to page 14 for fuller discussion of matching funds, including "hard" match and "soft" match.

1. The State will begin paying your grant funds only after you spend 100% of your hard matching funds. To demonstrate that you have spent the matching fund as required, submit documentation (e.g., copies of invoices with corresponding canceled checks) to the Comptroller's Office that:
  - Shows that your organization has expended funds on contracts (including change orders) and other purchases approved as eligible for grant participation; and
  - Is verified by your chief financial officer or chief administrative officer as showing that the required matching funds were spent in accordance with the bond bill and the grant agreement approved by the Board of Public Works. "Verify" means the person must sign a statement: "I verify under penalty of perjury that the foregoing is, to the best of my information and belief, a true statement of costs incurred and paid for."



2. The Comptroller's Office will review your documentation – and may request further information – to ensure that your organization's expenditures of matching funds are eligible for reimbursement.
3. If you had a soft match certified, DGS will forward your information to the Comptroller's Office.

## **Step 4: Submit Your Request for Payment**

For matching grants, payment request forms are available on the Web site: [www.dgs.maryland.gov/grants](http://www.dgs.maryland.gov/grants). For non-matching grants, submit payment requests to DGS with a cover letter indicating the amount claimed and the federal ID number for the party to be paid.

The State will ensure that it uses grant funds only for eligible expenses. The State will not pay for ineligible expenses. (A full explanation of eligibility criteria begins on page 16.) The State may verify or audit to ensure that the work has been performed or that the goods or services have been received and that payment is due the vendor or grantee.

The State will pay the vendor directly unless we agree to reimburse your organization for invoices you have paid already. The State requires the following before paying grant funds:

- For payments to be made directly to vendors on your behalf, submit:
  - Schedule (chronological listing) of invoice(s) to be paid
  - Original vendor invoices
  - Vendors' Federal Identification Numbers
- For reimbursements to be made to your organization for invoices that your organization has already paid, submit:
  - Schedule (chronological listing) of paid invoice(s) and corresponding check numbers indicating payments
  - Evidence satisfactory to the Comptroller that the invoices have been paid (e.g., copies of canceled checks - front and back)
  - Copies of the vendor invoices
  - Your Federal Identification Number

## **Step 5: You Are Done!**

Please notify the Comptroller's Office and DGS in writing when your grant-funded project is complete. The Comptroller's Office will then prepare a final accounting to determine if the State has paid its share. If the State has underfunded its share, the Comptroller's Office will review all approved expenditures and examine paid invoices and canceled checks. The Comptroller's Office will work with you to make sure that the State has paid its complete share of project costs.

# GRANT FUNDAMENTALS

## State Policies and Requirements

To ensure that State funds are spent equitably and for the benefit of all taxpayers, the Board of Public Works strongly urges you to be mindful of important State policies and requirements while you plan and implement your capital project. Failing to comply with requirements, policies, and procedures or with the terms of your specific bond bill may result in the delay or loss of grant funds.

**Minority Businesses.** Minority Business Enterprises (MBEs) are available to provide all kinds of goods and services related to your grant project. The State's goal is to achieve at least 29% certified MBE participation in its own contracting.<sup>2</sup> We urge you to solicit and hire certified MBEs for all your contracts, especially those funded by State grants. You may obtain a list of Maryland-certified MBEs from the Maryland Department of Transportation, Office of Minority Business Enterprises at 410-865-1269. Contact the Governor's Office on Minority Affairs at 410-767-8232 for more information about MBE participation on your project.

**Resident Businesses.** State grants not only benefit the grant recipient but can also serve as an economic engine. We encourage you to solicit and hire Maryland resident businesses to design and construct your grant project. A resident business is a business that has a Maryland address, is registered to do business in the State, employs Maryland residents, and regularly conducts business within Maryland.

**Maryland Correctional Enterprises.** Furniture & Equipment. Maryland Correctional Enterprises – a State organization providing meaningful work experiences for inmates – manufactures and sells various furniture and equipment. If you are purchasing eligible furniture and equipment, please check to see if Maryland Correctional Enterprises can meet your needs. (See the Contacts section at page 20.)

