



State of Maryland

Martin O'Malley,  
*Governor*

Anthony G. Brown,  
*Lt. Governor*

Gregg L. Hershberger,  
*Secretary*

THE  
DEPARTMENT  
OF  
PUBLIC SAFETY  
AND  
CORRECTIONAL  
SERVICES

Local Jails  
Capital  
Improvement  
Program  
Policy  
and  
Procedures Manual

*July 2014*

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# LOCAL JAILS CAPITAL IMPROVEMENT POLICY AND PROCEDURES MANUAL

State of Maryland

Martin O'Malley, *Governor*  
Anthony G. Brown, *Lt. Governor*  
Gregg L. Hershberger, *Secretary*

The Department of Public Safety and Correctional Services  
Division of Capital Construction and Facilities Maintenance  
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*July 2014*

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# TABLE OF CONTENTS

<b>CHAPTER 1: INTRODUCTION</b> .....	5
A. Purpose and Content of the Manual.....	5
B. Legal Citations.....	6
C. State Agency Responsibilities.....	6
<b>CHAPTER 2: CAPITAL IMPROVEMENT QUALIFICATIONS</b> .....	9
A. Overview.....	9
B. Projects and Items that Qualify for State Capital Funding.....	9
C. Projects and Items That Are <i>Not Eligible</i> for State Capital Funding.....	11
<b>CHAPTER 3: FORMALIZED PLANNING PROCESS</b> .....	12
A. Overview.....	12
B. Assessment of Current Conditions.....	12
C. Inmate Population Projections.....	12
D. Alternative to Incarceration Programs and the Potential Impact on the Projected Inmate Population.....	13
E. Capital Improvement Plan.....	14
F. PlanMaryland.....	15
<b>CHAPTER 4: LOCAL JAILS CAPITAL IMPROVEMENT PROCESS</b> .....	16
A. State Capital Budget Cycle.....	16
Local Jails Capital Improvement Policy and Procedures Manual Timeline.....	17
B. Architectural Program.....	18
C. Certification of 100% State Funding and 50% State Funding.....	18
1. OVERVIEW.....	18
2. PROCEDURE.....	19
D. Local Jail Design Standards.....	19
E. Architect Selection Procedures.....	21
F. Design Review Process.....	22
G. Variances to the Local Jail Design Standards.....	22
H. Construction Contract Procedures.....	23
I. Capital Equipment.....	24
J. Certification and Disbursement.....	26
<b>CHAPTER 5: GUIDE TO COMPLETING FORMS</b> .....	29
A. Overview.....	29
B. Local Jails' Annual Capital Project Request.....	29
1. PURPOSE.....	29
2. INSTRUCTIONS.....	29
C. Local Jails' Five-Year Capital Improvement Project Requests.....	31
1. PURPOSE.....	31
2. INSTRUCTIONS.....	31
D. Local Jails' Alternative to Incarceration Programs.....	32



1. PURPOSE	32
2. INSTRUCTIONS	32
E. 100% Funding Certification Application.....	33
1. PURPOSE	33
2. INSTRUCTIONS	33
F. Summary of Areas, Volume and Efficiency .....	36
1. PURPOSE	36
2. INSTRUCTIONS	36
G. Design Variance Request Form .....	36
1. PURPOSE	36
2. INSTRUCTIONS	36
H. Equipment and Furnishing Request Form .....	37
1. PURPOSE	37
2. INSTRUCTIONS	37
I. Annual Inmate Population Survey .....	38
1. PURPOSE	38
2. INSTRUCTIONS	39
J. Completed Samples of Local Jails Capital Improvement Project Forms .....	39
1. PURPOSE	39

***APPENDIX A: FORMS REFERENCED IN THIS MANUAL***

***APPENDIX B: DBM’S AND DGS’ FACILITY PROGRAM MANUAL***

***APPENDIX C: HIGH PERFORMANCE GREEN BUILDING PROGRAM***

***APPENDIX D: BUILDING CODE STUDY DATA***



### A. Purpose and Content of the Manual

**D**uring the 1991 legislative session, the budget committees expressed concerns about the current and projected capital funding requests for local jails, the need to develop design and construction standards and local efforts to fully implement alternative to incarceration programs. As a result of these concerns, the Department of Public Safety and Correctional Services, in conjunction with the Departments of Budget and Management and General Services, developed a set of local jail design standards which were approved by the budget committees during the 1992 legislative session. In addition to approving these standards, the budget committees supported the recommendation, made jointly by these agencies, that a policy and procedures manual be developed to incorporate the design standards and to document the various requirements involved in the local jail capital improvement process. The *Local Jails Capital Improvement Program Policy and Procedures Manual* includes the following sections:

