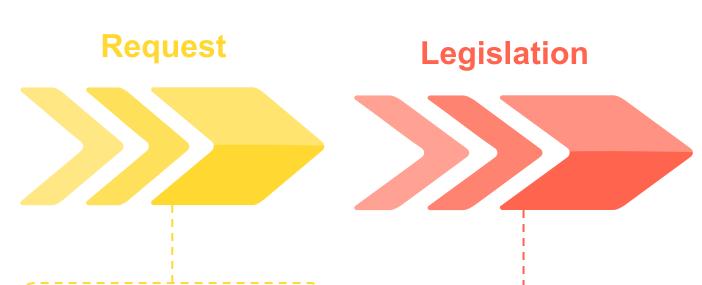


Authorization (Before DGS)





Bond Bill

Potential
Grantee
Contacts state
legislator to
request
sponsorship of a

Legislator
Introduces
Bond Bill during
General
Assembly

Sponsorship

bond.

Project

Proposal

Project

Details

Potential Grantee submits project proposal to DBM & DLS

Inclusion & Vote

Funding

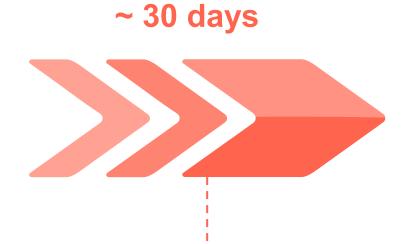
Decision

Bond bill is either passed or denied by the General Assembly



Governor Signs Bill

Governor signs
Legislation to
approve the
Bond Bills.



DLS Email

Department of
Legislative
Services sends
email to grantee
to notify them of
grant
authorization

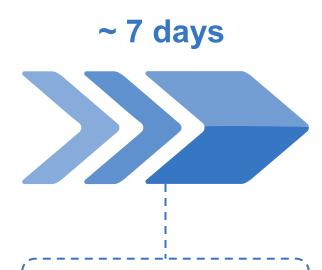
Grant Activation (DGS)





Request Activation

Grantee fills
out "Activate
Grant" Form
to confirm (or
rectify)
details in
Fact Sheet



Activate Grant

DGS
transfers
grant
ownership
and opens
Intake form



Submit Documents

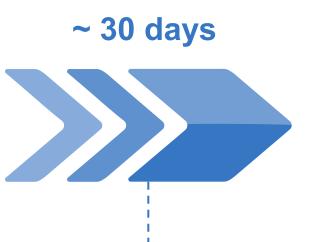
Grantee
accepts
ownership
and fills
intake form

Intake Documents

- Capital Project Grant Intake form
- Affidavit funds will not be used for religious purposes
- Affidavit that funds will not be used for lobbying
- Certification of Matching Funds (if required)
- Maryland Historical Trust Project Review Form
- Grants Application Packet Checklist
- All property information, owner, lease, deed, etc
- Proof of insurance
- Corporate Diversity Addendum
- Request W-9 at this time]
- The application information form should include a description of the project and scope of work and not just the verbiage of the legislation.

Grant Intake & Agreement (DGS)

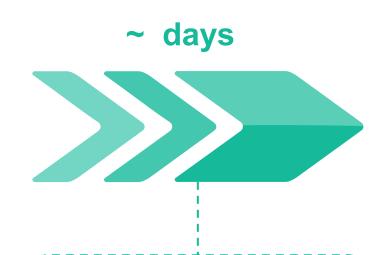




Intake Review

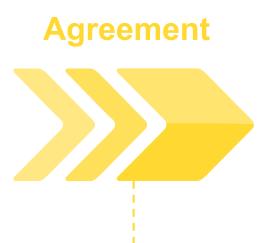
Document
Review and
Records checks
(SDAT, COI,
Lease, etc)

Draft Grant Agreement



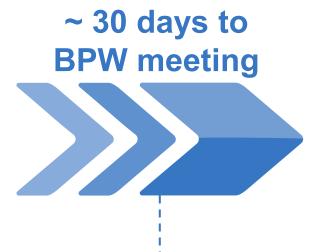
Legal Sufficiency Review

The Board of
Public Works
Assistant
Attorney General
Reviews the draft
agreement for
legal sufficiency



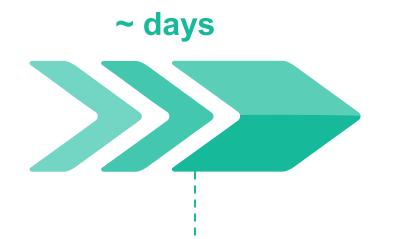
Sign Agreement

DGS sends
legally
sufficient
agreement to
Grantee for
signature



Schedule for BPW

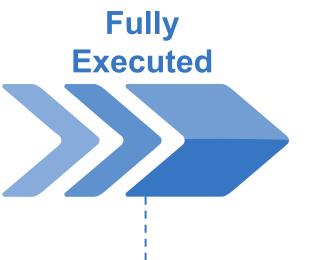
DGS schedules
the Draft
Agreement for
Consideration at
the next Board of
Public Works
meeting



Approval & Signatures

The Board of Public Works approves grants.

Agreement signed by the BPW Executive



Instructions for Next Steps

DGS notifies grantee that grant is fully executed

Contract Eligibility
& Payment
information

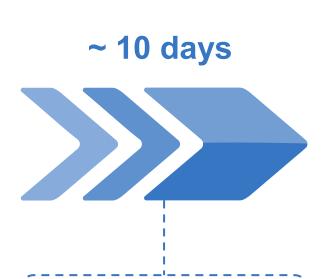
Grant Intake & Agreement (DGS)





Submit Contracts for Review

Grantee
submits
contracts with
each vendor
for DGS
verification



Contract Review

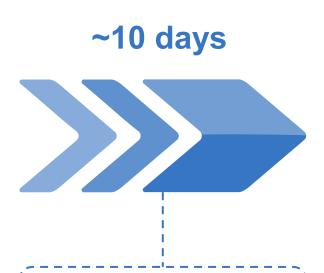
DGS Reviews
contracts against
legislation and
BPW guidelines

DGS provides
Contract
Eligibility Letter



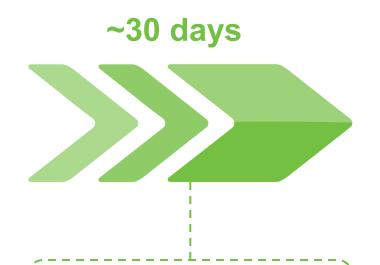
Submit Documents

Grantee
submits
invoices for
payment –
reimbursement
or direct to
contractor



Payment Approval

payments for compliance with allowable expenses and issues authorization letter



Payments

Comptroller's office makes payments to grantee

EFT (faster) or cheque payments

