



DEPARTMENT OF BUDGET & MANAGEMENT  
OFFICE OF BUDGET ANALYSIS

## Section B: BUDGET FILE

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**JUNE 2017**

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## B.1 BUDGET DEVELOPMENT GUIDANCE

The State of Maryland uses a current services budget (CSB) process. DBM begins with a base of the previous year's budget, then adjusts that base for certain known changes, creating CSB targets for agencies. Agencies must carefully consider their targets and determine what action is needed to submit a budget within the target. Agencies may have to decrease portions of their budget below the previous year's expenditure level. Please contact your assigned DBM analyst if you would like guidance for a specific type of expenditure. Agencies should include documentation with the budget request regarding assumptions made about each category of expenditure (comptroller object or "subobject"). Please refer to [Section B.14](#) for a list of subobjects and guidance on each.

### General Considerations

Agencies should answer the following questions before beginning to build their budget:

- Are any new facilities becoming operational and therefore increasing operating costs?
- Are there required rate changes from the federal government, service providers, or DBM?
- Are there any approved salary adjustments?
- Are there other budget drivers that should be considered?
- If the agency budget is dependent on a caseload forecast, how will that forecast change in the coming fiscal period?

### Strategies

**Averages:** When determining the budget for some subobjects, it may make sense to budget the average of the last three completed fiscal years. Averages should be applied to recurring expenditures that are not "controlled subobjects." (See page 2 of this section for a description of controlled subobjects). For example, if the number of inspections an agency conducts stays the same each year, the travel costs related to these inspections may be relatively stable, depending upon fuel costs. Using the average of the last three years may allow for a stable funding level that changes marginally to reflect actual travel costs.

**Most Recent Year Actuals:** In some cases, it may be more appropriate to budget the same amount as was spent in the most recently closed fiscal year. Using the most recent actual expenditures is particularly valuable if the agency recently began a new program and does not have enough data or experience to fully predict the potential expenditures. Over time, the agency should be able to better determine which budgeting strategy is appropriate.

**Inflationary Factor:** In some cases, such as when calculating expenditures that are consumer-based, it makes sense to inflate the previous year's budget. In general, the State uses the Implicit Price Deflator for State and Local Expenditures. Additional information on the implicit price deflator can be found [at this link](#). Next, select *Section 1 – Domestic Product and Income* and then select *Table 1.1.9 Implicit Price Deflators for Gross Domestic Product (A) (Q)*. Scroll down to Line 26 to find the State and local expenditures.

**Specific Commitments:** In some cases, there are discrete additional charges that the agency may include for specific commitments. These are often one-time expenditures for new equipment or expenditures related to a new initiative. The agency may budget these within the target, reducing in other areas if necessary. This should include contracts that are multi-year commitments.

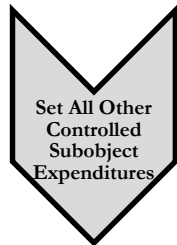
## Building Blocks of the Budget



- Budget the number of employees the agency will need in order to achieve the goals of the upcoming fiscal period and set the salaries for these employees using the subobject 0101 target set by DBM. New positions must be submitted as over-the-target requests.
- Budget the health and pension benefits and turnover rate that relate to the positions budgeted above.
- The most important subobjects for the agency for this step are 0101, 0112, 0151, 0152, 0154, 0161, 0169, 0174, and 0189.



- Budget the number of contractual employees the agency will need in order to achieve the goals and objectives of the upcoming fiscal period and set the salaries for those contractuales. Be diligent about ending contractual positions that are no longer necessary.
- The most important subobjects for the agency for this step are 0220, 0213, 0214, 0217, and 0289.
- The State provides health insurance for certain contractual employees. DBM will send a target to agencies to budget for this expense.
- When budget developers build their salary and fringe budgets, they should include the following considerations:
  - Will the agency be reclassifying individual employees?
  - Will the agency be converting contractual employees to permanent employees?
  - What are the current vacancies and how many of those will be filled in the budget?



- Controlled subobjects are nondiscretionary. The amounts in the request must be exactly the same, by fund source, as those in the legislative appropriation. The agency should carefully follow the budget instructions and contact the assigned DBM budget analyst if there are any questions or concerns. These specific subobjects are 0101, 0152, 0154, 0175, 0217, 0305, 0322, 0697, 0831, 0833, 0839, 0874, 0875, 0876, 0882, 0894 and 0897. Other controlled subobjects that must be budgeted according to guidance in Section B.14 include 0698, 0704, 1302, and 1303.



- The budget should include any mandated (non-discretionary only) increases or expenditures set forth in statute and carry forward any required contractual expenditures and capital lease financing payments. The staffing considerations for these mandated increases should be considered in the previous steps.
- Agencies should only include mandated increases where the legislature has passed a law that includes language that the “Governor shall” appropriate or include in the budget a specific expenditure amount or budget formula. These are non-discretionary. Agencies should *not* include funding for new laws that do not specify an amount or provide a formula, unless they are able to include the funding within the target. Alternatively, agencies may request this funding in an over-the-target request.
- CAVEAT: The Legislature will sometimes pass laws that include an intent section with budget language. Intent language in a law is not a legal requirement and agencies should *not* consider these mandates. Agencies should budget these expenditures within existing funds or submit an over-the-target request.

## B.2 BUDGET PROCESSING AND FORMAT

Any questions concerning submission requirements should be referred to Kurt Stolzenbach, Office of Budget Analysis (410-260-7416 or [dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov)).

As the State of Maryland works to implement BARS as the statewide solution for budget development and analysis, agencies will submit budgets in newly developed Excel Budget Submission Templates (discussed below). However, DA-1, DA-2, and other DA forms are still required and should be submitted in the hard copy budget submission and electronically where indicated throughout the budget instructions and in the agency checklist, Section I.3 (see other sections of budget instructions regarding specific requirements for each DA form).

### Submission Methodology

✎ Excel Budget Submission Template: As indicated in the BARS workshops, agencies will receive a Budget Submission Excel Template created in the BARS Agency Data Exchange from DBM. The columns in the template will be similar to the columns in HOBO:

- FY 2015 and FY 2016 Actual Expenditures – prepopulated by BARS
- ✎ FY 2017 Actual Expenditures – prepopulated by BARS using a data download from FMIS. *DBM emphasizes that this data is to serve as a guide but is unlikely to match final FY 2017 actual expenditures because of timing as well as mapping issues between PCA codes and subobject level detail.* Agencies are asked to correct this data as in previous years.
- FY 2018 Legislative Appropriation – prepopulated by BARS
- ✎ FY 2018 Budget Book Appropriation – agencies can use this space to restate the FY 2018 legislative appropriation within a program. Realignment within programs are permitted per usual but, *new for FY 2019, no budget amendments should be included in this column.* DBM will process the statewide SLEOLA amendment early in the fiscal year but it should *not* be reflected in the FY 2018 budget book appropriation. Agencies with approved reorganizations should contact their OBA analyst for guidance.
- ✎ FY 2019 Request – prepopulated by BARS with object 01 data from the Salary Forecast exercise, as well as controlled subobjects.

### Submission Data Formatting

All budget submissions must include subobject detail and funding detail for the FY 2017 Actual expenditure, the FY 2018 Budget Book Appropriation, and the FY 2019 Request. The FY 2017, FY 2018, and FY 2019 numbers must **not** contain any commas or dollar signs, and negative numbers must be expressed with a leading minus sign. There should be no decimal points and no cents. Numbers must be rounded to the nearest whole number. *If an amount is zero, then a zero must be used rather than a blank space.*

R\*STARS account code structure must be used for all budget preparation, documentation, and submission.

**✎ Budget Amendments**

Budget amendments needed to **realign** current year appropriations or **increase non-reimbursable fund** appropriation should be submitted to DBM on a [DA-28 form](#), with subobject level detail included on the second tab of the form. However, **new this year** agencies should not input changes related to proposed or approved budget amendments into the FY 2018 working appropriation. Rather, agencies will submit the change detail in a DA-28 form and their Office of Budget Analysis analyst will add the change to BARS. Note: DBM will process the statewide SLEOLA amendment early in the fiscal year but it should not be reflected in the FY 2018 budget book appropriation.

**Guidance for Current Year Appropriation Adjustments**

Type of Adjustment	Include in FY 2018 Budget Book Appropriation?	Submit DA-28 Detail?	Submit Line-Item Detail to DBM Outside of DA-28 Process?
Reimbursable Fund	NO	NO	YES
Special Fund	NO	YES	NO
Federal Fund	NO	YES	NO
Reorganization	NO	NO	YES

Agencies with reorganizations should contact their OBA budget analyst to confirm how the budget will be realigned for all years in accordance with the planned revision.

Requests for additional special or federal fund appropriation should also be included in a [DA-28 form](#), also due with the budget submission. See [Section D.8](#) for more information.

**✎ Chart of Accounts Data Changes**

Any proposed changes to an agency’s units, programs, subprograms, or agency subobjects (including recoding, renaming, reorganizations, etc.) should be submitted via Excel spreadsheet, with a crosswalk showing the old chart of accounts and the proposed new one, to your Office of Budget Analysis analyst and Kurt Stolzenbach as soon as possible but no later than August 11, 2017. BARS uses the chart of accounts; therefore agencies must submit updated chart of accounts data to DBM in order for BARS tables to be updated for the printouts.

A reference table of the names of all programs and subprograms will be available on the DBM website.

### **B.3 TECHNICAL AND SPECIAL FEES – OBJECT 02 (CONTRACTUAL EMPLOYEE BUDGETING)**

Contractual positions (State Personnel and Pensions §13-101) are workers having an employee-employer relationship with the State, but they are hired for a specific project or time period. **A justification for each contractual position is required, using the [DA-22 form](#).** ✎ New for FY 2019, the DA-22 form can now be completed on an agency-wide or unit-wide level – DBM requests that agencies do not submit the DA-22 at the sub-program or program level.

Agencies should take a “zero-based” approach to budgeting contractual positions. Any position that can be eliminated should not be renewed (reductions can be initiated in FY 2018) and should not be funded in FY 2019.

The total of full-time equivalent (FTE) contractual positions for each budgetary program should be submitted on the [DA-1 form](#).

#### **Special Payments Payroll (Object 02)**

Budget the salary for contractual positions in subobject 0220. Note that additional funding will **not** be provided via target adjustment to allow increases to contractual salaries similar to those provided to regular positions due to collective bargaining agreements. If agencies choose to adjust contractual salaries that is their prerogative, but funding must be found within the budget target.

#### **Social Security or FICA (0213)**

The rate and ceiling used for subobject 0213 are different from those used for subobject 0151 because contractual employees do not participate in flexible spending accounts.

Each contractual annual salary (subobject 0220) equal to or less than \$132,751 is multiplied by 0.0765. The result is the amount for FICA (0213) for that position.

FICA for each contractual annual salary greater than \$132,751 is calculated as follows:

- (1) Multiply \$132,751 by 0.0765.
- (2) Multiply the difference between the annual salary and \$132,751 by 0.0145.
- (3) Add result of first two calculations to get the total 0213 amount per position.

#### **Unemployment Compensation Insurance (0214)**

Multiply amount in subobject 0220 by 0.28%.

#### **✎ Contractual Health Insurance (0217)**

Agencies should budget the same level as the FY 2018 appropriation. DBM will work with agencies to determine the final amount by December.

#### **Turnover (0289)**

Contractual turnover should be computed on the sum of subobjects 0220, 0213, and 0214 for each subprogram (or program if subprograms are not used) and entered as a negative amount in a record for comptroller object 0289. In FY 2019, each agency should budget contractual turnover based on the agency’s turnover rate for permanent positions **plus an additional 4.23% to account for a “reasonable” vacancy rate for the 12 annual holidays that contractual employees will not receive**

compensation for in FY 2019. For example, if the vacancy rate for permanent positions in a given program is zero, 4.23% should be the turnover rate, since the employees will not receive compensation for the 12 holidays. If the vacancy rate for permanent positions is 5%, the total turnover will be 9.23%. The turnover rate used for a subprogram (or program if subprograms are not used) must be reported on the DA-2 form.

All agencies, except higher education institutions, should report supporting detail on the [DA-22 form](#). Higher education institutions should report supporting FTE and salary detail per employee category in accordance with the assigned DBM budget analyst's instructions.

### ✎ **DA-22 Contractual Employees**

This form is used to report all contractual employment for FY 2017 and FY 2018, and identify contractual positions or contractual conversions requested in FY 2019. The totals for the Actual, Appropriation and Request years on the [DA-22 form](#) should equal the budgetary amounts for Comptroller Object 0220 for each subprogram for both dollars and FTEs for each year. **Smaller agencies are asked to submit one DA-22 worksheet per agency, while larger agencies are asked to submit one DA-22 with a separate tab for each unit.**

Unit/Program/Subprogram Columns: Data supporting contractual employment should be completed at the subprogram level of detail to allow OBA to reconcile to the agency budget submission.

Classification of Employment: Multiple contractual positions with the same classification in each subprogram may be listed together and shown as a full-time equivalent for the year. For example: 4.25 could represent 17 interpreters who each work on average 3 months per year.

Actual, Current Appropriation, Spending Plan, and Request Years: Unusual contracts involving an employer-employee relationship between a contractor and the contracting State agency may be consolidated into a single line on this form. This single line must contain a total FTE count for the contracts in this category and the dollar amounts entered in the appropriate columns for the appropriate fiscal years. Types of unusual contracts include:

- Policy exemptions such as students, patients, inmates, direct emergency services, School for the Deaf direct student services, college faculty, on-duty physicians, Board of Public Works, Governor's Office, and intermittent unemployment insurance claims;
- Contracts in the Legislative and Judicial branches of government; and
- Exemptions based on State law.

FY 2017 Actual: Reconcile to the FY 2017 actual column of the budget submission.

FY 2018 Appropriation: Reconcile to the FY 2018 appropriation column of the budget submission. This column should be consistent with the FY 2018 legislative appropriation. **Do not include executed budget amendments. OBA will enter amendments after the budget is submitted.**

FY 2018 Spending Plan: Reflect the contractual employee FTE and amount for existing levels *or planned staffing levels and funding above or below the current appropriation.* This "Spending Plan" column may differ from the appropriation to the extent the agency has added or eliminated contractual positions on its own authority, but should reconcile to the FY 2018 budget book appropriation.

FY 2019 Request: Reconcile to the FY 2019 request column of the budget submission. The FTE column should be consistent with the FY 2018 appropriation column adjusted to reflect the addition or deletion of contractual employees. Each of the request year fields should contain zeros if the contractual position is not being requested or is being requested for conversion to a permanent budgeted position.

FTE: Full-time equivalent position. If the position is full-time, indicate "1.00." Otherwise, indicate the percentage (to the nearest hundredth) of position used for each year. A total should be provided for this column.

Amount: Record each year's total salary for the contractual position, excluding Social Security or other fringe benefits. These amounts should equal the 0220 for each reported year at the level (i.e. subprogram) where contractual employees are reported.

