

## Maryland Hospital Bond Program Resources & Process

MHA serves as facilitator of the hospital bond program in coordination with three state agencies: the Maryland Historical Trust (MHT), the Department of General Services, (DGS) and Comptroller's office. After your grant has been included in the Governor's capital budget and enacted into law (June 1), DGS will send your individualized grant agreement which officially begins the process. MHA staff can always serve as a resource, but for specific questions along the way, the following state contacts can help ensure you are meeting the requirements to obtain your funding.

### Maryland Historical Trust (MHT)

**Purpose:** MHT determines if your project will impact historical properties. The Board of Public Works (BPW) *cannot* approve the release of grant funds until a letter is received from MHT, verifying they have reviewed your project. **MHT takes 30 days for review, so this step should be completed as early as possible.**

**Tips:** For most projects that involve interior work on existing, non-historic facilities - submittals can be very brief. No construction drawings or detailed photos needed. The Project review form was designed to meet a variety of project types, so some sections will not be applicable.

**Important things to include are:** the year, chapter # and DGS Item # of the grant, a good map location and project description. NOTE: If you are receiving *additional* grant funding for the *same* project, then that is considered a *new* bond bill for the same project, so you will still need to contact MHT for a bond review letter for that *new grant*.

#### **Main Contact:**

Beth Cole  
Project Review & Compliance  
Administrator  
410-697-9541  
[beth.cole@maryland.gov](mailto:beth.cole@maryland.gov)

<https://mht.maryland.gov/secure/medusa>  
(Historical site database)

### Department of General Services (DGS)

**Purpose:** DGS administers the Capital Grants Program on behalf of the Board of Public Works. DGS monitors every grant to ensure compliance with two rules. **Failure to comply can result in the loss of your grant.**

**Rule #1:** Within **two years**, proof of matching funds must be provided and the grant agreement must be finalized.

**Rule #2:** Within **seven years**, grant funds must be expended/encumbered. DGS also monitors all contracts and purchases to ensure they are considered "eligible" by the State's standards.

**Tips:** DGS sends out warning letters when the two and seven year deadlines are approaching. Keep in contact with DGS and be sure to notify their office when your project is complete.

#### **Main Contact:**

Shirley Kennedy  
Capital Grants Program Manager  
410-767-4107  
[Shirley.kennedy@maryland.gov](mailto:Shirley.kennedy@maryland.gov)

Kim Langkam  
Capital Grants Management Assoc.  
410-767-4478  
[Kimberly.langkam@maryland.gov](mailto:Kimberly.langkam@maryland.gov)

<http://dgs.maryland.gov/pages/grants/index.aspx>

## Comptroller's Office

**Purpose:** The Comptroller's office is responsible for disbursing funds, once they receive proof that the matching funds have been spent. The Comptroller's office reviews the submitted documentation to ensure that the expenditures provided are eligible for reimbursement. They can make payments to vendors on your behalf or reimburse your hospital for paid invoices.

**Main Contact:**  
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 Capital Projects Unit Administration & Finance  
 410-260-7851  
[Capital\\_grants@comp.state.md.us](mailto:Capital_grants@comp.state.md.us)

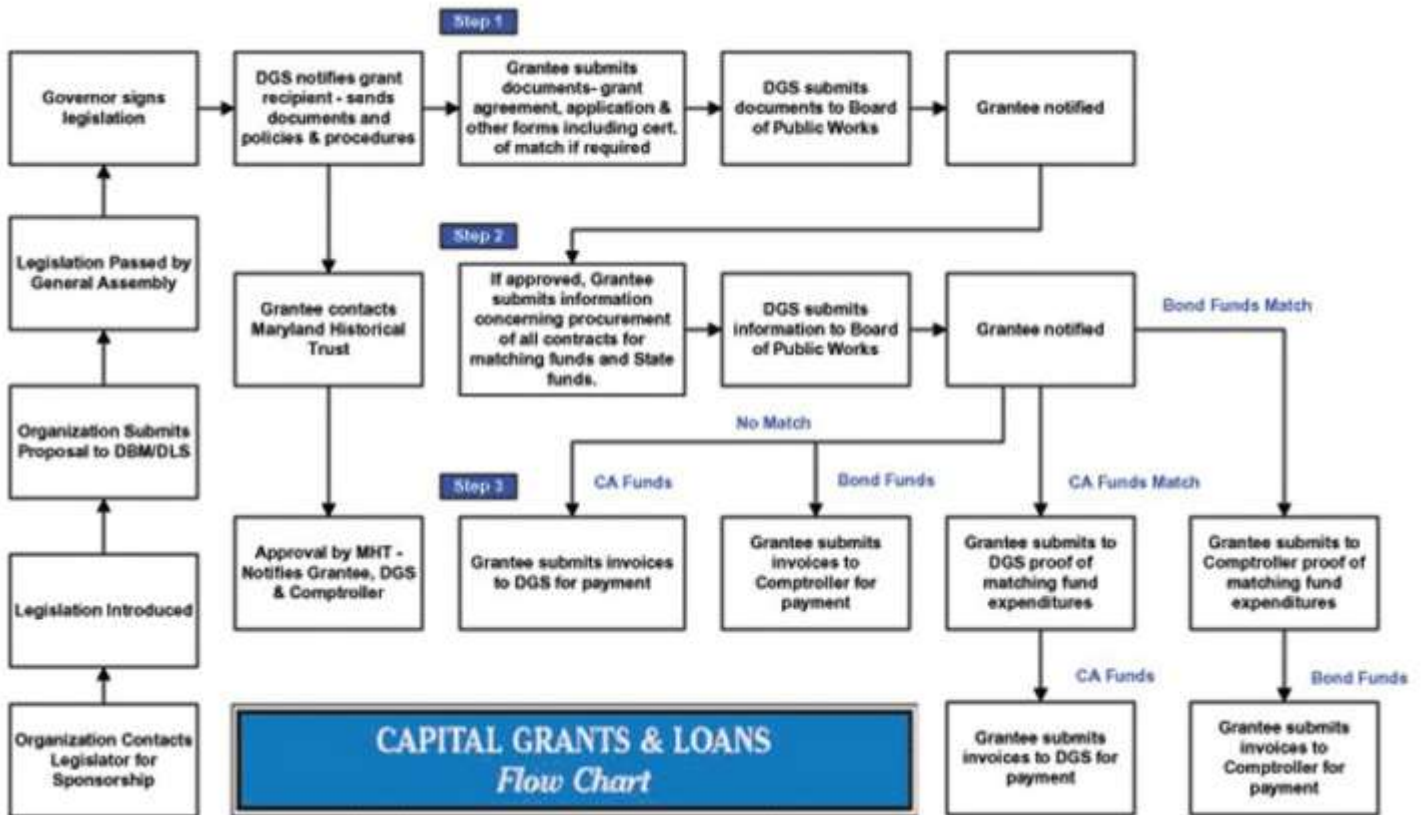
**Tips:** Keep in contact with the Comptroller's office and notify them when your project is complete. If you are unsure of where you are in the process, checking in with the Comptroller's office can give you an idea of what steps you need to take in order to receive funding from the state.

### Two-Year & Seven- Year Rules

**Two Year:** You have two years from the effective date of your grant to present proof of matching funds and finalize your agreement with the State. **If not completed, your grant automatically expires.**

**Seven Year:** You have seven years from the effective date of your grant to spend the grant money. **If not spent, the grant automatically expires**

## Capital Budget Grant Process



Courtesy of the Maryland Department of General Services