**Prevailing Wage Requirements.** Whenever a capital project in the amount of \$500,000 or more is at least 50% State-funded, the State Prevailing Wage Law applies.<sup>3</sup> You or your project architect or engineer must obtain the prevailing wage rate for the project from the State Commissioner of Labor and Industry. (See the Contacts section at page 20.) When this requirement applies, you will have to certify to the State that you used the appropriate wages.

**High Performance Buildings.** The State encourages the use of green building technologies to construct and renovate buildings and other capital projects.<sup>4</sup>

**Maryland Historical Trust Requirements.** The Maryland Historical Trust determines whether your project will have significant adverse effects on historic properties and will help you develop measures to avoid, mitigate, or reduce significant adverse effects.<sup>5</sup> You must contact the Trust early enough to allow adequate time to resolve any historic-preservation concerns before you begin your project. The Trust must finish your consultation before the State will disburse funds to you. Funds will not be released until the Trust has issued a letter stating that its review of your project is complete and that it does not object to the release of funds. (See the Contacts section at page 20.)

<sup>2</sup> State Finance and Procurement Article, §§ 14-301–14-308, Annotated Code of Maryland.

<sup>3</sup> State Finance and Procurement Article, §§ 17-201–17-202, Annotated Code of Maryland.

<sup>4</sup> State Finance and Procurement Article, §§ 3-602, 3-602.1, Annotated Code of Maryland.

<sup>5</sup> State Finance and Procurement Article, §§5A-325, Annotated Code of Maryland.



**Roofs.** If you spend grant funds on roofing projects, you must comply with the same State roofing policy that we use for State buildings. Any roof purchased with State funds must have at least a 20-year, no-dollar-limit warranty. In the case of new construction, the proper roofing system is to be determined on the basis of a 60-year life cycle cost analysis. In the case of roof replacement projects, analysis of the proper roofing system must consider all relevant factors, including span dimension, structural condition, foundation design and capacity, roof top equipment, costs, and so forth.

**Religious Purposes Prohibited.** You may not use any project funds (State or matching) to further sectarian religious instruction or in connection with sectarian religious buildings or programs. If your bond bill includes language prohibiting expenditures for religious purposes, you must sign the Affidavit Not to Use Funds for Religious Purposes.

**Forest Conservation.** The Forest Conservation Program applies to construction activities on land greater than 40,000 square feet.<sup>6</sup> (See the Contacts section at page 20 .)

**Debarred Businesses.** The Board of Public Works will not permit a grant recipient to spend State funds on an individual or firm that is suspended or debarred from entering into contracts with the State.<sup>7</sup> You must check the debarment list for all prospective contractors. The list of debarred and suspended contractors is available on the Board of Public Works web page at <http://bpw.maryland.gov/Pages/debarments.aspx>.

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<sup>6</sup> Natural Resources Article, §§ 5-1601–5-1613, Annotated Code of Maryland.

<sup>7</sup> State Finance and Procurement Article, §§ 16-101–16-312, Annotated Code of Maryland.



# Acquiring Real Property with Grant Funds

Some bond bills authorize grant recipients to buy real property. If your bond bill grants your organization funds to buy real property, you must submit to the Department of General Services:

1. Current appraisal acceptable to DGS
2. Contract of sale signed by all parties
3. Loan or mortgage commitment (if purchase financed in whole or part)
4. Preliminary settlement sheet

*Note: The appraisal cost is not an eligible project cost.*

Before you receive grant funds, you must expend your full matching fund. If any part of the purchase is financed, then the amount of the loan or mortgage is treated as a matching-fund expenditure at the time of settlement.

Within 15 days after settlement, you must provide DGS with proof that you purchased the property.



# Competition is Key

Many bond bills authorize grant recipients to obtain contractor services. The State encourages grant recipients to use competition to obtain the best value for the dollar. Paramount to ensuring that State funds are spent responsibly and responsively is for you to competitively select the businesses that will perform the project. County and local government entities should adhere to their respective procurement regulations. Non-profit organizations should develop their own competitive process to ensure they receive the best value for the grant funds expended. The following is a model you can use to develop your own competitive process.

## 1. Develop Specifications of Work to Be Performed

First, you must draft precise and thorough “specifications” or a “scope of services” for the work to be performed. Inexact or vague specifications result in bids that do not respond to your needs. You may wish to describe how the products or services will be used, what performance level is required, and what physical characteristics are needed.