Fund: This column should record one of the following codes for the fund type financing the compensation of the contractual position each year (01 General Funds, 03 Special Funds, 05 Federal Funds, 55 Federal Funds for the American Recovery and Reinvestment Act of 2009, 07 Non-Budgeted Funds, and 09 Reimbursable Funds). Indicate the relevant percentages when funding is mixed among fund types.

Renewal Date: This date identifies when the position will be renewed during the FY 2018 budget year. This highlights the opportunity to make a decision NOT to renew in FY 2018, resulting in savings in FY 2019.

Justification/Description: Enter a brief description of the need for a contractual position. If additional justification is required, use a [DA-2 form](#) with a reference note in this column.

**All contractual conversions should be requested as Over-The-Target (OTT) Requests, even if sufficient funding exists to fund the conversions within the target. Do not include contractual conversions in the budget request.**

A contractual position and funding must be included in the FY 2018 legislative appropriation to be considered a contractual conversion. The OTT request for Object 01 FTEs should not exceed the amount of FTEs reduced in Object 02.



## B.4 COMMUNICATION – OBJECT 03

### Telephone (0302), Telecommunications (0303), and Misc. Communications Charges (0304)

Subobjects 0302, 0303, and 0304 include projected communication costs billed directly by vendors to an agency. Agencies responsible for their own Private Branch Exchange (PBX) or Centrex service bills should budget the actual usage portion of PBX and Centrex service, including local and long distance. All agencies must ensure that they have sufficient funds to cover 12 months of charges.

### DBM Paid Telecommunications (0305)

Telecommunications costs for services centrally managed by the Department of Information Technology (DoIT) are included in subobject 0305. **Agencies should request FY 2019 funding equal to the FY 2018 legislative appropriation by fund for 0305. The amount in 0305 is restricted and cannot be used for another purpose without the approval of DBM.** DoIT will develop FY 2019 estimated costs for each service including:

- Contract management and administration,
- Statewide Enterprise Networks (Wireless Network and FMIS),
- Network Maryland,
- PBX, and
- Multi Service Centers (MSC) telecommunications costs.

*Note that subobject 0305 will not include charges for DoIT Enterprise coordination with State agencies – additional guidance on budgeting for DoIT support of State agencies will be provided at a later date.*

The budget request should discuss any reason telecommunication charges may increase or decrease significantly in FY 2019. Agencies should advise Russell Mueller (contact information below) of all details. DoIT and DBM will review this information for any impact to budget projections. DBM, in cooperation with the DoIT Division of Telecommunications, will make a final determination of the agency budget requirements for subobject 0305.

### Cell Phone Expenditures (0306)

Agencies must disclose costs for all cellular phones, personal data assistants (PDAs) and tablets on a [DA-2 form](#) using subobject 0306. Agencies must identify, by fund and by program, the number of cell phones and other mobile devices, the type of pricing plan and monthly cost associated with the pricing plan for each cell phone used by agency personnel to conduct State business.

### Telecommunications Capital Leases (0322)

An agency's portion of current or anticipated FY 2019 lease payments for PBX and MSC related equipment purchased via the State Treasurer's Office Master Lease-Finance Program should be budgeted in subobject 0322. Similar to 0305, **all agencies should request FY 2019 funding equal to the FY 2018 legislative appropriation by fund for subobject 0322. The amount in 0322 is restricted and cannot be used in another subobject without the approval of DBM.** DBM and DoIT will make a final determination of the agency budget requirements for subobject 0322.

For further guidance or information related to Telecommunications budget projections, contact: Russell Mueller, at the Department of Information Technology, 410-697-9642 or [Russell.Mueller@maryland.gov](mailto:Russell.Mueller@maryland.gov).

## B.5 TRAVEL - OBJECT 04

### **In-State Travel: Routine Operations (0401) and Conferences/Seminars/Training (0402)**

Agencies should budget in-state travel expenditures in subobject 0401. These include tolls, parking fees, and the private mileage reimbursement rate of 53.5 cents per mile. Also included are meals, the allowances for which are as follows:

Breakfast:	\$10.00
Lunch:	\$12.00
<u>Dinner:</u>	<u>\$25.00</u>
Maximum per day:	\$47.00

0402 should be used to budget for conference fees, necessary hotels, and other related in-state travel costs not included in 0401. Participation in conferences/seminars/training should be limited to the direct mission of an agency. Detailing planned trips on a [DA-2 form](#) will aid in budget analysis. Please refer to the State travel policy documents on the DBM website for further guidance.

### **Out-of-State Travel: Routine Operations (0403) and Conferences/Seminars/Training (0404)**

Subobjects 0403 and 0404 should be budgeted in the same manner as the In-State objects above. Unlike in-state objects, 0403 may include methods of travel such as by train or airplane.

### **Corporate Purchasing Card (0495)**

DBM prefers that agencies do not budget planned expenditures under subobject 0495. Agencies should detail expenditures in the appropriate subobject listed above. Budget fluctuations from one year to the next should be justified, and using the [DA-2 form](#) aids in explaining these differences.

**B.6 FUEL AND UTILITIES – OBJECT 06**

Calculations for fuel and utilities may reflect a historically-based usage projection multiplied by a rate or an FY 2017 actual adjusted by an inflation rate. The methodology used to calculate Fuel and Utilities requests should be explained in the notes column of the Budget Submission Template. Include in the calculation any needed adjustments related to space utilization.

**Inventory of Buildings:** Agencies should use form [DA-2](#) to create an inventory of buildings for inclusion in the FY 2019 budget request. The inventory should report the square footage of each building served by the fuel and utilities included in the budget request. The following is an example of the information that should be presented:

<u>Continuously Maintained Areas (square feet)</u>	<u>Actual</u>	<u>Appropriation</u>	<u>Request</u>
Administration Building	2,500	2,500	2,500
Dormitory Building	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Continuously Maintained Areas	5,500	5,500	5,500
<u>New Areas (Add):</u>			
School Building (Open Jan. 2017)	450 <sup>1</sup>	900	900
<u>Discontinued Areas (Subtract):</u>			
Recreation Hall (Close June 2018)	<u>700</u>	<u>700</u>	<u>0</u>
Gross Areas Maintained, as adjusted	5,250	5,700	6,400 <sup>2</sup>
Square footage change from Actual Year to Request Year = 21.9%			

<sup>1</sup>Square footage adjusted to reflect half year's operation (900 sq.ft./2).

<sup>2</sup>Central boiler to be replaced July 2016; savings on oil estimated to be 8%.

**Fuel – Natural Gas/Propane (0606):** Agencies that use natural gas procured by the Department of General Services (DGS) should request FY 2019 funding of 12.5% over FY 2017 actual expenditures.

**Utilities – Electricity (0620):** Agencies consuming electricity procured by DGS should request FY 2019 funding equal to FY 2017 actual expenditures. *No State agency may purchase electricity in the State's competitive electric utility market until DGS and the Maryland Energy Administration ensure that purchase is consistent with the State's strategy.*

**MES Charges (0697):** If water, sewage or facility operation services are provided by the Maryland Environmental Service (MES), use subobject 0697. Agencies should request FY 2019 funding equal to the FY 2018 appropriation by fund for 0697. DBM will update the figures for FY 2019 as needed. Agencies should inform the DBM analyst of any fund split changes in 0697.

**Loan Repayment - Energy Conservation Project/State Agency Loan Program (0698):** Agencies should request funding in the amount required in their Energy Performance Contract (EPC) or State Agency Loan Program (SALP) contract, **as detailed in the following schedule**. The schedule lists charges known as of June 2017. Strategic Energy Investment Fund (SEIF) (swf316) funds may not be requested for 0698 except as detailed in the schedule. If an agency plans to initiate a new EPC and/or SALP loan, the amounts on the schedule should be increased. Please provide an itemization of additions and subtractions on a [DA-2](#) form, clearly identifying how the request is derived and why it differs from the schedule. Questions should be directed to Jeff Wulbrecht at [jeff.wulbrecht@maryland.gov](mailto:jeff.wulbrecht@maryland.gov).

**B.6.1 ENERGY PERFORMANCE CONTRACTS (EPC) AND STATE AGENCY LOAN PROGRAM (SALP) SCHEDULE – SUBJECT 0698**

EPC and SALP Loan Repayment Schedule for FY19				
Agency Code	Name	EPC Amount FY 2019	SALP Amount & Fund Type (SF/FF) FY 2019	Total 0698
D28	MD STADIUM AUTHORITY	\$983,766	\$101,000 NB	\$1,084,766
D55	MD DEPT OF VETERAN AFFAIRS	\$56,995	\$10,343 SF	\$67,338
H00	DEPT OF GENERAL SERVICES	\$1,597,569		\$1,597,569
J00B	MD STATE HIGHWAY ADMIN	\$1,842,889	\$280,000 FF	\$2,122,889
J00D	MD PORT ADMINISTRATION	\$1,014,944	\$157,000 FF	\$1,171,944
J00E	MOTOR VEHICLE ADMIN	\$175,214		\$175,214
J00H	MD TRANSIT ADMIN	\$497,613		\$497,613
J00	MD AVIATION ADMIN	\$1,612,136	\$46,000 FF	\$1,658,136
K00	DNR - MANNING FISH HATCH		\$4,625 SF	\$4,625
L00	MD DEPT OF AGRICULTURE	\$196,002	\$22,064 SF	\$218,066
M00	MD DEPT OF HEALTH	\$2,551,460		\$2,551,460
Q00	DEPT OF PUBLIC SAFETY AND CORRECTIONAL SERV	\$1,761,538		\$1,761,538
R00	STATE DEPT OF EDUCATION	\$170,095		\$170,095
R14	ST. MARY'S COLLEGE OF MARYLAND	\$205,468		\$205,468
R30B22	UM COLLEGE PARK	\$1,847,986	\$314,771 SF	\$2,162,757
R30B28	UNIVERSITY OF BALTIMORE	\$653,063	\$75,750 SF	\$728,813
R30B34	UM CENTER FOR ENVIRO SCI	\$149,670	\$141,407 SF/FF*	\$291,077
V00	DEPARTMENT OF JUVENILE SERVICES	\$480,090		\$480,090
W00	MD STATE POLICE	\$486,286	\$20,200 SF	\$506,486

\*The SALP Fund Type breakdown for UMCES is \$108,214 FF and \$33,193 SF

## B.7 MOTOR VEHICLE OPERATIONS AND MAINTENANCE – OBJECT 07

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2019 vehicle needs within the FY 2019 budget request.

Each agency should carefully consider the use of its motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement or additional vehicles. This fleet review should include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually), and consequently high privately owned vehicle (POV) reimbursements, are strong candidates for State motor vehicle assignments.

### Replacement Vehicles

An agency should determine whether all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2019. *However, 100,000 miles is only an indicator that the potential exists to replace a vehicle; it is not the benchmark used for approval.* DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified.

### Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).

### Sport Utility Vehicles (does not apply to law enforcement agencies)

Agencies are required to include justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. *Inclement weather is not a valid justification.*
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

### Pricing

The price list for vehicles using regular and alternative fuel is located on page 8 of this section. The price list provides estimated purchase prices to replace different types of vehicles. The prices must be adjusted by the estimated trade-in value of each vehicle, found on page 9 of this section. Justification for any deviation in price and trade-in value from those provided in this table must be detailed on a [DA-2 form](#). Use the net cost (after deduction of any applicable trade-in value) on the [DA-8 form](#).

‡ **Forms to be included with the FY 2019 budget request for new and replacement vehicles only:**

**DA-2 (Budget Detail)** Form to provide justification and/or itemization of requested items.

**DA-8/AF/AP (Motor Vehicle Operation and Maintenance)** Each agency must complete a [DA-8 form](#) for all requests for replacement or additional vehicles. Use the headings: Vehicles to Be Replaced in FY 2019 or Additional Vehicles in FY 2019. List vehicles first in subprogram order, and then in vehicle identification number (VIN) or serial number sequence. Please use Column P to indicate requests involving alternative fuel vehicles. Please organize requests by their **specific alternative fuel type**.

⚡ **NEW FOR 2019: The DA-8, DA-8AF and DA-8AP have been merged into one DA-8 form. Agencies should include all replacement and/or additional vehicles in one worksheet, indicating the relevant programs and subprograms in the new columns in the DA-8 form. *All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.***

Also include the following information in the notes section:

- Special circumstances, explanation of why low-mileage replacement vehicles should be considered for approval (damage beyond economical repair, extraordinary maintenance costs, etc).
- Reasons that vehicles are being replaced with a different vehicle type.

Agencies that apply “add-on” characteristics (MDOT and DNR) to vehicles must indicate the add-ons in Columns W and X of the DA-8 form, while also providing detail on a separate [DA-2 form](#).

‡ **PLEASE EMAIL ALL DA-2 and DA-8 FORMS IN EXCEL FORMAT to Kurt Stolzenbach ([kurt.stolzenbach@maryland.gov](mailto:kurt.stolzenbach@maryland.gov)) and to your assigned DBM budget analyst.**

**Vehicle requests made during FY 2019 are discouraged, and consideration of such requests will be limited.** If an agency determines that an unscheduled vehicle replacement is needed during FY 2019, the agency will be expected to substitute the vehicle replacement with a scheduled FY 2019 replacement. Out-of-schedule vehicle requests due to “new” programs and federal funding must be submitted as a deficiency request for FY 2019.

**Any unscheduled vehicle requisitions must be justified in the FMIS Notepad prepared by the agency.** Examples of justifications might be:

- why and how the purchase of the vehicle will save the State money,
- an accident damaged the vehicle beyond reasonable cost to repair,
- excessive repairs to a vehicle will be more expensive than purchasing a new vehicle, or
- recent receipt by the agency of new grant funds (Special, Federal, Reimbursable).

**Vehicle Operating Costs (0702 - Gas and Oil and 0703 - Maintenance and Repairs)**

The total vehicle estimated mileage for the request year is no longer required within the [DA-8 form](#) because it is available in FleetMaster. *This does not exempt the need for justification for Gas and Oil and Maintenance and Repair.* The justification should be presented on a [DA-2 form](#) using one of the following calculation options:

- Rate per mile (see [Section B.14](#) - Standard Rates and Schedules)
- Actual expenditures plus a reasonable inflation assumption

**Auto Insurance (0704)**

A schedule of automobile insurance payments to the STO is included on page 11 of this section. Specific questions regarding premiums should be directed to the Treasurer's Office at 410-260-7684.

**Commute Charges (0789)**

DBM-FAU has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **FY 2019 Commute Deduction Chart** ([pages 9 to 10 of this section](#)) outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2019 budget request at a subprogram or program total level. *Please note that the actual FY 2019 schedule to be used will be developed near the beginning of FY 2019 and may be different than the chart in these instructions.*

**Additional Information**

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact the assigned DBM budget analyst or Larry Williams, DBM Fleet Administration Unit, (410) 260-7195, [larry.williams@maryland.gov](mailto:larry.williams@maryland.gov).