- Chapter 1 (Introduction) provides an overview of the various legal citations in Maryland law along with a delineation of the responsibilities of the State agencies that are involved in the local jail capital improvement process.
- Chapter 2 (Capital Improvement Qualifications) describes the various terms used in the local jail capital improvement process and provides specific information regarding items that are eligible and ineligible for State capital funding.
- Chapter 3 (Formalized Planning Process) provides a format for the local jurisdiction to prepare its long-term conceptual plan for addressing its correctional needs. Establishing a formalized planning process assists the jurisdiction in the development of sound capital programming to guide the physical development of the local jail.
- Chapter 4 (Local Jail Capital Improvement Process) describes the procedures and requirements that jurisdictions shall follow to receive State capital funding for local jail capital improvement projects. A timeline is included.
- Chapter 5 (Guide to Completing Forms) provides instructions on how to complete the forms utilized in the local jail capital improvement process and samples of completed forms.
- The Appendices contain reference documents and forms utilized in the local jail capital improvement process and the Departments of Budget and Management's and General Services' Facility Program Manual and DGS Procedure Manual for Professional Services. The High Performance Green Building Program is highly encouraged, but not required for projects seeking less than 100% State funding.
- This June 2011 revision covers changes that reflect the inclusion of the annual inmate population survey, found on Page 35.



## B. Legal Citations

The sections of Article 27 of the Annotated Code of Maryland (ACM) that dealt with correctional issues are now incorporated into Correctional Services Article, ACM. The following provisions of the Correctional Services Article govern the State's participation in funding local jail capital improvement projects:

- Sections 9-401 and 9-402 involve the definitions for the State's reimbursement of local correctional facilities.
- Section 11-104 covers financial assistance from the State, federal government and other grants.
- Section 11-105 encompasses financial assistance to counties for inmates.

## C. State Agency Responsibilities

The Department of Public Safety and Correctional Services acts as the coordinating State agency, together with several other State agencies, in the administration of the local jail capital improvement program. A brief description, address, telephone number and web site of the primary State agencies involved in the local jail capital improvement process is provided below.

The Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, is responsible for coordinating the jurisdictions' requests for State capital funding of local jail capital improvement projects and the State's review of architectural programs and designs.

Division of Capital Construction and Facilities Maintenance  
Department of Public Safety and Correctional Services  
Suite 201, Plaza Office Center  
6776 Reisterstown Road  
Baltimore, Maryland 21215  
410-585-3020

*Website:* [WWW.DPSCS.STATE.MD.US/ABOUTDPSCS/FAQ.DCCFLM.SHTML](http://WWW.DPSCS.STATE.MD.US/ABOUTDPSCS/FAQ.DCCFLM.SHTML)

The Office of Grants, Policy and Statistics, Department of Public Safety and Correctional Services, reviews the inmate population projections developed by the local jurisdictions to determine the number of requested beds that are eligible for 50% State funding and 100% State funding, if any.

Office of Grants, Policy, and Statistics  
Department of Public Safety and Correctional Services  
300 East Joppa Road, Suite 1000  
Towson, Maryland 21286  
410-339-5000

*Website:* [WWW.DPSCS.STATE.MD.US/AGENCIES/OPPRS.SHTML](http://WWW.DPSCS.STATE.MD.US/AGENCIES/OPPRS.SHTML)



The Department of Budget and Management is responsible for preparing funding recommendations for proposed local jail capital improvement projects. The Department also reviews architectural programs and designs, capital equipment lists and cost estimates for these projects.

Office of Capital Budgeting  
Department of Budget and Management  
301 West Preston Street, Room 1209  
Baltimore, Maryland 21201  
410-767-4530  
*Website:* [WWW.DBM.MARYLAND.GOV](http://WWW.DBM.MARYLAND.GOV)  
Baltimore, Maryland 21201

Form Locations:

*WebSite:* [WWW.DBM.MARYLAND.GOV/AGENCIES/CAPBUDGET/PAGES/CAPBUDGETINSTRUCTION.ASPX](http://WWW.DBM.MARYLAND.GOV/AGENCIES/CAPBUDGET/PAGES/CAPBUDGETINSTRUCTION.ASPX)

The Department of General Services prepares the agenda items requesting the Board of Public Works' approval of contracts, change orders and capital equipment purchases. The Department also reviews architectural programs, designs and cost estimates for these projects. It also reviews the matching grant requirements contained in the local jail bond bills and the capital grant applications.