## 2. Prepare a Bid Package

Your bid package should include at a minimum:

- Detailed Specifications or Scope of Services
- Bid Form (if appropriate)
- Evaluation factors when contract award basis is other than low bid (if appropriate)
- Date, time, and location for bid opening
- Project Manager’s name and contact information
- Prevailing Wage Notice, if applicable

## 3. Advertise the Bid

Once you complete the bid documents, you should advertise the opportunity at least thirty days before the bid due-date. The advertisement should include a brief description of the project, the due date and time for bids, and the project contact’s name and information. See the Contacts section of this material for a list of media sources in which to place your advertisement. (This list is not comprehensive nor does it constitute a State endorsement.)



#### 4. Bid Evaluation

The preferred procurement method is competitive-sealed-bidding where the bidders submit sealed envelopes containing their prices to perform the work. Your option is to select a contractor based on price and technical factors such as past performance on similar projects, financial and management resources of the firm, and the firm's approach to the project. Any evaluation factor you choose to use must be disclosed upfront in the bid package. Please be aware that if you use other than a competitive procurement method, DGS may ask you to justify your action.

#### 5. Contract

Make sure to include in your contract:

*Contract Delivery Schedule.* Establish the interim dates and the final date for delivery of your project's components. A delivery schedule protects your interests and the State's by keeping the project on schedule.

*Insurance Requirements.* You must ensure that the project is adequately insured during construction; the State must be named as protected for the grant amount. After the project is completed, you must annually provide a fire-insurance certificate to the State Treasurer's Office in an amount at least equal to the grant.



# Matching Fund

The bond bill that authorizes a grant to an organization often requires the organization to raise a matching fund. This required match is usually equal to the amount of the grant; sometimes a different amount is specified. The specific language in your bond bill describes your matching-fund requirement. Your bond bill might require a hard match or, less frequently, a soft match.

Grant recipients must submit proof of their matching-fund to the State to be certified in full within two years after your bond bill is enacted. Incremental certification of matching funds is not permitted unless your legislation provides otherwise. Remember the Two-Year Rule (see page 5): failure to have your match timely certified may result in the loss of grant funds.

The authorized representative for the grantee organization must sign the match documentation, which may be a letter listing the sources and amounts that make up the matching fund. The letter must include supporting documents as described below. The Board of Public Works is the ultimate arbiter of whether you have met the match set forth in your bond bill.

**Hard Match:** Examples of documentation for hard-match items are:

- If the grant recipient is a government agency, a certified record of the county's or municipality's approved appropriations.
- Bank statements showing cash on hand.
- Canceled checks/invoices showing expenditures made after the bond-bill effective date.<sup>8</sup>
- Commitment letters from commercial lending institutions.
- Bona fide loan agreements.
- Agreement/commitment letters for federal or local government grants.
- Commitment letters for foundation or private grants received (pledges are not acceptable).
- Statements for stocks, bonds, CDs, and other convertible-cash items (investments must be converted and proceeds spent before grant funds will be released).

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<sup>8</sup> For these expenditures to be determined eligible toward your match, you must also provide:

- Name and address of all vendors
- Date and amount of payments
- Descriptions of goods/services and how they relate to the project
- Any contracts, agreements, purchase orders, etc.



**Soft Match:** Examples of documentation for soft-match items (if allowed by your bond bill) are:

- Real Property. The value of real property may be used if the property is:
  - Titled to the grant recipient,
  - The property on which the capital project will be constructed, and
  - Appraised to DGS's satisfaction. (Appraisals may be no more than two years old. The appraisal cost is not an eligible project cost. Contact the DGS Real Estate Office at 410-767-4329 for more information.)
- In-Kind Contributions. The value of goods or services donated to you may be counted toward your match if the goods or services<sup>9</sup> contribute directly to your grant project. Volunteer hours will not be counted as in-kind contributions.
- Canceled checks/invoices showing expenditures made up to two years before the bond-bill effective date.<sup>10</sup>

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<sup>9</sup> For donated goods or services to count toward your match, you must submit:

- Name and address of donor
- Canceled invoice or itemized correspondence from vendor including dates goods/services were delivered, descriptions of goods/services, how they relate to project, number of hours and value of service per hour (include basis for valuation)
- Total value
- Your certification that the goods/services were provided to your organization

<sup>10</sup> For eligible expenditures to count toward your match, you must submit:

- Same information listed in 8 above
- Proof of payment
- Any contracts, purchase orders, invoices



# Eligible Project Expenditures

The State may disburse grant funds only to pay for eligible expenses. Your bond bill will state what types of activities your grant funds. In general, to qualify as an eligible use of grant funds, the object of the expenditure must have a useful life expectancy of at least 15 years. This section describes expenditures eligible for grant funding. Consult with DGS before committing to any costs.