**B.7.1 GUIDELINES FOR AUTHORIZATION AND USE OF STANDARD STATE VEHICLES BY CLASSIFICATION**

**SEDANS**

Passenger cars, marked and unmarked cars

<b><u>Type</u></b>	<b><u>Description</u></b>
1	<b>Standard State Sedan (Gasoline):</b> Normal staff/client transportation for driver and up to four passengers with limited trunk or storage space.
1-E	<b>Fully Electric Compact Sedan:</b> Fully electric vehicle capable of traveling at least 30 miles between charging.
1-H	<b>Hybrid State Sedan:</b> Same as Type 1 except fueled by combining a gasoline engine with a powerful electric motor.
1-M	<b>Standard Mid-Size Sedan:</b> Normal staff/client transportation for driver and up to 4 passengers with full trunk and storage space.
1-PH	<b>Plug-In Hybrid Sedan:</b> Same size as a Type 1 and fueled by combining a gasoline engine with a powerful electric motor.
2-C	<b>Flex-Fueled Executive Sedan:</b> May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
2-H	<b>Hybrid Executive Sedan:</b> Fueled by combining a gasoline engine with a powerful electric motor.
2-PH	<b>Plug-In Hybrid Executive Sedan:</b> Fueled by combining a gasoline engine with a powerful electric motor.
3-1	<b>Standard MSP Police Sedan, Unidentified (Non-Ethanol):</b> For use by Maryland State Police, Natural Resources Police, and line public safety functions with statutory arrest powers authorized to carry firearms and make arrests as part of routine duty.
4	<b>Standard Law Enforcement Sedan (AWD):</b> For use by Maryland State Police, Natural Resources Police, and other law enforcement units in line operations that require a vehicle with more capability and interior room than the Type #1 Standard State Sedan.

**LIGHTS TRUCKS AND VANS (LTVs)**

Light trucks and vans including pickup trucks, cargo, and carry-all vans with maximum rated payload of 2,500 pounds or less, and passenger vans with 12 passenger capacity (with the driver).

<b><u>Type</u></b>	<b><u>Description</u></b>
5	<b>Compact Pick-up Truck:</b> General light hauling where cargo/payload should not exceed 1,000 lbs. Not recommended for snowplow operation.
6-C	<b>Flex-Fueled ½-Ton Pick-up Truck (Ethanol E-85):</b> General light hauling where cargo/payload should not exceed 1,500 lbs. Option available for 4 X 4 when necessary for off-road and grounds maintenance. May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture. Not recommended for snow plowing.



- 6-P **Police Special Service - 1/2-Ton Pick-up Truck (Unleaded gasoline):** Not recommended for snow plowing; with V8 engine.
- 7 **3/4 Ton Pick-up Truck:** General light hauling where cargo/payload should not exceed 2,500 lbs. Option available for 4 X 4 when necessary for off-road, grounds maintenance, or snow plow operation.
- 8 **1 Ton Pick-up Truck with Regular Cab:** General light hauling where cargo/payload does not exceed 3,500 lbs. Option for 4 X 4 available when necessary for off road, grounds maintenance, or light snow plowing.
- 9 **Part-time Four Wheel Drive Compact Utility Vehicle with Console:** For off-road transport and as justified based on job function and established criteria.
- 9-P **Flex-Fueled Part-time All Wheel Drive Compact Utility Vehicle (Ethanol E-85):** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank. For off-road transport and as justified based on job function and established criteria.
- 10-1 **Part-time Four Wheel Drive Full Size Utility Vehicle with Extended Cab:** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function/established criteria.
- 10-C **Part-time Four Wheel Drive Full Size Utility Vehicle with Console (Ethanol E-85):** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function and established criteria; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 10-M **Part-time Four Wheel Drive Mid-Size Utility Vehicle:** Recommended for towing up to 5,000 pounds and carrying payloads of 12,000. For off-road transport and as justified based on job function and established criteria.
- 10-P **Two Wheel Drive Full Size Utility Police Pursuit Certified Vehicle:** For use by law enforcement officers in pursuit, possibly off-road. Not recommended for towing.
- 11 **Five Passenger Mini-Wagon/Van:** Passenger/client transport with more cargo space than in the Standard Sedan.
- 11-1 **Mobility Mini-Van:** This vehicle is used as a paratransit vehicle, providing transportation for ambulatory passengers and having the capability to accommodate one or two wheelchair passengers.
- 11-C **Five Passenger Mini-Wagon/Van (Ethanol-85):** Passenger/client transport with more cargo space than in the Standard Sedan; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 13-C **Flex-Fueled Full Size Eight Passenger Specialty Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.

- 14-C **Flex Fueled Full-Size Twelve (12) Passenger Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 17-C **Full-Size ¾ Ton Specialty Cargo Van:** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 18 **Full Size 1 Ton Cargo Van:** General light hauling and utility work where cargo/payload does not exceed 3,600 lbs. Cargo/payload rides in same compartment as driver and passenger. Often used for building maintenance assignments where cargo/payload should not be transported in unprotected open bed pick-up trucks.

**HEAVY TRUCKS**

Trucks with a maximum rated capacity of over 2,500.

- | <u>Type</u> | <u>Description</u>   |
|-------------|--|
| 19          | <b>Truck – 1 Ton Dump – Regular Cab:</b> General grounds and building maintenance such as hauling hand-loaded dirt, cinders, rock salt, and debris. 4 x 4 option available when necessary for off-road operation and medium-duty snowplowing.  |
| 19-1        | <b>Truck - 1-Ton Crew Cab &amp; Chassis Dump:</b> Same as Type #19 except equipped with 6-man crew cab. Can be fitted with the following body types:<br><b>Type #19-2</b> - Stake Body with Hydraulic Tailgate<br><b>Type #19-3</b> - Dump Stake Body<br><b>Type #19-4</b> - Dump Stake Body with Hydraulic Tailgate<br><b>Type #19-5</b> - 12' Van Body with Hydraulic Lift Gate  |
| 20          | <b>Truck - Regular Cab and Chassis - 16,000 lbs. GVWR:</b> Used for general hauling of materials loaded by hand or power shovel. Can be fitted with the following body types:<br><b>Type #20-1</b> - Stake Body<br><b>Type #20-2</b> - Stake Body with Hydraulic Tailgate<br><b>Type #20-3</b> - Dump Stake Body<br><b>Type #20-4</b> - Dump Stake Body with Hydraulic Tailgate<br><b>Type #20-5</b> - 14' Van Body with Hydraulic Lift Gate   |
| 21          | <b>Truck – Regular Cab and Crew Cab Dump - 36,000 lbs. GVWR:</b> Required for general highway maintenance such as hauling crushed stone, heavy rock, dirt, cinders, rock salt, and debris; heavy-duty snow removal by pushing a 10 ft. snow-plow of approximately 1,500 to 2,000 lbs.<br><b>Type #21-2</b> – Stake Body with Hydraulic Tailgate<br><b>Type #21-3</b> – Dump Stake Body<br><b>Type #21-4</b> – Dump Stake Body with Hydraulic Tailgate<br><b>Type #21-5</b> – 14' Van Body with Hydraulic Lift Gate |
| 22          | <b>Truck – Regular Cab Dump - 21,000 lbs. GVWR:</b> For general hauling of materials loaded by hand or power shovel. Can be used with 9' maximum width snowplow.   |
| 23          | <b>Police Motorcycle:</b> Motorized vehicle for law enforcement agencies with arrest powers. Used for patrolling and other law enforcement activities.   |

- 24 **Aerial Bucket Truck:** Used for the installation and maintenance of overhead power lines, parking lot light standards, road signs, tree trimming, or other assignments involving work at heights not normally accessible to workers using ordinary step ladders or other forms of portable scaffolding. The characteristics of the cab and chassis are determined by the boom and bucket requirements.
- 25 **Wrecker Truck:** Used for the transport or towing of other motor vehicles or other mobile equipment (bulldozers, tractors, disabled vehicles, etc.) The characteristics of the cab and chassis are determined by the size and weight of the vehicle to be transported. Loaded by hand or power shovel. Can be used with 9' maximum width snowplow.
- 26 **Client Transport Bus:** Used to transport groups of more than 15 people (patients, prisoners, etc.). The characteristics of the particular unit (e.g., seating capacity and arrangements, security screening, etc.) are determined by the mission to be accomplished.
- 27 **Sewer Vac Truck:** Used by highway maintenance facilities to remove debris from roadside drainage systems. The characteristics of the cab and chassis are determined by the requirements of the vacuuming system.
- 28 **Road Sweeper Truck:** Used by highway maintenance facilities to remove debris from roads and bridges. The characteristics of the cab and chassis are determined by the requirements of the sweeping system.
- 29 **De-icer Truck:** Used by airports to apply de-icing fluid to aircraft. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 30 **High Speed Multi-Purpose Snow Removal Trucks:** Used to remove snow from airport runways. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 31 **Mobile Command Truck:** Used by State Law Enforcement units as a mobile command center and enables these units to direct operational activities from the field.
- 32 **Armored Personnel Vehicle:** Used by State Law Enforcement units to perform critical response and rescue operations in a safe, secure, and highly mobile armored vehicle.

**BUS:** A bus that has a seating capacity of more than 15 passengers, including those with modified capacity to accommodate the mission of the program (e.g. wheelchair lifts).

**AIRCRAFT:** Airplanes and helicopters including those designed to alight on water, and the associated ground support equipment (e.g. tugs, tow bars, auxiliary power units, etc.)

**WATERCRAFT:** All types of boats regardless of power source (sail, inboard, outboard, paddles, oars, etc.), boat trailers or other equipment (except sedans, LTVs, or trucks) used to transport the watercraft over land, and all types of outboard motors, including electric.

**RAIL VEHICLE:** Any vehicle designed to operate on the rail system to include engines, subway cars, passenger cars, and all types of railway cargo carriers or rolling stock.

**MISCELLANEOUS/OTHER:** Any vehicle not covered by one of the other categories, including motorcycles, all-terrain vehicles, snowmobiles, road graders, farm tractors, riding mowers, trailer mounted motor-generator sets and/or air compressors, portable office trailer, motor homes, cargo trailers, equipment haulers, back hoes, trenchers, and other motorized equipment whose primary purpose does not include transport of persons or personal effects.

**B.7.2 STANDARD PURCHASE PRICES FOR VEHICLES – FY 2019**

Type No	Description	Estimated Purchase Price
1	Standard State Sedan, Gasoline	\$15,703
1-E	Fully Electric Compact Sedan	24,982
1-H	Hybrid State Sedan	22,545
1-M	Standard Mid-Size Sedan	17,817
1-PH	Plug-In Hybrid	23,856
2-C	Flex Fueled Executive Sedan (Ethanol E-85)	20,673
2-H	Hybrid Executive Sedan	23,444
2-PH	Plug-In Hybrid Executive Sedan	29,850
3-1	Standard Law Enforcement Sedan, V6-RWD	23,559
3-1	Standard Law Enforcement Sedan, V8-AWD	24,510
3-1	Standard Law Enforcement Sedan, V8-RWD	23,165
4-C	Standard Law Enforcement Sedan (Ethanol E-85)	24,561
5	Compact Pick-up Truck	21,808
6-C	½ Ton Pick-Up Truck (Ethanol E-85) V8 Engine	18,745
6-P	Police Special Services ½ Ton Pick Up Truck	26,031
7	¾-Ton Pick-up Truck	23,580
8	1-Ton Pick-up Truck	24,840
9	Compact Utility with Console	21,456
9-P	Compact Utility (Ethanol E-85)	27,404
10-1	Full-Size Utility, Extended	37,514
10-C	Full-Size Utility with Console (Ethanol E-85)	34,025
10-P	Full-Size Utility Certified Police Pursuit	31,926
10-M	Mid-Size Utility	25,530
11	Compact Specialty Wagon/Van	19,957
11-1	Mobility Mini-Van	36,923
11-C	Five (5) Passenger Mini-Wagon (Ethanol E-85)	21,525
13-C	Full Size Eight (8) Passenger Wagon (Ethanol E-85)	25,570
14-C	Full Size Twelve (12) Passenger Wagon	25,570
17-C	¾ Ton Cargo Van (Ethanol E-85)	22,046
18-C	1 Ton Cargo Van (Ethanol –E-85)	22,779

**B.7.3 TRADE-IN/RESALE VALUES: AUTOMOBILES, LIGHT TRUCKS AND VANS**

Year	Standard Sedan	1/2-Ton Pick-Up	3/4-Ton Pick-Up	SUV Compact 4 x 4	Mini-Van	3/4-Ton Passenger Van	3/4-Ton Van
2011	2,260	4,525	5,131	3,560	2,591	4,896	4,693
2012	2,963	6,381	7,674	4,219	2,791	5,418	5,149
2013	3,819	7,092	8,192	4,823	2,819	5,574	6,129
2014	3,203	7,280	8,982	4,833	3,102	5,674	6,644
2015	5,010	8,048	10,219	5,121	3,562	6,166	7,479
2016	5,852	8,850	10,578	5,969	4,608	7,985	9,470

**B.7.4 VEHICLE COMMUTE DEDUCTION CHART – FY 2019**

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
1	\$2.98	\$3.83	50	\$148.75	\$191.25	99	\$294.53	\$378.68
2	\$5.95	\$7.65	51	\$151.73	\$195.08	100	\$297.50	\$382.50
3	\$8.93	\$11.48	52	\$154.70	\$198.90	101	\$300.48	\$386.33
4	\$11.90	\$15.30	53	\$157.68	\$202.73	102	\$303.45	\$390.15
5	\$14.88	\$19.13	54	\$160.65	\$206.55	103	\$306.43	\$393.98
6	\$17.85	\$22.95	55	\$163.63	\$210.38	104	\$309.40	\$397.80
7	\$20.83	\$26.78	56	\$166.60	\$214.20	105	\$312.38	\$401.63
8	\$23.80	\$30.60	57	\$169.58	\$218.03	106	\$315.35	\$405.45
9	\$26.78	\$34.43	58	\$172.55	\$221.85	107	\$318.33	\$409.28
10	\$29.75	\$38.25	59	\$175.53	\$225.68	108	\$321.30	\$413.10
11	\$32.73	\$42.08	60	\$178.50	\$229.50	109	\$324.28	\$416.93
12	\$35.70	\$45.90	61	\$181.48	\$233.33	110	\$327.25	\$420.75
13	\$38.68	\$49.73	62	\$184.45	\$237.15	111	\$330.23	\$424.58
14	\$41.65	\$53.55	63	\$187.43	\$240.98	112	\$333.20	\$428.40
15	\$44.63	\$57.38	64	\$190.40	\$244.80	113	\$336.18	\$432.23
16	\$47.60	\$61.20	65	\$193.38	\$248.63	114	\$339.15	\$436.05
17	\$50.58	\$65.03	66	\$196.35	\$252.45	115	\$342.13	\$439.88
18	\$53.55	\$68.85	67	\$199.33	\$256.28	116	\$345.10	\$443.70
19	\$56.53	\$72.68	68	\$202.30	\$260.10	117	\$348.08	\$447.53

