



## Capital Grants & Loans Division

Dear Grantee:

Congratulations on your Legislative Bond Initiative being funded through the Maryland Consolidated Capital Bond Loan of 2021! Our Capital Grants & Loans Office at the Maryland Department of General Services is happy to know that you have received the authorization to get started on your capital grant project.

On behalf of the Maryland Board of Public Works, it will be our pleasure to work with you through each of the required post authorization steps to receive the grants funds for your capital project.

### First Steps

We have streamlined the process this year and you will be able to download the needed form documents and guidelines directly from our DGS Capital Grants website. Click [here](#) to access the Capital Grants Project web page to get started. There you will find the step-by-step process for you to easily follow, along with the [Capital Grants & Loans Booklet](#), the [process chart](#), the [application packet and forms](#), [contact information](#), [grant project information](#), and frequently asked questions ([FAQ](#)).

### Your Support Team

Another new aspect this year of the capital grants process is that you will now have a dedicated Regional Grant Administrator assigned to work with you from the beginning of the process through the close-out of your capital grant. To identify the Regional Grant Administrator who is assigned to your county, click [here](#) for their contact information.

### Understanding the Grant Process

To ensure that you can get off to a good start with your Capital Grant Project, we have scheduled two live virtual training sessions for new grantees like you. This training session will provide you with the opportunity to meet the Capital Grants & Loans Division staff, including your assigned Grant Administrator, and to get a detailed overview of the process. We have scheduled two virtual training sessions so that you can choose which one you would like to attend. **The optional training session dates are Thursday, June 17, 2021 at 1pm - 2:30pm OR Thursday, June 24, 2021 at 9:30am – 11:00am.**

### Training Registration

Registration will be required to attend. You will receive a separate invitation via email to register for one of the training sessions. Participation will be on a first come first serve basis because space is limited for each training session. So please be sure to register as quickly as you can for the preferred training session that you would like to attend.

Thank you for allowing us to serve you in this important endeavor.

**Deirdra Bell**

Director

Capital Grants & Loans Division (CGL)

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