## I. Real Property Acquisition

Acquiring land interests (freehold, fee, or leasehold) and real property improvements.

## II. Architectural/Engineering Services

- A. Preliminary design; project design; preparing plans/specifications and related contract documents; preparing site plans, floor plans, specifications for architectural, structural, site improvements, civil, mechanical and electrical work, and related contract documents.
- B. Construction phase basic engineering; inspection; testing services.
- C. Post-construction phase start-up services.

## III. Construction

- A. Work necessary to produce a complete and usable improvement to real property. Examples of construction projects are: erecting, installing, or assembling a new structure; installing, extending, or replacing utility systems; installing fixed equipment that becomes part of the structure; and developing and improving the site. All roofing projects must comply with the State's roofing policy. (See State Policies at page 9.)
- B. Construction projects are categorized:
  - 1. Addition/Expansion/Extension: Increasing an existing structure's overall external dimension.
  - 2. Alteration: Modifying or adapting the interior arrangement and other physical characteristics of an existing structure so that it may be better used for its present functions.
  - 3. Conversion: Modifying or adapting the interior arrangement and other physical characteristics of an existing structure so that it may be better used for new functions.

*Note: Adjusting exterior space is categorized as addition/expansion/extension and is not normally deemed a conversion.*

- 4. Relocation: Moving an existing structure from one site to another including moving utility lines. Relocation of roads, pavements or similar facilities is excluded. Relocating two or more existing structures resulting in a single structure is deemed a single project.

*Note: When a structure is relocated but the structure consists primarily of new components, the project is categorized as a replacement rather than a relocation.*

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5. Renovation: Restoring and modernizing a structure or its systems, including building code compliance work, so that the structure may be effectively used for its present functions.

*Note: Renovation is needed to counter deterioration and obsolescence due to age, deferred maintenance, original faulty construction, or damage from natural disasters. Renovation differs from alteration primarily because alteration significantly modifies interior space arrangements, while renovation does not.*

6. Replacement: Completely reconstructing a structure, or a mechanical or utility system, which, because of age, unsafe conditions, obsolescence, or other causes, cannot be economically repaired or renovated and cannot be used for its intended function.

*Note: Reconstructing minor components of a mechanical or utility system is categorized as maintenance and is not normally included as a replacement. Replacement will be allowed as an eligible expenditure only if maintenance or renovation cannot resolve the problem.*

7. Restoration: Work required to bring a structure, to the maximum extent possible, to its former state. Ordinarily, restoration is authorized only for historic properties.
8. Site Development and Improvements: Includes grading; installing drainage facilities; constructing new roads, walks, parking areas, retaining walls, recreational areas, and fences; standard and essential landscaping; outdoor lighting.
9. Utilities: Includes installing, extending or replacing items such as sewer, water and electrical-service systems; power plant facilities; heating, ventilating and air conditioning; elevators; fire escapes, sprinklers and fire alarms; and telephone communications and associated control systems.

#### IV. Equipment and Furnishings

Some equipment and furnishings are eligible expenditures while others are ineligible. Initial equipment and furnishings are eligible expenditures if they:

- Have a life expectancy of at least 15 years, with normal maintenance
- Are unlikely to become technically obsolete for 15 years
- Are of durable construction
- Are heavy enough to prevent easy removal (chairs, however, may be eligible expenditures even if they do not meet this requirement)
- Are not intended to replace adequate items already on hand [replacement equipment is not eligible for funding]
- Are necessary to accommodate the functions for which the structure is intended AND
- Are not elaborate or extravagant. Review is guided by the reasonableness of the cost, the items' durability, and the items' appropriateness.