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If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a <b>sedan</b> will be:	for a <b>LTV</b> :	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a <b>sedan</b> will be:	for a <b>LTV</b> :	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a <b>sedan</b> will be:	for a <b>LTV</b> :
20	\$59.50	\$76.50	69	\$205.28	\$263.93	118	\$351.05	\$451.35
21	\$62.48	\$80.33	70	\$208.25	\$267.75	119	\$354.03	\$455.18
22	\$65.45	\$84.15	71	\$211.23	\$271.58	120	\$357.00	\$459.00
23	\$68.43	\$87.98	72	\$214.20	\$275.40	121	\$359.98	\$462.83
24	\$71.40	\$91.80	73	\$217.18	\$279.23	122	\$362.95	\$466.65
25	\$74.38	\$95.63	74	\$220.15	\$283.05	123	\$365.93	\$470.48
26	\$77.35	\$99.45	75	\$223.13	\$286.88	124	\$368.90	\$474.30
27	\$80.33	\$103.28	76	\$226.10	\$290.70	125	\$371.88	\$478.13
28	\$83.30	\$107.10	77	\$229.08	\$294.53	126	\$374.85	\$481.95
29	\$86.28	\$110.93	78	\$232.05	\$298.35	127	\$377.83	\$485.78
30	\$89.25	\$114.75	79	\$235.03	\$302.18	128	\$380.80	\$489.60
31	\$92.23	\$118.58	80	\$238.00	\$306.00	129	\$383.78	\$493.43
32	\$95.20	\$122.40	81	\$240.98	\$309.83	130	\$386.75	\$497.25
33	\$98.18	\$126.23	82	\$243.95	\$313.65	131	\$389.73	\$501.08
34	\$101.15	\$130.05	83	\$246.93	\$317.48	132	\$392.70	\$504.90
35	\$104.13	\$133.88	84	\$249.90	\$321.30	133	\$395.68	\$508.73
36	\$107.10	\$137.70	85	\$252.88	\$325.13	134	\$398.65	\$512.55
37	\$110.08	\$141.53	86	\$255.85	\$328.95	135	\$401.63	\$516.38
38	\$113.05	\$145.35	87	\$258.83	\$332.78	136	\$404.60	\$520.20
39	\$116.03	\$149.18	88	\$261.80	\$336.60	137	\$407.58	\$524.03
40	\$119.00	\$153.00	89	\$264.78	\$340.43	138	\$410.55	\$527.85
41	\$121.98	\$156.83	90	\$267.75	\$344.25	139	\$413.53	\$531.68
42	\$124.95	\$160.65	91	\$270.73	\$348.08	140	\$416.50	\$535.50
43	\$127.93	\$164.48	92	\$273.70	\$351.90	141	\$419.48	\$539.33
44	\$130.90	\$168.30	93	\$276.68	\$355.73	142	\$422.45	\$543.15
45	\$133.88	\$172.13	94	\$279.65	\$359.55	143	\$425.43	\$546.98
46	\$136.85	\$175.95	95	\$282.63	\$363.38	144	\$428.40	\$550.80
47	\$139.83	\$179.78	96	\$285.60	\$367.20	145	\$431.38	\$554.63
48	\$142.80	\$183.60	97	\$288.58	\$371.03	146	\$434.35	\$558.45
49	\$145.78	\$187.43	98	\$291.55	\$374.85	147	\$437.33	\$562.28

**B.7.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE (0704)**

Agency Code	Agency Name	FY 19 0704	Agency Code	Agency Name	FY 19 0704
<b>B75</b>	General Assembly/Legislative Services	1,973	<b>H00</b>	Department of General Services	
<b>C00</b>	Judiciary	12,496	A01	Office of the Secretary	649
<b>C80</b>	Office of the Public Defender	360	B01	Office of Facilities Security	4,140
<b>C81</b>	Office of the Attorney General	2,052	C01	Office of Facilities Ops & Maint	12,420
<b>C82</b>	Office of the State Prosecutor	540	D01	Office of Procurement & Logistics	1,440
<b>C90</b>	Public Service Commission	4,764	E01	Office of Real Estate	1,260
<b>C98</b>	Workers' Compensation Commission	360	G01	Office of Facilities Planning	3,600
<b>D10</b>	Executive Dept-Governor	1,357	<b>J00</b>	Department of Transportation	
<b>D13</b>	Maryland Energy Administration	180	A01	Secretary's Office	4,148
<b>D15</b>	Boards Commissions & Offices	1,980	B01	State Highway Administration	674,400
<b>D16</b>	Secretary of State	540	D00	Maryland Port Administration	46,845
<b>D17</b>	Historic St. Mary's City Commission	3,240	E00	Motor Vehicle Administration	38,171
<b>D18</b>	Governors Office for Children	360	H01	MD Transit Administration	72,540
<b>D26</b>	Md Dept of Aging	540	I00	Maryland Aviation Administration	112,916
<b>D28</b>	Md Stadium Authority	4,320	J00	MD Transportation Authority	335,669
<b>D30</b>	Md Food Center Authority	3,060	<b>K00</b>	Department of Natural Resources	
<b>D38</b>	State Board of Elections	180	A01	Office of the Secretary	54,155
<b>D40</b>	Department of Planning	7,740	A02	Forest Service	64,440
<b>D50</b>	Military Department	28,577	A03	Wildlife & Heritage Service	59,220
<b>D53</b>	MD Inst for Emergency Medical Services	6,380	A04	Maryland Park Service	181,080
<b>D55</b>	Department of Veterans Affairs	15,055	A05	Land Acquisition & Planning	2,340
<b>D60</b>	State Archives	540	A06	Licensing and Registration Service	540
<b>D80</b>	Maryland Insurance Administration	1,857	A07	Natural Resources Police	94,500
<b>D90</b>	Canal Place Preservation & Dev. Auth.	180	A09	Engineering & Construction	12,960
<b>D99</b>	Office of Administrative Hearings	1,260	A10	Critical Area Commission	180
<b>E00</b>	Comptroller of the Treasury		A12	Resource Assessment Service	9,360
A01	Office of the Comptroller	12,140	A13	Maryland Environmental Trust	360
<b>E20</b>	State Treasurer		A14	Chesapeake and Coastal Service	1,620
B01	Treasury Management	282	A17	Fishing and Boating Services	58,500
<b>E50</b>	Dept of Assessments & Taxation	1,484	<b>L00</b>	Department of Agriculture	
<b>E75</b>	State Lottery & Gaming Control Agency	15,038	A11	Office of the Secretary	10,878
<b>E80</b>	Property Tax Assessment Appeals Board	180	A12	Office of Marketing	8,820
<b>F10</b>	Dept of Budget & Management		A14	Office of Plant Indust. & Pest Mgmt	24,120
A01	Office of the Secretary	900	A15	Office of Resource Conservation	13,680
<b>F50</b>	Department of Information Technology	720			
<b>G20</b>	MD State Retirement & Pension Systems	540			

FY 2019 Operating Budget Submission Requirements

Agency Code	Agency Name	FY 19 0704	Agency Code	Agency Name	FY 19 0704
<b>M00</b>	Maryland Department of Health		<b>Q00</b>	Dept. of Public Safety and Corr. Serv	
A01	Office of the Secretary	13,929	A01	Office of the Secretary	50,939
B01	Regulatory Services	8,640	A02	Deputy Secretary for Operations	25,020
F03	Prevention & Health Promot. Admin.	118,980	A03	Maryland Correctional Enterprises	25,380
F05	Office of The Chief Medical Examiner	720	C01	Md Parole Commission	1,080
I03	Western Maryland Center	1,620	D00	Patuxent Institution	10,260
I04	Deer's Head Center	1,260	G00	Police & Corr Training Commissions	14,220
J02	Laboratories Administration	1,260	N00	Maryland Comm on Corr. Standards	180
L01	Behavioral Health Administration	540	R02	Corrections - West	38,520
L04	Thomas Finan Hospital Ctr	4,680	R03	Div of Parole and Probation - West	15,660
L05	Reg Inst for Children & Adoles-Balto	1,800	S02	Corrections - East	50,220
L07	Eastern Shore Hospital Ctr	3,060	S03	Div of Parole and Probation - East	14,940
L08	Springfield Hospital Ctr	19,080	T03	Div of Parole and Probation - Central	7,560
L09	Spring Grove Hospital Ctr	17,640	T04	Detention - Pretrial	1,620
L10	Clifton T Perkins Hospital Ctr	2,880	<b>R00</b>	State Dept of Education	
L11	John L. Gildner Reg Inst. for Child	2,520	A01	Headquarters	13,690
L15	Behavioral Health Admin Fac. Maint	900	<b>R13</b>	Morgan State Univ	17,138
M01	Dev Disabilities Admin	180	<b>R14</b>	St Mary's College of MD	14,227
M05	Holly Center	5,040	<b>R15</b>	Md Public Broadcasting Comm	3,469
M06	DDA- Court Involved Delivery Sys.	540	<b>R30</b>	University System of Maryland	
M07	Potomac Center	2,700	R31	UoM, Baltimore Campus	14,106
M15	Dev Disabilities Admin Facility Maint	540	R32	UoM, College Park Campus	279,130
Q01	Medical Care Programs Admin	900	R23	Bowie State University	9,743
R01	Health Regulatory Commission	1,440	R24	Towson University	47,468
<b>N00</b>	Department of Human Services		R35	UoM, Eastern Shore	39,600
A01	Office of the Secretary	16,984	R26	Frostburg State University	22,639
B00	Social Services Admin	900	R27	Coppin State University	13,075
E01	Operations Office	4,860	R28	University of Baltimore	2,711
F00	Office of Tech. for Human Services	900	R29	Salisbury University	25,740
G00	Local Dept. Operations (Soc. Serv)	62,100	R40	UoM, University College	1,260
H00	Child Support Enforcement Admin	1,260	R41	UoM, Baltimore County	34,820
I00	Family Investment Administration	720	R44	UoM, Ctr for Envir Science	13,539
<b>P00</b>	Department of Labor, Licens. & Regul.		R46	Univ System of Md, Hdqtr	180
A01	Office of the Secretary	1,440	R62	Md Higher Education Commission	573
B01	Division of Administration	5,070	<b>R95</b>	Baltimore City Community College	4,457
D01	Div of Labor & Industry	5,760	<b>R99</b>	Md School for Deaf	5,400
G01	Div of Workforce Development	2,700	<b>S00</b>	Dept of Housing & Comm Dev	
H01	Office of Unemployment Insurance	900	A27	Division of Finance and Admin	5,760
			<b>S50</b>	African American History Museum	9,745



FY 2019 Operating Budget Submission Requirements

Agency Code	Agency Name	FY 19 0704
<b>T00</b>	Dept of Business & Economic Dev	
A00	Office of Secretary	1,080
F00	Div of Business & Industry Sect. Dev	1,800
G00	Div of Tourism, Film and The Arts	720
<b>U00</b>	Department of the Environment	
A01	Office of the Secretary	7,703
A04	Water Management Admin	14,220
A05	Science Services Admin	6,120
A06	Land Management Administration	12,960
A07	Air And Radiation Mgmt Admin.	6,480
A10	Coordinating Offices	3,600
<b>U10</b>	Maryland Environmental Service	152,381
<b>V00</b>	Department of Juvenile Services	
D01	Office of the Secretary	180
D02	Departmental Support	22,262
E01	Residential & Community Operations	21,420
G01	Region 1- Baltimore City	2,520
H01	Region 2 - Central Region	2,700
I01	Region 3 - Western Region	2,880
J01	Region 4 - Eastern Region	2,880
K01	Region 5 - Southern Region	4,320
L01	Region 6 - Metro Region	1,800
<b>W00</b>	Department of State Police	
A01	Maryland State Police	579,800
A02	Fire Prevent. Comm and Fire Marshal	12,201

## B.8 CONTRACTUAL SERVICES – OBJECT 08

### Interagency Agreements

All interagency agreements of \$25,000 or more must be reported on a [DA-23 form](#). Agencies must use subobject 0885, “In-State Services – Other,” to budget expenditures related to interagency agreements. This subobject also may be used for agreements with local government entities.

### Agreements Between a State Agency and a Public Institution of Higher Education

Section 27 of the FY 2018 Budget Bill requires State agencies and public institutions of higher education to report to DBM by August 1, 2017 on any interagency agreements in place in FY 2017 between them **in which total expenditures exceeded \$100,000**. Section 27 also requires agencies and institutions to receive approval from the Secretary of DBM before entering into any new higher education agreements in FY 2018 **in which total expenditures may exceed \$500,000**.

For additional information, please refer to the reporting requirements on the DBM website, <http://dbm.maryland.gov/proc-contracts/Pages/InteragencyAgreementReporting.aspx>

### Contracts

Form [DA-23](#) is required for each program or subprogram with budgeted contracts. Where contracts are funded in various subprograms, there should be an entry for each funding component of the contract as well as for the total for each contract.

- Each contract greater than \$25,000 must be listed separately.
- Contracts less than \$25,000 must be included on one line (not listed separately) for each subprogram.
- Agencies should provide a subtotal of actual, appropriation, and request amounts at the subobject level of detail for each subprogram.

The components of complex "lump sum" line-item requests should be detailed and justified, preferably on a [DA-2](#), with rates and units of service for all components. Line-item requests for simpler amounts may be justified using the comments column on the Excel Budget Submission Template.

The justification for each contractual service line-item should explain how the request for each line-item was determined. Examples may include:

- Planned actual cost of the next year of an approved multi-year contract,
- Three-year average of expenditures plus inflation,
- Current contract plus inflation, or
- Projected rate times units of service.

**It is strongly suggested that agencies use subobject 0899 only if there is no other appropriate subobject. Be prepared to explain the detail behind any items included in 0899.**

## **B.9 SUPPLIES AND EQUIPMENT – OBJECTS 09, 10 and 11**

### **Supplies and Materials (Object 09)**

Please refer to the Department of General Services website for statewide contracts for agency supplies at <http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>. For food and supplies for food preparation, select the “Food (Related)” category.

The justification for the agency's food requests should be presented in either the comments column of the 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.

### **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](#). According to State law, agencies shall purchase equipment and furniture from Maryland Correctional Enterprises whenever possible, found at <https://mce.md.gov/Products.aspx>.

Another alternative is to use statewide contracts for equipment. Please refer to the Department of General Services website for furniture and equipment. The category of note would be “Office Equipment and Furniture,” at <http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>.

The Department of Information Technology has master contracts for computer equipment, found at <http://doit.maryland.gov/contracts/Pages/HWMasterContractHomepage.aspx>. Also, see [pages 4 and 5 of this section](#) for more information regarding computer equipment prices as well as information on the technical definitions of different Comptroller Objects.

**B.9.1 LEASE PURCHASE PROGRAM FOR EQUIPMENT**

Agencies may use the Treasurer’s lease financing program for significant equipment purchases, found at <http://www.treasurer.state.md.us/debtmanagement/equipment-lease-purchase-financing.aspx>. For further information, go to <http://www.treasurer.state.md.us/debtmanagement/capital-lease-financing.aspx>.

✦ The following Schedule of Charges for Equipment Financed through the Master Equipment Lease-Purchase Program lists the charges to agencies by fiscal year for equipment financed as of June 22, 2017. The schedule should be used to derive the amount to be budgeted in Comptroller Objects 1021, 1041, 1121 and 1141 (Capital Lease Payments to Treasurer).

