

# Grant Intake Readiness Checklist



Maryland

DEPARTMENT OF  
GENERAL SERVICES

This checklist helps grantees proactively complete critical steps for the capital grants intake process.

## Create Your Submittable Account

Submittable is the DGS Grant Management System. [Create a Submittable account](#) as an authorized representative to complete the intake process upon grant availability.

## Intake Form (Application)

Review the [Example Grant Intake Form](#) to understand the information grantees must submit during the intake process. \*Dependent upon the grant type.

## Religious Purposes Affidavit

[Download](#) and complete the Religious Purposes Affidavit. Grantees must upload a completed and signed document.

## Lobbying Affidavit

[Download](#) and complete the Lobbying Affidavit. Grantees must upload a completed and signed document.

## Maryland Historical Trust Project Review

Submit a [Project Review Request](#) to the Maryland Historical Trust (MHT) for each project location authorized under the grant. Grantees are required to upload an MHT Project Review Letter.

## Certificate of Insurance (COI)

Property funded or improved by State grants must be insured. Coverage must be in excess of the grant amount, and the State must be listed as a loss payee. Obtain a Certificate of Insurance from your insurer with the State listed as: State of Maryland, Department of General Services, 301 W. Preston Street, Suite 703, Baltimore, MD 21201. Grantees must upload a COI.

## Corporate Diversity Addendum

[Download](#) and complete the Corporate Diversity Addendum. Grantees must upload a completed and signed document.

## Grant Match Documentation (If Applicable)

Prepare supporting documentation for matching grants as described in the [Capital Grants Booklet](#). Grantees must upload the required documents.

## Automated Clearing House (ACH)/Direct Deposit Registration

All grantees and vendors are encouraged to complete ACH registration with the Comptroller of Maryland to receive grant funds disbursement electronically. Complete and submit the ACH registration as instructed in the [State of Maryland ACH/Direct Deposit Authorization Form](#).

## Property Ownership Verification

Grantees must [verify property ownership of project location\(s\)](#) under their grant through the Maryland Department of Assessments and Taxation (SDAT). If the grantee does not own the property, a 15-year lease, memorandum of agreement, or use of property agreement must be submitted, and the property owner may be added as a beneficiary on the grant agreement. Grantees must upload the required documents.

## W-9

Download and complete a [W-9](#) Form. Grantees must upload a completed and signed document.

## Certification of Good Standing

The grantee organization must [certify its good standing](#) with the State of Maryland through an SDAT Business Entity Search. Grantees must upload proof of certification.

## Property Acquisition Documents (If Applicable)

Grantees using funds to purchase or acquire property must submit a property appraisal no older than two years and a preliminary settlement sheet. DGS may also request a contract of sale signed by all parties and a loan or mortgage commitment (if the purchase is financed in whole or in part). Grantees must upload the required documents.

## Grant Agreement

Review the [Example Grant Agreements](#) to understand the basic provisions and requirements outlined by the Board of Public Works (BPW).