*Note: In the case of conversion or expansion, only equipment and furnishings needed to support a new function are eligible for funding. In the case of alteration, relocation or renovation, equipment and furnishings will not normally be eligible for funding. Because these projects are related to existing functions, it is expected that existing equipment can be used.*



# Ineligible Project Expenditures

The State will not disburse grant funds for ineligible expenses. This section describes expenditures ineligible for grant funding. This list is not exhaustive. The State will determine eligibility on a case-by-case basis. Consult with DGS before committing to any costs.

- I. Feasibility studies or program development needed before authorizing funds (e.g., master plans)
- II. Existing debt, interest (e.g., mortgage, rent, loans)
- III. Fund-raising activities
- IV. Salaries or wages paid to employees for project work
- V. Administrative or legal costs
- VI. Maintenance
  - A. Maintenance is ineligible because it does not have a useful life expectancy of 15 years. Maintenance is the recurring periodic (daily, weekly, monthly, annual) or scheduled upkeep required to maintain or fix a structure or a system, or its components, so that it may continue to be appropriately and effectively used for its intended purpose during its life expectancy. Maintenance includes overhauling, reprocessing, and replacing parts or materials that have deteriorated through normal wear and tear. Maintenance includes work undertaken to prevent damage that otherwise would be more costly to restore.
  - B. Maintenance includes upkeep necessary to meet prescribed standards and codes. Maintenance does not include major changes necessary to cover new accreditation standards.
  - C. Maintenance does not include constructing new maintenance sheds or buildings. Maintenance does not include extending or expanding utilities.
  - D. Following are examples of ineligible maintenance projects:
    - 1. Painting, decorating, caulking, repainting, or treating masonry and other surfaces
    - 2. Repairing wall or floor tiles, shingles or siding, and roofs
    - 3. Sealing asphalt surfaces, ditching, replacing gutters and curbs, patching road surfaces
    - 4. Repairing sprinklers and alarm systems
    - 5. Repairing an elevator or escalator
    - 6. Repairing plumbing, sanitary facilities, or the heating, ventilating and air conditioning system
    - 7. Repairing lighting-and-electrical-systems components.
- VII. Non-Capital Furnishings & Equipment
  - A. Office machines and equipment. Examples: typewriters; computers, printers, and other computer peripherals, including software; calculators; fax machines; copying machines.
  - B. Household furnishings. Examples: mattresses, pillows, rugs, mats, pads, curtains, draperies, pictures, statuary, interior-design items susceptible to the influence of style and frequent turnover, and other similar furnishings.

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- C. Small household furniture, appliances and accessories. Examples: coat-trees, folding chairs and tables, canisters, wastebaskets, trash cans and receptacles, paper roll dispensers, ironing boards, magazine racks, foot stools, dishes, pans, cutlery, glasses, desk sets, ladders, washing machines, dryers, refrigerators, ovens, stoves, fryers, griddles, hot plates, warmers, including hot food loaders, scales, pegboards, lamps, grills, toasters, irons, clocks, vacuum cleaners, scrubbers and floor polishers, bulletin boards, easels, planter boxes, movable chalk boards, towel racks not fixed, other similar furniture, equipment and accessories.
  - D. Small equipment, machinery, and appliances. Examples: power tools, electric fans, movable air conditioning units, paint sprayers and paint mixers, welding machines, movie and slide projectors, portable screens, film splicers, slide viewers, audiovisual aids, CD and DVD players, video cassette recorders, record players, television sets, radios, stereo systems, portable paging systems, and other similar machinery and appliances.
  - E. Major medical equipment and medical instruments – Examples: ophthalmoscopes, cystoscopes, otoscopes, oxygen tents, porta-lifts, bath lifts, cardiac arrest units, autoclaves, blood volume machines, serological baths, cryostat microtome units, ultra-violet lamps, resuscitators, inhalators, suction devices, refraction machines, eye charts, EEG and EKG machines, X-ray equipment, CT scan and MRI equipment, anesthesia units, obstetrical apparatus, whirlpool baths, and other similar equipment.

*Note: Exception may be made for major medical equipment and medical instruments that exceed \$20,000 if the useful life expectancy exceeds 15 years. Consult with DGS.*

- F. Professional, scientific and controlling instruments. Examples: photographic and optical equipment such as spectrophotometers, colorimeters, catheterization trays, fluoroscopes, microscopes, oscilloscopes, balance scales, recorders, lenses and binoculars.