If an agency’s total budget request for these charges is different from the amount in the Schedule, please provide an itemization of additions and subtractions on a [DA-2 form](#), clearly identifying how the request is derived and why it differs from the Schedule.

Adjustments should be made to reflect the following, as needed:

- If an agency plans to finance the purchase of additional equipment, the amounts on the Schedule should be increased. Agencies may request a payment schedule for expected future equipment leases from their budget analyst. Payments can also be estimated as follows:

If equipment is financed (vendor paid)	First semi-annual payment is on:	Amount of debt service during fiscal year is the administrative fee plus:	
		FY 2018	FY 2019
October 2017	January 1, 2018	One interest-only payment	Two full payments
December 2017 and/or March 2018	July 1, 2018	none	One full payment plus one interest-only payment
June 2018 and/or October 2018	January 1, 2019	none	One interest-only payment
After October 2018	July 1, 2019	none	none

Please note the estimated total equipment cost and expected time of leasing for any additional equipment leases on the [DA-2 form](#).

- If there are (or will be) prepayments, deduct amounts for the FY 2018 and/or FY 2019 lease payments that will have been satisfied as a result of the prepayments. Use the amortization schedule you received at the time of financing to calculate the deductions (for assistance in determining the effect of prepayments, contact Christian Lund, State Treasurer’s Office, 410-260-7920).

State agencies should discuss potential equipment leases with the Treasurer’s Office prior to purchasing equipment from a vendor. State agencies requesting funds in the FY 2019 budget for equipment lease purchases must wait until the General Assembly approves the funding before purchasing the item from the vendor.

Questions should be directed to the DBM budget analyst.

**Schedule of Charges to Agencies for Equipment Financed Through the Master Equipment Lease-Purchase Program (includes administrative fee)**

<b>All equipment financed through:</b>		<b>6/22/2017</b>	
		<b>Fiscal Year 2018</b>	<b>Fiscal Year 2019</b>
<u>Financial Agency</u>			
C80	Office of the Public Defender	\$53,876	\$26,916
D28	Maryland Stadium Authority	\$992,931	\$992,399
D38	State Board of Elections	\$1,141,280	\$1,140,054
	Maryland Institute for Emergency Medical Services		
D53	Systems	\$60,645	\$0
E20	State Treasurer's Office	\$95,692	\$95,589
F50	Department of Information Technology	\$185,397	\$0
K00	Department of Natural Resources	\$180,996	\$208,998
M00	Maryland Department of Health	\$722,949	\$489,274
Q00	Department of Public Safety and Correctional Services	\$933,720	\$104,471
R13	Morgan State University	\$145,419	\$145,135
R14	St. Mary's College of Maryland	\$15,122	\$15,106
R15	Maryland Public Television	\$555,533	\$641,781
R30	Univ. of MD Center for Environmental Science	\$366,829	\$366,829
S00	Department of Housing and Community Development	\$155,753	\$0
U00	Department of the Environment	\$168,256	\$200,586
<b>Total</b>		<b>\$5,774,398</b>	<b>\$4,427,138</b>

**B.9.2 INFORMATION TECHNOLOGY BUDGETING AND PRICES**

The table below delineates the proper R\*STARS Comptroller Objects to use when budgeting transactions related to information technology.

Transaction	Mainframe	Computers	Imaging	Peripherals
Hardware Maintenance	0854			
Software License	0858			
Application Software Acquisition	0841	0930	0861	
Application Software Maintenance	0862			
System Software Acquisition	0841	0932	0863	
System Software Maintenance	0864			
Software Upgrades	0841	0933	0862 or 0864	
Hardware Out-Sourcing (non-State)	0869			
Hardware Purchase Replacement	1031	1033	1035	1036
Hardware Purchase Additional	1131	1133	1135	1136
Capital Lease Replacement	1041 or 1042			
Capital Lease Additional	1141 or 1142			
Operating Lease Replacement	1043			
Operating Lease Additional	1143			
Installment Payment Replacement	1044			
Installment Payment Additional	1144			
Hardware Upgrades	1131	1133	1135	1136

**Information Technology Definitions**

- **Mainframes** are computers used mainly by large organizations for critical bulk processing of information (financial transaction processing, statistics, etc.)
- **Computers** (including “mini,” “micro,” and “workstation”) are most often taken to mean a computer with a microprocessor as its central processing unit (CPU). Another general characteristic of these computers is that they occupy small physical spaces. Computers are also personal computers, workstations and laptops.
- **Imaging** is the processing, storage, compression and printing of data. Imaging can refer to pictures or documents.
- **Peripherals** are devices connected to a host computer, but not part of a computer’s architecture. They are typically dependent upon the host computer. Examples include keyboards, mice, printers, scanners, microphones, speakers, webcams and external storage devices.

**Schedule of Equipment Prices**

Standard Desktop Microcomputers

Processor - Intel Core i5-6500 Processor (3.2GHz, 6M), 8GB DDR4,  
 Non-ECC, 2400MHz Dual Channel SDRAM, 1x8GB, 128GB 2.5 6.0GB/s  
 SATA Class 20 Solid State Drive, 8X DVD+/-RW, 100/1000 Ethernet  
 Adapter, 24" Monitor **\$871**

Standard Laptop/Notebook

Processor – Intel Core i5-6200U Processor (2.3GHz, 3M cache),  
 8.0GB, DDR4-2133MHz SDRAM, 1 DIMM, 128GB SATA Class 20 Solid State  
 Drive, No Optical Drive, Integrated Wireless, 100/1000 Ethernet Adapter,  
 15" Screen (1366 x 768 pixels) **\$1,070**

Ink Jet Color Printer for Field Staff (with built-in battery)

6.7 ISO ppm (B&W) and 3.8 ISO ppm (Color) fade and water resistant prints **\$230**

Network Laser Color Printer (Multi Function Device) Leased

30 ppm, Print, Scan and Copy, 100/1000 Ethernet Adapter, 120000 page duty  
 cycle **\$200/mo**

Small Office Network Laser Printer (Multi Function Printer)

28 ppm, 600 dpi/1200 dpi, Duplex/Tray Ethernet  
 100/1000 Ethernet Adapter **\$450**

**B.10 GRANTS, SUBSIDIES, CONTRIBUTIONS – OBJECT 12**

✦ Each agency is 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 2017 actual award (as reflected in FY 2017 expenditure data), FY 2018 estimated award (as reflected in the FY 2018 appropriation), and any FY 2019 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.



## **B.11 FIXED CHARGES – OBJECT 13 (REAL PROPERTY LEASES)**

### **Non-DGS Rent (1301)**

Subobject 1301 must be used for private lease agreements in which rental payments are not paid to the Department of General Services (DGS). Agencies should budget for the entire rental amount in accordance with the terms negotiated by DGS. **Agencies are encouraged to schedule a review of private lease agreements with the DGS Lease Management Division prior to submitting the FY 2019 budget proposal to assure that the lease data is still valid.** For further information, contact:

Robert Suit  
Chief  
DGS Division of Lease Management and Procurement  
Room 601, 300 W. Preston Street  
Baltimore, MD 21201  
410-767-1819  
[robert.suit@maryland.gov](mailto:robert.suit@maryland.gov)

**NOTE:** Garage space rental must appear as subobject 0705 unless the entire garage or parking lot is being leased or such spaces are included in the building lease.

### **Insurance Premiums**

The following subobjects must be used for budgeting insurance premiums. Specific questions regarding premiums should be directed to the State Treasurer's Office (STO) at 410-260-7684.

#### **Insurance Coverage Paid to STO (1302)**

Insurance payments paid to the STO. See page 10 of this section for a schedule of charges for each agency.

#### **Insurance (Non-STO Payments) (1309)**

Insurance coverage payments not paid to the STO.

### **Rent Paid to DGS (1303)**

Subobject 1303 is restricted and must be used for rental payments made to DGS. The lease schedules (Sections B.11.1 – B.11.4) should be used to budget for the three components that comprise this subobject as follows:

↳ **Section B.11.1 lists the total DGS rent charges that should be budgeted in subobject 1303 by agency.**

1. Rental Payments to DGS for State-Owned Property: Agencies funded only with General Funds and occupying space in buildings operated by DGS do not pay rent and should not budget for rent for this purpose. Agencies that occupy space in buildings operated by DGS and are funded with any portion of Special or Federal Funds are required to pay rent to DGS based on the percentage of space occupied by special or federal fund positions. Agencies paying rent to DGS should budget the entire amount in subobject 1303. Agencies with legislative space will be billed at the full reimbursement rate regardless of whether the agency utilizes general funds or other

agency funds. **In the FY 2019 request, agencies should budget 3 percent in addition to the FY 2018 appropriation amount (see [Section B.11.2](#) – State-owned Property Lease Schedule for FY 2019 charges). Please contact your DBM budget analyst by August 4, 2017 if there are any projected changes to your square footage needs. DBM will make any needed adjustments in the FY 2019 Governor’s Allowance.**

2. **Lease Oversight Charges:** Charges are based on the number of leases and square footage per agency administered by the DGS Lease Management Division. Agencies should budget for lease oversight charges in accordance with the schedule in [Section B.11.3](#). DBM will make appropriate adjustments in the FY 2019 Governor’s Allowance.
3. **Reimbursable Leases:** The reimbursable lease schedule covers debt service and operating costs of buildings owned by local jurisdictions that the State will acquire once bond obligations have been satisfied. Agencies should budget for reimbursable leases in accordance with the lease schedule in [Section B.11.4](#).

### **Schedule of Real Property Leases**

A [DA-24 form](#) is to be completed for each program or subprogram in which funding for rent is requested. All information requested on the form must be entered separately for each lease, existing and proposed. Where leases are funded in various subprograms, make an entry for each funding component and create a total for the lease. The information contained on the DA-24 form should be reconciled to the total dollar amounts for subobjects 1301 or 1303. Where appropriate, the leases should be listed and totaled by the subobject. Agencies may submit an Excel spreadsheet with this information instead of using the DA-24 form. Consult with the assigned DBM budget analyst if you have questions or need assistance.

**B.11.1 TOTAL DGS RENT CHARGES (SUBJECT 1303)**

Agency Code	State-Owned	Lease Oversight	Reimburs. Lease Mgmt	Grand Total
B75		\$170		\$170
C00		\$23,446	\$1,994,521	\$2,017,967
C80	\$11,845	\$5,381	\$369,381	\$386,607
C81		\$6,141		\$6,141
C82		\$253		\$253
C90	\$1,046,719			\$1,046,719
C91	\$138,349			\$138,349
C94		\$255		\$255
C96		\$260		\$260
C98		\$3,909		\$3,909
D12		\$316		\$316
D15	\$31,027	\$1,336		\$32,363
D26	\$347,319			\$347,319
D27	\$73,927	\$170		\$74,097
D38		\$3,127		\$3,127
D40	\$65,609	\$170		\$65,779
D53		\$379		\$379
D55	\$27,031	\$170		\$27,201
D60	\$194,690	\$2,967		\$197,657
D70	\$84,762	\$170		\$84,932
D80	\$5,307	\$3,865		\$9,172
D99		\$3,012		\$3,012
E00	\$1,042,371	\$1,233	\$45,356	\$1,088,960
E50		\$4,936	\$430,672	\$435,608
E75		\$4,850		\$4,850
E80		\$170	\$19,477	\$19,647
F10	\$703,143			\$703,143
F50	\$320,193			\$320,193
G20	\$5,188	\$3,944		\$9,132
G50	\$141,121			\$141,121
H00	\$294,976			\$294,976
J00	\$2,426,395			\$2,426,395
J00E		\$6,747		\$6,747
J00I		\$2,494		\$2,494
J00J		\$1,020		\$1,020
J00K		\$2,856		\$2,856
K00	\$2,147,804	\$1,730		\$2,149,534
L00		\$969		\$969
M00	\$460,604	\$23,535		\$484,139
N00	\$7,528,539	\$85,439	\$66,766	\$7,680,744
P00	\$1,386,527	\$4,257		\$1,390,784
Q00	\$412,576	\$18,853	\$261,562	\$692,991
R00	\$2,350,867	\$8,264		\$2,359,131
R60		\$355		\$355
R95		\$4,359		\$4,359
S00		\$5,929		\$5,929
T00	\$21,179	\$526		\$21,705
U00	\$36,525	\$15,422		\$51,947
V00	\$15,327	\$8,698	\$144,866	\$168,891
W00	\$19,426	\$2,365		\$21,791
<b>Grand Total</b>	<b>\$21,339,346</b>	<b>\$264,448</b>	<b>\$3,332,601</b>	<b>\$24,936,395</b>

**B.11.2 STATE-OWNED PROPERTY LEASE CHARGES**

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
<b>C80</b>	<b>OPD</b>	Legislative Liaison	Attman-Glazer Building	500	100%	\$9,121	\$2,724	\$11,845
<b>C90</b>	<b>PSC</b>	Legislative Liaison	Attman-Glazer Building	710	100%	\$12,951	\$3,869	\$16,820
		Main Office	W. D. Schaefer Building	43,474	100%	\$793,022	\$236,877	\$1,029,899
<b>C91</b>	<b>OPC</b>	Main Office	W. D. Schaefer Building	5,840	100%	\$106,529	\$31,820	\$138,349
<b>D15</b>	<b>EXEC</b>	GOCI	Crownsville	6,539				\$0
		GOCCP	Crownsville	11,216				\$0
		Gov's Office of Grants	Crownsville	747				\$0
		GOMA	Crownsville	100				\$0
		Maryland State Ethics Commission	Attman-Glazer Building	3,742	35%	\$23,891	\$7,136	\$31,027
<b>D26</b>	<b>EXEC</b>	Legislative Liaison	Attman-Glazer Building	294	100%	\$5,363	\$1,602	\$6,965
		Main Office	State Office Building 1	14,367	100%	\$262,073	\$78,281	\$340,354
<b>D27</b>	<b>EXEC</b>	Main Office	W. D. Schaefer Building	14,860	21%	\$56,924	\$17,003	\$73,927
<b>D40</b>	<b>MDP</b>	Legislative Liaison	Attman-Glazer Building	100	100%	\$1,824	\$545	\$2,369
		Main Office	State Office Building 1	10,678	25%	\$48,695	\$14,545	\$63,240
<b>D55</b>	<b>EXEC</b>	Main Office	F. L. Wineland Building	1,934	59%	\$20,814	\$6,217	\$27,031
<b>D60</b>	<b>EXEC</b>	Main Office	State Archives Building	68,485	12%	\$149,911	\$44,779	\$194,690
<b>D70</b>	<b>EXEC</b>	Legal Staff	W. D. Schaefer Building	3,578	100%	\$65,267	\$19,495	\$84,762
<b>D80</b>	<b>EXEC</b>	Legislative Liaison	Attman-Glazer Building	224	100%	\$4,086	\$1,221	\$5,307
<b>E00</b>	<b>COMP</b>	Admissions Tax	State Office Building 1	1,255	100%	\$22,893	\$6,838	\$29,731
		Alcohol and Tobacco	Treasury Building	2,555	10%	\$4,661	\$1,392	\$6,053
		Comptroller of the Treasury	Treasury Building	9,530	40%	\$69,536	\$20,770	\$90,306
		Data Processing	State Office Building 1	756	100%	\$13,790	\$4,119	\$17,909
			Treasury Building	25,832	100%	\$471,209	\$140,751	\$611,960
		Motor Fuel Tax Division	Jessup State Complex	11,790	100%	\$215,065	\$64,240	\$279,305
		Unclaimed Property	State Office Building 1	300	100%	\$5,472	\$1,635	\$7,107
<b>F10</b>	<b>DBM</b>	Central Collection	State Office Building 2	21,860	100%	\$398,755	\$119,109	\$517,864
		Health & Employ. Benefits	State Office Building 1	7,821	100%	\$142,665	\$42,614	\$185,279
<b>F50</b>	<b>DoIT</b>	Equipment Room	W. D. Schaefer Building	336	100%	\$6,129	\$1,831	\$7,960
		Main Office	Crownsville	62,049				\$0
		Main Service Office	State Office Building 1	9,018	100%	\$164,500	\$49,136	\$213,636
		TTY Service Office	State Office Building 1	4,162	100%	\$75,920	\$22,677	\$98,597

