



Maryland Capital Grants and Loans Program Submittable - Status and Stage Definitions

Grant Intake Stages

New

Grant submission has been received from the submitter and is in the queue for review. DGS has not reviewed or processed the grant submission. The grant submission will remain at this stage until a Maryland Department of General Services Capital Grants and Loans Intake Form ("intake form") is completed and submitted. Forms and requests are reviewed first-in, first-out (FIFO). Once an intake form is selected from the queue, the next stage will be Grant Intake Review.

Grant Intake Review

Grantee ("the submitter") has submitted a Maryland Department of General Services Capital Grants and Loans Intake Form. Forms and requests are reviewed first-in, first-out (FIFO). During this stage, the grant administrator reviews all information submitted in the intake form. If all requirements are met, the next stage will be Drafting Grant Agreement. If requirements are unmet, the grant intake form will be declined, and the submitter will be notified of the reasoning.

Drafting Grant Agreement

The intake form has been reviewed and has met all requirements of the grant intake process. During this stage, the grant administrator drafts a grant agreement based on the grant legislation and intake form. Once the grant agreement is drafted, the next stage will be Legal Sufficiency Review.

Legal Sufficiency Review

The grant administrator has drafted the grant agreement. Grant agreements and certain grant intake information must be reviewed for form and legal sufficiency. During this stage, the Office of the Assistant Attorney General (AAG) for the Maryland Board of Public Works (BPW) reviews the necessary files for form and legal sufficiency. If the grant agreement is deemed legally sufficient, the next stage will be Grantee Signature Requested.

If any modifications are requested by BPW's AAG or the grantee, the grant submission will remain in this stage until all related concerns are resolved. Note that modifications may delay BPW approval and the receipt of a fully executed grant agreement, which may delay the grant fund disbursement.

Grantee Signature Requested

The grant agreement has been deemed legally sufficient. During this stage, the grant administrator will send the grant agreement to the grantee for signature. The grant submission will remain in this stage until the signed grant agreement is received from the grantee. If the completed and signed grant agreement meets the requirements, the next stage will be BPW Agenda Item Requested.

BPW Agenda Item Requested

The grantee has signed the grant agreement. All grant agreements must be submitted to the Office of State Procurement (OSP) and BPW liaisons for review and approval to become a bonafide BPW agenda item. During this stage, the grant administrator sends a request for a Capital Grants and Loans (CGL) agenda item to OSP and BPW liaisons. Upon approval, OSP/BPW liaisons provide the CGL agenda item number and BPW meeting date to the grant administrator. The next stage will be Scheduled for BPW/Awaiting BPW Approval.

Scheduled for BPW/Awaiting BPW Approval

OSP/BPW liaisons have approved the grant agreement as a CGL item for a BPW meeting. During this phase, the grant administrator will notify the grantee regarding the scheduled BPW meeting date, time, and CGL item number related to the grant agreement. The grant submission will remain in this stage until after the respective BPW meeting and a final BPW action has been completed. If the grant agreement ("CGL agenda item") is approved, the next stage will be Awaiting BPW Signature.

Awaiting BPW Signature

BPW has approved the grant agreement. All grant agreements must be signed by BPW's Executive Secretary to be deemed fully executed. During this stage, the grant administrator updates the grant submission to reflect BPW's action and sends the grant agreement to the Office of the Executive Secretary for BPW for signature. The grant submission will remain in this stage until the signed agreement has been returned to the grant administrator. The next stage will be Fully Executed Grant Agreement.

Fully Executed Grant Agreement

The grant agreement has been approved by BPW and signed by BPW's Executive Secretary. During this stage, the grant administrator sends a copy of the fully executed grant agreement to the grantee with notification of eligibility to submit contract eligibility and payment requests. This stage completes the grant intake process, and the status of the grant submission will be "Accepted." All other stages will be related to ad-hoc grant-related requests, amendments, modifications, etc.

Miscellaneous Stages

Contract Eligibility Review

Grantee has submitted a Contract Eligibility Request Form. During this stage, the grant compliance specialist reviews the request and determines the eligible costs outlined in the contract. Grantees with direct purchases authorized under the grant may have submitted receipts, which will be reviewed during this stage. If the contract/purchase is eligible to be funded using grant funds, the grant compliance office will send a contract eligibility letter.

Payment Request Review

Grantee has submitted a payment request for grant-related expenditures from an eligible contract/purchase. Payment requests should only be submitted for eligible expenditures under a contract eligibility letter. During this stage, the grant compliance specialist reviews the request and determines the eligible payable amount. If the payment request is approved, a payment processing request will be submitted to the DGS Office of Fiscal Services.

Grant Amendment/Admin Fix/Correction Requested

Grantee has submitted a request to change or modify their grant. The grant submission will remain in this stage until a final determination is made by the Department of Budget and Management (DBM) and the Department of Legislative Services (DLS). Note the final determination may require the grant to be amended through a Legislative Bond Initiative and/or a new grant agreement to be approved, including an additional BPW meeting.

Grant Submission Statuses

New

Grant submission has been received from the submitter and is in the queue for review. DGS has not reviewed or processed the grant submission.

Accepted

The grantee has completed the grant intake process and received a fully executed grant agreement. This status allows grantees to submit contract eligibility and payment requests. The grant submission status will not be “accepted” until DGS receives the final signature from BPW’s Executive Secretary.

In-Progress

The grantee has submitted an intake form, whereas the grant submission is being actively reviewed across the various stages of the grant intake process.

Declined

The grantee’s grant submission has been declined due to invalid or missing information required to complete the grant intake process.