

1.13 FOOD, EQUIPMENT, GRANTS, SUBSIDIES, CONTRIBUTIONS

FOOD (Object 0920)

The justification for the agency's food requests should be presented in either column 19 of the HOBO budget file or on a DA-2 form. Generally, the justification reflects the number of people served, multiplied by number of meals per day, multiplied by the number of days. In addition, the cost of the meals should be justified.

Please refer to the Department of General Services website for statewide contracts for food and supplies for food preparation:

http://www.dgs.maryland.gov/Procurement/StatewideContracts/comm_food.html

Please contact your assigned DBM budget analyst to discuss the calculation of your agency's FY 2017 food request.

EQUIPMENT: REPLACEMENT AND ADDITIONAL (Object 10 = Replacement; Object 11 = Additional)

Requests for replacement and additional equipment should be itemized and justified on a DA-2 form. Where appropriate, use the prices in Sections 2.3 and 2.4 to estimate the costs of any equipment.

According to State law, agencies shall purchase equipment and furniture from Maryland Correctional Enterprises when possible. <https://mce.md.gov/>

Another alternative is to use statewide contracts for equipment. Please refer to the Department of General Services (DGS) website for furniture and equipment:

<http://www.dgs.maryland.gov/Procurement/StatewideContracts/commodities.html>

The Department of Information Technology has master contracts for computer equipment: <http://doit.maryland.gov/contracts/Pages/HWMasterContractHomepage.aspx>

Agencies may use the Treasurer's lease financing program for significant equipment purchases. <http://www.treasurer.state.md.us/debtmanagement/capital-lease-financing.aspx>

GRANTS, SUBSIDIES, AND CONTRIBUTIONS (Object 12)

Each agency is now required to provide detail on funds granted by the agency to other entities. Each grant of at least \$25,000 must be listed on a DA-23 form. For each grant, provide the FY 2015 actual award (as reflected in FY 2015 expenditure data), FY 2016 estimated award (as reflected in the FY 2016 appropriation), and any FY 2017 funding requested for the same grantee. If grants will be awarded on a competitive basis and the expected grantee is unknown at this time, please list "TBA" in the column for Name and Location of Grantee or Vendor. If a grantee receives multiple awards for different services or purposes, please list each award separately, and by subprogram if possible.