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Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
<b>G20</b>	<b>RET</b>	Legislative Liaison	Attman-Glazer Building	219	100%	\$3,995	\$1,193	\$5,188
<b>G50</b>	<b>SUPP</b>	Main Office	W. D. Schaefer Building	5,957	100%	\$108,663	\$32,458	\$141,121
<b>H00</b>	<b>DGS</b>	Business Enterprise	State Office Building 1	524	100%	\$9,558	\$2,855	\$12,413
		Energy Projects and Services	State Office Building 1	992	100%	\$18,095	\$5,405	\$23,500
		Inventory Standards and Support Services	State Office Building 1	1,600	100%	\$29,186	\$8,718	\$37,904
		Mailroom and Courier Service	State Office Building 1	1,062	100%	\$19,372	\$5,787	\$25,159
		Records Management	Jessup State Complex	39,200	100%	\$196,000		\$196,000
		Saratoga State Complex	Saratoga State Complex	0				\$0
<b>J00</b>	<b>MDOT</b>	Legislative Liaison	Shaw House	255	100%	\$4,652	\$1,389	\$6,041
		Main Office	W. D. Schaefer Building	101,129	100%	\$1,844,724	\$551,022	\$2,395,746
		Satellite Location	MSC 6	1,349	100%	\$24,608		\$24,608
<b>K00</b>	<b>DNR</b>	Bel Air-Licensing	MSC 2	5,245	9%	\$8,611		\$8,611
		Boating	Tawes Building	3,317	100%	\$60,506	\$18,073	\$78,579
		Chesapeake and Coastal Watershed	Tawes Building	19,984	74%	\$269,755	\$80,576	\$350,331
		Engineering and Construction	Tawes Building	7,680	89%	\$124,683	\$37,243	\$161,926
		Fisheries Service	Tawes Building	12,076	75%	\$165,211	\$49,349	\$214,560
		Forestry Service	Tawes Building	4,293	59%	\$46,203	\$13,801	\$60,004
		Land Acquisition and Planning	Tawes Building	9,528	83%	\$144,257	\$43,090	\$187,347
		Leonardtwn	MSC 6	816	100%	\$14,885		\$14,885
		Licensing - Centreville	MSC 1	1,725	9%	\$2,832		\$2,832
		Maryland Environ.Trust	Crownsville	3,795				\$0
		Natural Resources Police	Tawes Building	9,228	34%	\$57,232	\$17,095	\$74,327
		Office of the Secretary	Tawes Building	32,656	61%	\$363,370	\$108,539	\$471,909
		Resource Assess. Services	Tawes Building	13,520	68%	\$167,703	\$50,093	\$217,796
		Salisbury-Watershed	MSC 1	4,783	16%	\$13,960		\$13,960
		Forest and Park Service	Tawes Building	6,816	100%	\$124,333	\$37,138	\$161,471
		Wildlife and Heritage	Tawes Building	6,131	89%	\$99,535	\$29,731	\$129,266

FY 2019 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
<b>M00</b>	<b>MDH</b>	Health Resources Comm.	Attman-Glazer Building	720	100%	\$13,134	\$3,923	\$17,057
		Legislative Liaison	Attman-Glazer Building	749	100%	\$13,663	\$4,081	\$17,744
		Public Health Commission	State Office Building 4	29,683		\$150,535		\$150,535
		Behavioral Health Administration	State Office Building 4	16,335		\$82,842		\$82,842
		Developmental Disabilities Administration	State Office Building 4	6,524		\$33,086		\$33,086
		Prevention and Health Promotion Administration	MSC 3	32,720	100%	\$159,340		\$159,340
<b>N00</b>	<b>DHS</b>	Bel Air - SS	MSC 2	20,287	63%	\$231,288		\$231,288
		Denton - SS	MSC 1	8,540	63%	\$97,363		\$97,363
		Elkton - SS	MSC 2	39,546	63%	\$450,857		\$450,857
		Glen Burnie - SS	MSC 4	33,821	63%	\$385,587		\$385,587
		Headquarters - Capital	Saratoga State Complex	0		\$100,000		\$100,000
		Headquarters - Operating	Saratoga State Complex	0		\$2,925,334	\$2,205,257	\$5,130,591
		Legislative Liaison	Attman-Glazer Building	791	100%	\$14,429	\$4,310	\$18,739
		Leonardtwn	MSC 6	26,135	50%	\$237,415		\$237,415
		Prince Frederick - SS	MSC 6	22,774	61%	\$253,411		\$253,411
		Salisbury - IMA	MSC 1	22,900		\$306,950		\$306,950
		Salisbury - SS	MSC 1	510	63%	\$5,814		\$5,814
		Rosemont Center-SS	Hilton Heights Comm.	27,237	63%	\$310,524		\$310,524
		<b>P00</b>	<b>DLLR</b>	Bel Air	MSC 2	8,796	100%	\$160,450
Glen Burnie	MSC 4			1,430	100%	\$26,085		\$26,085
Headquarters	Shilman Building			54,213	92%	\$909,802	\$271,759	\$1,181,561
		Legislative Liaison	Attman-Glazer Building	778	100%	\$14,192	\$4,239	\$18,431
<b>Q00</b>	<b>DPSCS</b>	Legislative Liaison	Attman-Glazer Building	658	100%	\$12,003	\$3,585	\$15,588
		MCE MD State Use Ind.	Jessup State Complex	10,229	100%	\$186,590		\$186,590
		Parole and Probation	MSC 6	3,000	19%	\$10,398		\$10,398
		MCE MD State Use Ind.- Warehouse	Jessup State Complex	40,000	100%	\$200,000		\$200,000
<b>R00</b>	<b>MSDE</b>	Headquarters	Civic Plaza	0		\$2,298,940		\$2,298,940
		Legislative Liaison	Treasury Building	587	100%	\$10,708	\$3,198	\$13,906
		Vocational Rehab	MSC 2	2,153	78%	\$30,633		\$30,633
		Rehabilitation Services	MSC 6	405	100%	\$7,388		\$7,388

FY 2019 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
<b>T00</b>	<b>Commerce</b>	Legislative Liaison	Attman-Glazer Building	894	100%	\$16,308	\$4,871	\$21,179
<b>U00</b>	<b>MDE</b>	Legislative Liaison	Treasury Building	737	100%	\$13,444	\$4,016	\$17,460
		Water Management Administration	MSC 1	1,802	58%	\$19,065		\$19,065
<b>V00</b>	<b>DJS</b>	Legislative Liaison	Attman-Glazer Building	647	100%	\$11,802	\$3,525	\$15,327
<b>W00</b>	<b>DSP</b>	Legislative Liaison	Attman-Glazer Building	820	100%	\$14,958	\$4,468	\$19,426
<b>Grand Total</b>				<b>1,054,953</b>		<b>\$16,787,333</b>	<b>\$4,552,013</b>	<b>\$21,339,346</b>

**B.11.3 DGS LEASE OVERSIGHT CHARGES**

Agency Code	Abbrev.	Number of Leases	Sq. Ft.	Annual Rent	Total Oversight Charge
B75	DLS	1	400	\$4,800	\$170
C00	JUDA	1	31,031	\$752,322	\$1,707
	JUDC	1	395,249	\$7,083,129	\$21,739
C80	OPD	1	97,831	\$1,477,100	\$5,381
C81	OAG	1	111,662	\$2,170,609	\$6,141
C82	OSP	1	4,600	\$73,600	\$253
C94	SIF	1	4,644	\$78,889	\$255
C96	UEF	1	4,725	\$32,772	\$260
C98	WCC	1	71,078	\$1,342,348	\$3,909
D12	MDOD	1	5,738	\$139,777	\$316
D15	EXEC	1	24,289	\$602,828	\$1,336
D27	MCCR	1	390	\$5,460	\$170
D38	SBE	1	56,854	\$336,732	\$3,127
D40	MDP	1	1,165	\$15,436	\$170
D53	MIEMSS	1	6,884	\$51,676	\$379
D55	MDVA	1	893	\$1,644	\$170
D60	MSA	1	53,940	\$382,335	\$2,967
D70	MAIF	1	2,490	\$62,872	\$170
D80	MIA	1	70,271	\$1,585,873	\$3,865
D99	OAH	1	54,769	\$922,441	\$3,012
E00	COMP	1	22,422	\$290,138	\$1,233
E50	SDAT	1	89,753	\$1,716,298	\$4,936
E75	MSLGCA	1	88,182	\$702,763	\$4,850
E80	PTAAB	1	3,348	\$51,055	\$170
G20	MSRA	1	71,713	\$1,784,371	\$3,944
J00E	MTA	1	122,668	\$1,670,080	\$6,747
J00I	MTA	1	45,349	\$691,572	\$2,494
J00J	MTA	1	18,547	\$345,901	\$1,020
J00K	MTA	1	51,925	\$747,385	\$2,856
K00	DNR	1	31,462	\$643,911	\$1,730
L00	MDA	1	17,612	\$146,864	\$969
M00	MDH	1	427,901	\$1,983,520	\$23,535
N00	DHS	1	1,553,432	\$26,623,414	\$85,439
P00	DLLR	1	77,400	\$1,272,207	\$4,257
Q00	DPSCS	1	342,785	\$5,659,000	\$18,853
R00	MSDE	3	150,233	\$2,313,285	\$8,264
R60	MD529	1	6,448	\$127,348	\$355
R95	BCCC	1	79,252	\$1,821,160	\$4,359
S00	DHCD	1	107,795	\$159,879	\$5,929
T00	Commerce	1	9,572	\$155,062	\$526
U00	MDE	1	280,404	\$3,878,563	\$15,422
V00	DJS	1	158,145	\$2,814,470	\$8,698
W00	MSP	1	43,002	\$464,807	\$2,365
<b>Grand Total</b>		<b>45</b>	<b>4,798,253</b>	<b>\$73,185,696</b>	<b>\$264,448</b>



**B.11.4 REIMBURSABLE LEASE MANAGEMENT CHARGES**

Agency Code	Abbrev.	Facility	Sq. Ft.	Pass Through Rent	Oversight Charge	Insurance	Total
<b>C00</b>	<b>JUD</b>	Prince George's County Office Building	73,219	\$1,909,397	\$84,202	\$922	\$1,994,521
<b>C80</b>	<b>OPD</b>	Prince George's County Office Building	13,560	\$353,616	\$15,594	\$171	\$369,381
<b>E00</b>	<b>COMP</b>	Prince George's County Office Building	1,665	\$43,420	\$1,915	\$21	\$45,356
<b>E50</b>	<b>SDAT</b>	Prince George's County Office Building	15,810	\$412,291	\$18,182	\$199	\$430,672
<b>E80</b>	<b>PTAAB</b>	Prince George's County Office Building	715	\$18,646	\$822	\$9	\$19,477
<b>N00</b>	<b>DHS</b>	Prince George's County Office Building	2,451	\$63,916	\$2,819	\$31	\$66,766
<b>Q00</b>	<b>DPSCS</b>	Prince George's County Office Building	9,602	\$250,399	\$11,042	\$121	\$261,562
<b>V00</b>	<b>DJS</b>	Prince George's County Office Building	5,318	\$138,683	\$6,116	\$67	\$144,866
<b>Grand Total</b>			<b>122,340</b>	<b>\$3,190,368</b>	<b>\$140,692</b>	<b>\$1,541</b>	<b>\$3,332,601</b>

**B.11.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE**  
**(SUBJECT 1302)**

Agency Code	Agency Name	FY 19 1302	Agency Code	Agency Name	FY 19 1302
B75	General Assembly/Legislative Services	37,561	E00	Comptroller of the Treasury	
C00	Judiciary	196,684	A01	Office of the Comptroller	70,003
C80	Office of the Public Defender	41,840	E20	State Treasurer	
C81	Office of the Attorney General	12,898	B01	Treasury Management	2,562
C82	Office of the State Prosecutor	2,284	B02	Insurance Management	1,658
C85	Maryland Tax Court	1,140	E50	Dept of Assessments & Taxation	27,643
C90	Public Service Commission	11,409	E75	State Lottery & Gaming Control Agency	28,745
C91	Office of the People's Counsel	1,608	E80	Property Tax Assessment Appeals Board	1,140
C94	Subsequent Injury Fund	1,523	E90	Register of Wills	
C96	Uninsured Employers' Fund	1,395	B01	Allegany	813
C98	Workers' Compensation Commission	6,107	B02	Anne Arundel	1,833
D05	Board of Public Works	1,183	B03	Baltimore County	2,045
D10	Executive Dept-Governor	5,840	B04	Calvert	983
D11	Office of Deaf and Hard of Hearing	928	B05	Caroline	813
D12	Department of Disabilities	1,905	B06	Carroll	940
D13	Maryland Energy Administration	1,990	B07	Cecil	898
D15	Boards Commissions & Offices	6,569	B08	Charles	898
D16	Secretary of State	1,863	B09	Dorchester	728
D17	Historic St. Mary's City Commission	11,991	B10	Frederick	898
D18	Governors Office for Children	1,480	B11	Garrett	728
D25	Inter Ag Comm for Public School Const.	1,920	B12	Harford	940
D26	Md Dept of Aging	2,543	B13	Howard	940
D27	Commission on Civil Rights	2,118	B14	Kent	728
D28	Md Stadium Authority	274,593	B15	Montgomery	2,300
D30	Md Food Center Authority	14,612	B16	Prince Georges	2,045
D38	State Board of Elections	22,347	B17	Queen Annes	813
D40	Department of Planning	13,453	B18	St Mary's	813
D50	Military Department	96,012	B19	Somerset	728
D53	MD Inst for Emergency Medical Services	14,607	B20	Talbot	813
D55	Department of Veterans Affairs	20,860	B21	Washington	855
D60	State Archives	13,097	B22	Wicomico	770
D70	Maryland Automobile Insurance Fund	9,622	B23	Worcester	770
D78	MD Health Benefit Exchange	21,078	B24	Baltimore City	2,470
D80	Maryland Insurance Administration	12,480			
D90	Canal Place Preservation & Dev. Auth.	2,156			
D99	Office of Administrative Hearings	6,730			