*Note: Exception may be made for professional, scientific and controlling instruments that exceed \$20,000 if the useful life expectancy exceeds 15 years. Consult with DGS.*

- G. Glass and glass products, flat, blown or pressed. Examples: distilling apparatus, beakers, vials, test tubes, slides, basins, lamps, chinaware, dishes, mirrors, glass-top tables, and other similar products.
- H. Game equipment. Examples: bowling games, shuffleboards, billiard tables and equipment, ping-pong tables, and game tables.
- I. Vehicular and motorized equipment. Examples: automobiles, trucks, boats, cleaning trucks, food trucks, heated or refrigerated tray trucks, dumpsters, fork lifts, farming equipment, trailers or carts, wheel chairs, wheeled carts for maintenance use, and other similar equipment.
- J. Supplies and materials. Examples: blankets, sheets, pillowcases, table linens, janitorial supplies, laboratory supplies, medical products, candle holders, books, flags and bunting, audio or visual tapes or discs, small hand tools, tool boxes, office supplies and other similar supplies and materials.

# CONTACTS

## State Agencies to be Contacted Listed by Subject

### *Application*

Department of General Services  
301 West Preston Street, Room 1405  
Baltimore, MD 21201  
410.767.4107 or 410.767.4058  
1.800.449.4347 ext. 4107

**Applications are on the Internet at: [www.dgs.maryland.gov/pages/grants/index.aspx](http://www.dgs.maryland.gov/pages/grants/index.aspx)**

### *Appraisals of Real Property*

Department of General Services  
300 West Preston Street, Room 601  
Baltimore, MD 21201  
410.767.4329

### *Bond Bills - Future*

Division of Capital Budgeting  
Department of Budget and Management  
301 West Preston Street, Room 1209  
Baltimore, MD 21201  
410.767.4530

### *Bond Sale Schedules/*

### *Cash Requirements Forecast Surveys*

State Treasurer's Office  
Treasury Building, Room 109  
Annapolis, MD 21401.1991  
410.260.7920

### *Contracts – Advertising the Bid*

#### SUGGESTED SOURCES

Baltimore Sun  
Washington Post  
The Afro American  
The Daily Record  
Dodge Reports  
Your Local Paper

### *Contracts – Prevailing Wage Law*

Prevailing Wage  
Division of Labor and Industry  
Dept of Labor, Licensing & Regulation  
1100 North Eutaw Street  
6th Floor, Room 607  
Baltimore, MD 21201  
410.767.2342

### *Contracts – Procurement Issues*

Department of General Services  
301 West Preston Street, Room 1405  
Baltimore, MD 21201  
410.767.4107

### *Debarred and Suspended Contractors*

[www.bpw.state.md.us](http://www.bpw.state.md.us)

### *Design and Construction - Coordination and Approval*

Department of General Services  
301 West Preston Street, Room 1405  
Baltimore, MD 21201  
410.767.4107

### *Forest Conservation*

Department of Natural Resources  
State Forest Conservation Program  
E-1 Tawes State Office Building  
Annapolis, MD 21401  
410.260.8511

# CONTACTS

## State Agencies to be Contacted Listed by Subject

### *Furniture and Equipment*

Maryland Correctional Enterprises  
7275 Waterloo Road  
Jessup, MD 20794  
410.540.5400

### *General Questions*

Department of General Services  
301 West Preston Street, Room 1405  
Baltimore, MD 21201  
410.767.4107

### *Historic Preservation*

Office of Preservation Services  
Maryland Historical Trust  
Department of Planning  
100 Community Place  
Crownsville, MD 21032  
410.514.7631

### *Matching Funds*

Department of General Services  
301 West Preston Street, Room 1405  
Baltimore, MD 21201  
410.767.4107

### *Minority Business Enterprise Directory*

Department of Transportation  
7201 Corporate Center Drive  
Hanover, MD 21076  
410.865.1269  
[www.mdot.state.md.us/MBE\\_Program/directory](http://www.mdot.state.md.us/MBE_Program/directory)

### *Payments and Reimbursements*

Capital Projects Administration  
Office of Administration and Finance  
Comptroller of the Treasury  
P. O. Box 466  
80 Calvert Street  
Annapolis, MD 21404-0466  
Phone: 410.260.7851  
Fax: 410.974.2737  
E-mail: [capital\\_grants@comp.state.md.us](mailto:capital_grants@comp.state.md.us)