Capital Grants & Loans Process Chart

**Authorization**
- Organization contacts legislator for sponsorship
- Legislation introduced
- Organization submits proposal to DBM/DLS
- Legislation passed by General Assembly
- Governor signs legislation

**Approval**
- DGS sends to Grantee grant package for completion (application, affidavits, insurance, and certification of match as required)
- Grantee submits to DGS completed grant package
- DGS reviews submission; sends to Comptroller/DGS
- MHT notifies Grantee, DGS, and Comptroller
- Grantee contacts MD Historical Trust
- DGS notifies Grantee of contract eligibility
- DGS reviews contracts to determine eligibility
- Grantee contacts MD Historical Trust
- Grantee submits to DGS procurement information, and contracts for eligibility determination
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- DGS submits documents to the Board of Public Works, and notifies grantee of meeting date
- Grantee signs and returns to DGS the grant agreement
- DGS submits to Comptroller proof of expenditure of eligible expenses
- Grantee submits to Comptroller invoices
- BPW approves grant agreement; DGS notifies Grantee

**Payments**
- Comptroller/DGS approves invoices; Grantee notified of payment

**Closeout**
- Step number in Maryland Capital Grants Handbook
- Grantee notifies DGS and Comptroller when project is complete
- DGS sends to Grantee request for Grant Close-Out Report
- Grantee sends to DGS Closeout Report
- DGS sends to Grantee close-out report
- Grantee sends to DGS close-out report

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