FY 2019 Operating Budget Submission Requirements

Agency Code	Agency Name	FY19 1302	Agency Code	Agency Name	FY19 1302
<b>F10</b>	Dept of Budget & Management		<b>L00</b>	Department of Agriculture	
A01	Office of the Secretary	7,823	A11	Office of the Secretary	45,633
A02	Office of Personnel Services & Benefit	6,038	A12	Office of Marketing	5,939
A05	Office of Budget Analysis	1,120	A14	Office of Plant Indust. & Pest Mgmt	6,532
A06	Office of Capital Budgeting	568	A15	Office of Resource Conservation	6,455
<b>F50</b>	Department of Information Technology	68,258	<b>M00</b>	Maryland Department of Health	
<b>G20</b>	MD State Retirement & Pension Systems	9,436	A01	Office of the Secretary	157,408
<b>G50</b>	Teachers & Employees Supp. Retirement	1,353	B01	Regulatory Services	21,480
<b>G99</b>	Injured Workers Insurance Fund	10,115	F01	Dep Sec for Public Health Serv	3,528
<b>H00</b>	Department of General Services		F02	Office of Popul. Health Improvement	133,832
A01	Office of the Secretary	45,894	F03	Prevent & Health Promotion Admin	20,055
B01	Office of Facilities Security	8,471	F05	Office of The Chief Medical Examiner	17,118
C01	Office of Facilities Ops & Maint	512,850	F06	Office of Preparedness & Response	3,472
D01	Office of Procurement & Logistics	3,518	I03	Western Maryland Center	48,193
E01	Office of Real Estate	1,763	I04	Deer's Head Center	18,623
G01	Office of Facilities Planning	4,180	J02	Laboratories Administration	39,578
<b>J00</b>	Department of Transportation		K01	Deputy Sec. for Behavioral Health	1,438
A01	Secretary's Office	30,295	L01	Behavioral Health Administration	12,210
B01	State Highway Administration	1,330,096	L04	Thomas Finan Hospital Ctr	14,873
D00	Maryland Port Administration	490,796	L05	Reg Inst for Children & Adoles-Balto	14,339
E00	Motor Vehicle Administration	162,085	L07	Eastern Shore Hospital Ctr	12,433
H01	Md Transit Administration	820,260	L08	Springfield Hospital Ctr	68,650
I00	Maryland Aviation Administration	558,749	L09	Spring Grove Hospital Ctr	66,216
J00	MD Transportation Authority	349,084	L10	Clifton T Perkins Hospital Ctr	43,871
<b>K00</b>	Department of Natural Resources		L11	John L. Gildner Reg Inst. for Child	8,968
A01	Office of the Secretary	214,689	L15	Behavioral Health Admin Fac. Maint	1,602
A02	Forest Service	6,067	M01	Dev Disabilities Admin	8,680
A03	Wildlife & Heritage Service	7,089	M05	Holly Center	14,948
A04	Maryland Park Service	59,818	M06	DDA- Court Involved Delivery System	4,948
A05	Land Acquisition & Planning	2,827	M07	Potomac Center	11,276
A06	Licensing and Registration Service	2,103	M15	Dev Disabilities Admin Facility Maint	23,022
A07	Natural Resources Police	48,755	Q01	Medical Care Programs Admin	28,034
A09	Engineering & Construction	5,134	R01	Health Regulatory Commission	5,078
A10	Critical Area Commission	1,338			
A12	Resource Assessment Service	6,468			
A13	Maryland Environmental Trust	1,040			
A14	Chesapeake and Coastal Service	3,605			
A17	Fishing and Boating Services	22,012			

FY 2019 Operating Budget Submission Requirements

Agency Code	Agency Name	FY19 1302	Agency Code	Agency Name	FY19 1302
<b>N00</b>	Department of Human Services		<b>R13</b>	Morgan State Univ	318,106
A01	Office of the Secretary	235,672	<b>R14</b>	St Mary's College of MD	155,945
B00	Social Services Admin	5,709	<b>R15</b>	Md Public Broadcasting Comm	17,785
E01	Operations Office	8,864	<b>R30</b>	University System of Maryland	
F00	Office of Tech. for Human Services	7,582	R31	UoM, Baltimore Campus	871,118
G00	Local Dept. Operations (Soc. Serv)	251,410	R32	UoM, College Park Campus	2,111,822
H00	Child Support Enforcement Admin	3,864	R23	Bowie State University	156,791
I00	Family Investment Administration	12,455	R24	Towson University	559,701
<b>P00</b>	Department of Labor, Licens. & Regul.		R35	UoM, Eastern Shore	219,218
A01	Office of the Secretary	5,310	R26	Frostburg State University	133,475
B01	Division of Administration	29,236	R27	Coppin State University	165,933
C01	Division of Financial Reg	3,714	R28	University of Baltimore	130,351
D01	Div of Labor & Industry	8,407	R29	Salisbury University	287,758
E01	Div of Racing	398	R40	UoM, University College	122,699
F01	Office of Occup & Prof Lic	3,052	R41	UoM, Baltimore County	692,882
G01	Div of Workforce Development	18,252	R44	UoM, Ctr for Envir Science	95,926
H01	Office of Unemployment Insurance	21,006	R46	Univ System of Md, Hdqtr	43,387
<b>Q00</b>	Dept. of Public Safety and Corr. Serv		<b>R60</b>	College Savings Plan	1,918
A01	Office of the Secretary	617,289	<b>R62</b>	Md Higher Education Commission	3,318
A01	Sheriff's Office	224,076	<b>R95</b>	Baltimore City Community College	96,710
A02	Deputy Secretary for Operations	23,352	<b>R99</b>	Md School for Deaf	44,644
A03	Maryland Correctional Enterprises	14,947	<b>S00</b>	Dept of Housing & Comm Dev	
B01	Division of Correction Headquarters	10,190	A20	Office of the Secretary	2,640
C01	Md Parole Commission	3,880	A22	Division of Credit Assurance	6,342
C02	Division of Parole & Probation	6,521	A24	Division of Neighborhood Revit.	1,875
D00	Patuxent Institution	59,603	A25	Division of Development Finance	6,678
E00	Inmate Grievance Office	1,098	A26	Division of Information Technology	1,481
G00	Police & Corr Training Commissions	23,580	A27	Division of Finance and Admin	3,116
K00	Criminal Injuries Compensation Board	1,268	<b>S50</b>	African American History Museum	9,745
N00	Maryland Comm on Corr. Standards	970	<b>T00</b>	Dept of Business & Economic Dev	
R02	Corrections - West	361,726	A00	Office of Secretary	5,797
R03	Div of Parole and Probation - West	11,054	F00	Div of Business & Enterprise Dev	3,486
S02	Corrections - East	361,735	G00	Div of Tourism, Film and The Arts	3,003
S03	Div of Parole and Probation - East	15,421			
T03	Div of Parole and Probation - Central	24,608			
T04	Detention - Pretrial	311,699			
<b>R00</b>	State Dept of Education				
A01	Headquarters	89,710			
A05	Maryland Longitud. Data System Ctr	553			

FY 2019 Operating Budget Submission Requirements

Agency Code	Agency Name	FY19 1302
<b>U00</b>	Department of the Environment	
A01	Office of the Secretary	25,745
A02	Operational Services Admin	2,155
A04	Water Management Admin	11,551
A05	Science Services Admin	5,370
A06	Land Management Administration	10,539
A07	Air And Radiation Mgmt Admin.	8,427
A10	Coordinating Offices	5,431
<b>U10</b>	Maryland Environmental Service	126,533
<b>V00</b>	Department of Juvenile Services	
D01	Office of the Secretary	3,273
D02	Departmental Support	118,008
E01	Residential & Community Operations	2,028
G01	Region 1- Baltimore City	35,967
H01	Region 2 - Central Region	38,115
I01	Region 3 - Western Region	40,348
J01	Region 4 - Eastern Region	9,567
K01	Region 5 - Southern Region	9,064
L01	Region 6 - Metro Region	28,213
<b>W00</b>	Department of State Police	
A01	Maryland State Police	879,742
A02	Fire Prevent. Comm and Fire Marshal	4,353

## **B.12 LAND AND STRUCTURES – OBJECT 14 (OPERATING MAINTENANCE)**

### **Operating Maintenance**

Operating maintenance expenditures should be budgeted under the appropriate subobjects as follows:

#### **Object 08 – Contractual Services**

- Building/ Road Repairs and Maintenance (0812)

#### **Object 14 – Land and Structures**

- Roof Repair/ Replacement (1440)
- Building Interiors (1442)
- Heating (1444)
- Security Alarm Systems (1446)
- Ground Maintenance (1448)
- Easement Acquisitions (1481)
- Building Exteriors (1441)
- Water (1443)
- Power Lines (1445)
- Road Repair Services (1447)
- Sheds, Gas & Oil Storage Tanks (1449)
- Other Land and Structures (1499)

Note: subobject 1498 is reserved for statewide operating maintenance projects that are administered by the Department of General Services (DGS).

### **Agency Maintenance**

An agency's ongoing, preventive maintenance should be reported and requested in the agency's budget submission under the appropriate subobject code. Higher education institutions should include all facility-related projects in their budget requests since these projects and funds are not administered by DGS.

### **DGS Administered Maintenance**

Operating maintenance projects administered by DGS should not be included in an agency's budget request submission. All agency operating maintenance needs should be coordinated directly with DGS prior to the submission. All new or additional operating maintenance projects to be considered for funding should be sent directly to DGS at the address below. Your assigned DBM budget analyst, in conjunction with DGS, will review these projects. Additionally, the budget submission should exclude any funding for general-funded capital projects.

If you have any questions, please contact:

James Keel  
Chief, Facilities Engineering  
Department of General Services  
301 W. Preston Street, Room 1404  
Baltimore, Maryland 21201  
410-767-4263  
[james.keel@maryland.gov](mailto:james.keel@maryland.gov)

## B.13 PAYGO CAPITAL PROJECTS

PAYGO capital appropriations fund projects that are paid for with General, Special and Federal Funds as part of an agency’s operating budget. Make sure that PAYGO operating submissions match your capital budget submission to the DBM Office of Capital Budgeting. Do **NOT** allocate General Obligation Bond funding in the FY 2019 operating budget request. **Funding for PAYGO projects should not be budgeted in operating programs. It should be budgeted in the applicable PAYGO (capital) program within your agency.**

### Subprogram Reporting

When multiple **PAYGO** capital projects are budgeted in the same eight-digit **non-transportation** program, each project is to be budgeted in a separate subprogram, including projects that may be added in the FY 2019 allowance. If a project spans more than one reporting year, the same subprogram should be used across all years for comparison purposes.

Agencies should work with their budget analyst to identify subprograms for **new PAYGO capital projects** to be added in FY 2019. One example of a designated PAYGO program having more than one capital project, each budgeted in its own subprogram, is D55P00.04, Department of Veterans Affairs, Cemetery Program/Capital Appropriation. This program was broken down into five separate subprograms, each representing different cemetery projects at separate locations.

The following programs have had more than one project in prior year budgets, and meet the stated reporting protocol:

<u>Department</u>	<u>Programs</u>
Maryland Energy Administration	D13A13.02, D13A13.03
Department of Planning	D40W01.11
Military Department	D50H01.04
Department of Veterans Affairs	D55P00.04
Department of Natural Resources	K00A05.10, K00A14.01
Department of Agriculture	L00A11.11, L00A12.13
Department of Housing and Community Development	S00A24.02, S00A25.07, S00A25.08, S00A25.09
Department of the Environment	U00A01.03, U00A01.05, U00A01.11, U00A01.12

If you need additional guidance, contact your DBM analyst or Kurt Stolzenbach at 410-260-7416.

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

The table that follows contains a list of the R\*STARS Comptroller Objects to be used in the preparation of the FY 2019 budget.

### AGENCIES MUST USE R\*STARS SUBOBJECTS IN ALL COMPUTERIZED AND HARD COPY DETAIL SUBMITTED TO ITEMIZE OR JUSTIFY THE BUDGET UNLESS PERMISSION HAS BEEN OBTAINED TO USE AGENCY OBJECTS.

If agency object codes are used in the budget, agencies should be sure to update the conversion tables that show the corresponding Comptroller Object. Submit these conversion tables to Kim Grandy as soon as possible. An informational copy should also be sent to your assigned DBM budget analyst.

#### R\*STARS

#### Comptroller

**Object    Title of Comptroller Object**

**Rates Assumption/  
Basis for Calculation**

#### Object .01 Salaries and Wages

0101	Regular Earnings	Use target established by DBM from Salary Forecast process
0102	Additional Assistance	Includes related salary and social security costs.
0104	Overtime Earnings	Includes related salary and social security costs.
0105	Shift Differential	Includes related salary and social security costs.
0110	Miscellaneous Adjustments	Includes related salary and social security costs.
0111	Accrued Leave Payout	Includes related salary and social security costs.
0112	Reclassification	Includes related salary, social security, retirement, unemployment, and turnover adj.
0120	Student Payments (USM only)	
0151	Social Security Contributions	7.28% to \$139,424 + 1.45% of excess (see Section A.2)
0152	Health Insurance	<b>Same as FY 2018 appropriation</b>
0153	Health Insurance-Special Subsidies	Zero growth rate
0154	Retirees Health Insurance Premiums	<b>Same as FY 2018 appropriation</b>
0155	Sick Leave Incentive Program	<b>Do Not Budget in FY 2019</b>
0156	VSP Payments (FY 2011 only)	<b>Do Not Budget in FY 2019</b>
0157	Other Post Employment Benefits	<b>Do Not Budget in FY 2019</b>
0160	Early Retirement Surcharge	<b>Do Not Budget in FY 2019</b>
0161	Employees' Retirement System (A62 not used)	19.32% of Regular Earnings 0101 (employees in the Employee's Retirement System)
0162	Employees' Pension System	<b>Do Not Budget in FY 2019</b>
0163	Teachers' Retirement System (A64 not used)	16.51% of Regular Earnings 0101 (employees in the Teacher's Retirement System)
0164	Teachers' Pension System	<b>Do Not Budget in FY 2019</b>
0165	State Police Retirement System	81.38% of Regular Earnings 0101 (employees in the State Police Retirement System)
0166	Judges' Pension System	46.45% of Regular Earnings 0101 (employees in the Judges' Pension System)
0167	Mass Transit Administration Pension System	Rate to be determined by MDOT
0168	Optional Retirement/Pension System (TIAA)	7.25% of Regular Earnings 0101 (employees in the TIAA Retirement System)
0169	Law Enforcement Officers' Pension System	41.42% of Regular Earnings 0101 (employees in the SLEOLA Retirement System)
0170	Other Retirement Systems	
0171	Other Pension Systems	
0172	Deferred Compensation Match	<b>Do Not Budget in FY 2019</b>
0174	Unemployment Compensation	28¢ / \$100 of payroll
0175	Workers' Compensation	<b>Same as FY 2018 appropriation</b>
0176	Workers' Compensation Reserve Fund	
0181	Tuition Waivers	Higher Education Institutions Only -as determined by governing boards
0182	Employee Transit Expenses	
0189	Turnover Expectancy	
0192	Section 40 Hiring Freeze Savings	<b>Do Not Budget in FY 2019</b>
0193	Health Savings	<b>Do Not Budget in FY 2019</b>
0194	Section 40 Retirement Benefits	<b>Do Not Budget in FY 2019</b>
0195	Section 40 COLA	<b>Do Not Budget in FY 2019</b>
0199	Other Fringe Benefit Costs	

#### Object .02 Technical and Special Fees

0201	Honorariums
0202	Per Diem Payments
0203	Clerical/Secretarial Support
0204	Legal Service Support
0205	Medical Service Support
0206	Religious Service Support
0207	Social Service Support
0208	Training and Staff Development



**B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT**

**R\*STARS**

**Comptroller**

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0209	Administrative/Management Services Support	
0210	Patient and Student Payments	
0211	Employee Awards	
0212	Athletic Services Support	
0213	Social Security Contributions	7.65% to \$132,751 + 1.45% of excess
0214	Unemployment Compensation	28¢ / \$100 of payroll
0216	Royalty Payments	
0217	Contractual Health Insurance	<b>Same as FY 2018 appropriation</b>
0220	Special Payments Payroll	
0221	Prizes and Awards to Non-Employees	
0289	Contractual Turnover Expectancy	
0299	Other Technical and Special Fees	

**Object .03 Communications**

0301	Postage	1st Class/Standard Letter 49¢
0302	Telephone	
0303	Telecommunications	
0304	Misc. Communications Charges	
0305	DBM Paid Telecommunications	<b>Same as FY 2018 appropriation</b>
0306	Cell Phone Expenditures	
0322	Capital Lease(s) (Telecommunications)	<b>Same as FY 2018 appropriation</b>
0395	Corporate Purchasing Card	
0397	Paycheck Postage Costs	

**Object .04 Travel**

0401	In State/Routine Operations	
0402	In State/Conferences/Seminars/Training	
0403	Out-of-State/Routine Operations	
0404	Out-of-State/Conferences/Seminars/Training	
0495	Corporate Purchasing Card	
	Private Vehicle Mileage	53.5¢ per mile <i>(This rate will be adjusted after the federal government sets its mileage reimbursement rate.)</i>
	Meal Allowances	State Employees & Non-Paid Board
	Breakfast	\$10.00
	Lunch	\$12.00
	Dinner	\$25.00
	Per Day Maximum	\$47.00

**Object .06 Fuel and Utilities**

0601	Fuel - Alcohol	
0602	Fuel - Coal	
0603	Fuel - Oil #2	Justify any increase on a DA-2 form
0604	Fuel - Oil #3	Justify any increase on a DA-2 form
0605	Fuel - Oil #6	Justify any increase on a DA-2 form
0606	Fuel - Natural Gas/Propane	<b>12.5% over FY 2017 actual expenditures</b>
0607	Fuel - Wood	
0608	Fuel - Steam	
0619	Fuel - Miscellaneous	
0620	Utilities - Electricity	<b>Same FY 2017 actual expenditures</b>
0621	Utilities - Water/Sewage	
0622	Utilities - Combined Utility Purchases	
0695	Corporate Purchasing Card	
0697	MES Charges	<b>Same as FY 2018 appropriation</b>
0698	Loan Repayment- Energy Conservation	Amount listed in schedule in B.6
0699	Utilities - Miscellaneous	

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

### R\*STARS

#### Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
<b>Object .07 Motor Vehicle Operations and Maintenance</b>		
Cars, Station Wagons, Carryalls and Vans		
0701	Purchase Cost or Lease Cost	See Equipment List in B.7
0702	Gas and Oil	Passenger Vehicles 12.0¢/mile Light Trucks & Vans 16.0¢/mile
0703	Maintenance and Repair	Passenger Vehicles 10.0¢/mile Light Trucks & Vans 12.0¢/mile
0704	Insurance	Use amounts from Treasurer's Insurance Division (Section B.7)
0705	Garage Rent - Areas served by mass transit - Areas not served by mass transit	NTE 1 to 3 ratio of spaces to employees NTE 1 to 2 ratio of spaces to employees
Aircraft		
0710	Purchase Cost or Lease Cost	
0711	Gas and Oil	
0712	Maintenance and Repair	
0713	Insurance	
0714	Hangar Rental/Landing Fees	
Watercraft		
0720	Purchase Cost or Lease Cost	
0721	Gas and Oil	
0722	Maintenance and Repair	
0723	Insurance	
0724	Boat Slip Rental/Launching Fees	
Other Land Vehicles		
0730	Purchase Cost or Lease Cost	
0731	Gas and Oil	
0732	Maintenance and Repair	
0733	Insurance	
0734	Garage or Storage Space Rental	
0789	Vehicle Commuter Charge	See schedule in Section B.7.4
0795	Corporate Purchasing Card	
0799	Other Motor Vehicle Charges	

#### Object .08 Contractual Services

0801	Advertising & Legal Publication	
0803	Architects	
0804	Printing/Reproduction	
0805	Bookbinding/Photographic	
0806	Microfilming	
0807	Engineers	
0808	Equipment Rental (Other than Data Processing)	
0809	Equipment Repairs and Maintenance	
0810	Extermination	
0811	Food Services	
0812	Building/Road Repairs and Maintenance	
0813	Janitorial Services	
0814	Grounds Maintenance	
0815	Laundry	Correctional Laundry 48.5¢ per pound
0816	Housekeeping	
0817	Legal Services	
0818	Purchase of Care Services	
0819	Education/Training Contracts	
0820	Medical Care (Physicians Dental, Etc.)	
0821	Management Studies and Consultants	
0822	Hospital Care	
0823	Security Services	
0824	Laboratory Services	

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

### R\*STARS

<b>Comptroller</b>	<b>Rates Assumption/ Basis for Calculation</b>
<b>Object</b>	<b>Title of Comptroller Object</b>
0825	Veterinarian
0826	Freight and Delivery
0827	Trash and Garbage Removal
0828	Office Assistance
0829	Fiscal Service
0830	Medical Assistance Reimbursements
0831	Administrative Hearings
0832	Education & Training Reimbursement - Job Related
0833	eMaryland Marketplace
0835	Administrative Allocations
0836	Human Services - Other Fee-for-Service
0838	Other Human Services
0839	Human Resources Shared Services Allocation
0841	Data Processing Central Processing Unit & Consoles
0843	Communications Controllers
0844	Magnetic Tape Devices
0845	Direct Access Storage Devices (DASD)
0848	Terminal Teleprocessing Equipment
0849	Telecommunications Lines, Modems, Controllers, etc.
0850	Peripheral Equipment- Printers, Terminals, etc.
0852	Data Entry Devices
0854	Computer Maintenance Contracts
0857	Other Data Processing Hardware
0858	Software Licenses
0861	Applications Software (Acquisition)
0862	Applications Software (Maintenance)
0863	Systems Software (Acquisition)
0864	Systems Software (Maintenance)
0865	Outside Services-Systems Analysis and Design
0866	Outside Services-Programming
0867	Outside Services-Data Entry
0868	Outside Services-D/P Training
0869	Outside Services-Computer Usage
0872	Outside Services - Consulting Services
0873	Outside Services - Other
0874	Office of the Attorney General - administrative fee
0875	Retirement - administrative fee
0876	DoIT services allocation
0878	In State Services-Systems Analysis and Design
0879	In State Services-Programming
0880	In State Services-Data Entry
0881	In State Services-D/P Training
0882	In State Services-Computer Usage - ADC ONLY
0883	In State Services-Tape Maintenance
0885	In State Services-Other
0886	In State Services-Computer Usage-Other than ADC
0890	Data Processing-Microfilming/Microfiching
0891	Data Processing-Freight
0892	Data Processing-Academic/Research
0893	Data Processing-Administrative
0894	Statewide Personnel System Allocation
0895	Corporate Purchasing Card
0897	Enterprise Budgeting System Allocation
0898	Data Processing-Other Contractual Services-DP
0899	Other Contractual Services Non-DP

### Object .09 Supplies and Materials

0901	Agriculture
0902	Office Supplies

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

### R\*STARS

#### Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0903	Audio Visual	
0904	Building and Household	
0905	Cosmetic	
0906	Laboratory	
0907	Dietary	
0908	Housekeeping	
0909	Medical	
0910	Laundry	
0911	Medicine, Drugs and Chemicals	
0912	Wearing Apparel-Uniforms Employees	
0913	Wearing Apparel-Uniforms Clients (Patients, Prisoners)	
0914	Instructional Supplies	
0915	Library Supplies	
0916	Recreational Supplies	
0917	Small Tools	
0918	Veterinary	
0919	Tobacco	
0920	Food - Raw Food Costs: includes regular meals, special diets, gratuitous meals	
0921	Data Processing Computer Forms	
0926	Data Processing Supplies	
0930	Microcomputer Packaged Applications Software	
0932	Microcomputer Operating Systems Software	
0933	Software Upgrades	
0951	Items for Resale	
0990	Data Processing-Academic/Research	
0991	Data Processing-Administrative	
0995	Corporate Purchasing Card	
0998	Data Processing Other Materials	
0999	Other Supplies and Materials	

#### Object .10 Equipment Replacement

1001	Agricultural Equipment
1002	Audio-Visual Equipment
1003	Cleaning Equipment
1004	Dental Equipment
1005	Dietary Equipment
1006	Duplicating Equipment
1007	Educational Equipment
1008	Household Equipment
1009	Human Environmental Equipment
1010	Laboratory Equipment
1011	Laundry Equipment
1012	Livestock
1013	Maintenance and Building Equipment
1014	Medical Equipment
1015	Office Equipment
1016	Power Plant Equipment
1017	Recreational Equipment
1018	Veterinary Equipment
1019	Radios and Electronic Equipment
1021	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1022	Capital Lease(s) (Non-DP)
1023	Operating Lease(s) (Non-DP)
1024	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1031	Data Processing Equipment-Mainframe
1032	Data Processing Equipment-Minicomputer
1033	Data Processing Equipment-Microcomputer
1034	Data Processing Equipment-Workstations
1035	Data Processing Equipment-Imaging Systems

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

### R\*STARS

#### Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
1036	Data Processing Equipment-Peripherals	
1041	Capital Lease(s)- Payment(s) to Treasurer (DP)	
1042	Capital Lease(s) (DP)	
1043	Operating Lease(s) (DP)	
1044	Installment Payment(s) to Treasurer (DP, Non-Capital)	
1090	Data Processing-Academic/Research	
1091	Data Processing-Administrative	
1095	Corporate Purchasing Card	
1099	Other Equipment	

#### Object .11 Equipment Additional

1101	Agricultural Equipment
1102	Audio-Visual Equipment
1103	Cleaning Equipment
1104	Dental Equipment
1105	Dietary Equipment
1106	Duplicating Equipment
1107	Educational Equipment
1108	Household Equipment
1109	Human Environmental Equipment
1110	Laboratory Equipment
1111	Laundry Equipment
1112	Livestock
1113	Maintenance and Building Equipment
1114	Medical Equipment
1115	Office Equipment
1116	Power Plant Equipment
1117	Recreational Equipment
1118	Veterinary Equipment
1119	Radios and Electronic Equipment
1121	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1122	Capital Lease(s) (Non-DP)
1123	Operating Lease(s) (Non-DP)
1124	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1131	Data Processing Equipment-Mainframe
1132	Data Processing Equipment-Minicomputer
1133	Data Processing Equipment-Microcomputer
1134	Data Processing Equipment-Workstations
1135	Data Processing Equipment-Imaging Systems
1136	Data Processing Equipment-Peripherals and Hardware Upgrades
1141	Capital Lease(s)- Payment(s) to Treasurer (DP)
1142	Capital Lease(s) (DP)
1143	Operating Lease(s) (DP)
1144	Installment Payment(s) to Treasurer(DP, Non-Capital)
1190	Data Processing-Academic/Research
1191	Data Processing-Administrative
1195	Corporate Purchasing Card
1199	Other Equipment

#### Object .12 Grants, Subsidies, and Contributions

1201	Social Security Contributions-Grants
1202	Aid to Political Subdivisions
1203	Health and Insurance Grants
1204	Educational Grants
1205	Inmate Payments
1206	Grants to Other St. Gov't. Prog./Agen.
1207	Grants to Non-Governmental Entities
1208	Statewide Cost Allocation
1209	Employees' Retirement System Grants

## B.14 - FY 2019 STANDARD RATES AND CALCULATIONS BY COMPTROLLER OBJECT

### R\*STARS

#### Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
1210	Employees' Pension System Grants	
1211	Teachers' Retirement System Grants	
1212	Teachers' Pension System Grants	
1213	Optional Retirement System (TIAA) Grants	
1214	Public Assistance Payments	
1295	Corporate Purchasing Card	
1296	Grants for Subsidized Rents	
1297	Grants to Health Providers	
1298	Taxable Grants, Contributions and Subsidies	
1299	Other Grants, Subsidies and Contributions	

#### Object .13 Fixed Charges

1301	Rent (non-DGS)	
1302	Insurance Coverage Paid to STO	Use amounts from Treasurer's Insurance Division (Section B.11)
1303	Rent Paid to DGS	<b>See schedules in Sections B.11.1 - B.11.4</b>
1304	Subscriptions	
1305	Association Dues	
1306	Bond Payments	
1307	Interest	
1308	Licenses	
1309	Insurance (Non STO Payments)	
1310	Interest on Late Payments	
1311	Interest on Treasury Cash Overdrafts	
1312	Interest on Treasury Deposits	
1320	Bad Debt Expense	
1395	Corporate Purchasing Card	
1399	Other	

#### Object .14 Land and Structures

1401	Land	
1402	Land Improvements-Existing Facilities	
1410	Buildings Construction-New Facilities	
1411	Buildings-Purchase/Trade	
1412	Buildings-Demolition	
1413	Buildings-Fixed Equipment	
1414	Buildings-Professional Fees	
1415	Buildings, Additions, and Other Major Improvements	
1416	Utilities Extension	
1430	Improvements Other Than Bldgs-Highway Construction	
1431	Improvements Other Than Bldgs-Roads, Sidewalks and Parking Areas	
1432	Improvements Other Than Bldgs-Water Construction	
1433	Loans to Private/Non-profit Individuals/Organizations	
1440	Roof Repair/Replacement	
1441	Building Exteriors	
1442	Building Interiors	
1443	Water	
1444	Heating	
1445	Power Lines	
1446	Security Alarm Systems	
1447	Road Repair Services	
1448	Ground Maintenance	
1449	Sheds, Gas & Oil Storage tanks	
1481	Easement Acquisitions	
1495	Corporate Purchasing Card	
1498	Statewide Critical Maintenance Program (DGS Administered)	
1499	Other Land and Structures	