Office of Engineering and Construction  
Department of General Services  
301 West Preston Street, Room 1400  
Baltimore, Maryland 21201  
410-767-4107  
*WebSite:* [WWW.DGS.MARYLAND.GOV](http://WWW.DGS.MARYLAND.GOV)

The Department of Labor, Licensing and Regulation establishes the prevailing wage rate for all construction projects which are estimated to cost \$500,000.00 or more and are funded 50% or more by the State.

Division of Labor and Industry Prevailing Wage Unit  
Department of Labor, Licensing and Regulation  
1100 North Eutaw Street, Room 607  
Baltimore, Maryland 21201  
410-767-2342  
*WebSite:* [WWW.DLLR.STATE.MD.US](http://WWW.DLLR.STATE.MD.US)

The Board of Public Works is composed of the Governor, the Comptroller of the Treasury and the State Treasurer. The Board certifies the matching fund requirements contained in the local jail bond bills and approves the capital grant application and all contracts, change orders and capital equipment purchases associated with the local jail capital improvement project.



Board of Public Works  
Louis L. Goldstein Treasury Building  
80 North Calvert Street, Room 117  
Annapolis, Maryland 21401  
410-260-7335  
*WebSite: [WWW.BPW.STATE.MD.US](http://WWW.BPW.STATE.MD.US)*

The Comptroller of the Treasury is responsible for the payment of State funds for local jail capital improvement projects in accordance with the matching fund requirements contained in the bond bills and the approved Board of Public Works agenda items.

Comptroller of the Treasury  
Louis L. Goldstein Treasury Building  
80 North Calvert Street, Room 121  
Annapolis, Maryland 21404  
410-260-7801  
*WebSite: [WWW.MARYLANDTAXES.COM](http://WWW.MARYLANDTAXES.COM)*

The Treasurer's office is responsible for scheduling the sale of General Obligation Bonds to meet the cash requirements of State-funded local jail capital improvement projects.

Maryland State Treasurer's Office  
Louis L. Goldstein Treasury Building  
80 North Calvert Street, Room 109  
Annapolis, Maryland 21401  
410-260-7533  
*WebSite: [WWW.TREASURER.STATE.MD.US](http://WWW.TREASURER.STATE.MD.US)*



## **CHAPTER 2: CAPITAL IMPROVEMENT QUALIFICATIONS**

### **A. Overview**

**A** capital improvement is defined in the Code of Maryland Regulations (COMAR) as “an improvement project whose useful life shall be *at least equal* to the life of the bonds by which it is financed.” By constitutional provision, General Obligation Bonds must be amortized within a 15-year period. Therefore, to qualify for State capital funding, a proposed project or its equipment *must have a useful life expectancy of 15 years or more*.

The following information can be used as a guide in determining which projects and items do or do not qualify for State capital funding.

### **B. Projects and Items that Qualify for State Capital Funding**

#### **1. Design and Preparation of Plans and Specifications:**

This includes the physical design of a project, prior to bidding a construction contract and services required of an architect/engineer during the construction and post construction stages.

#### **2. Construction:**

A construction project is a single undertaking involving construction applicable to one or more real property facility(ies)/structure(s). Construction includes all work necessary to produce a complete and usable new real property facility or a complete and usable improvement to an existing real property facility or structure and the associated architectural and other technical fees.

A construction project may include one or more of the following:

- Erection, installation or assembly of a new facility/structure.
- Addition to, alteration, conversion, expansion, relocation, renovation or restoration of an existing facility or structure.
- Installation, extension or replacement of utility systems.
- Installation of fixed, built-in equipment.
- Site development and improvements.

#### **3. Site Development and Improvements:**

These projects include such items as grading and installation of drainage facilities; construction of new roads, walks, parking areas, retaining walls, recreational areas, fences and similar improvements; standard and essential landscaping and outdoor lighting.

#### **4. Utilities:**



Includes the installation, extension or replacement of systems for the provision of sewer, water and electrical service; power plant facilities and appurtenances; heating, ventilating and air conditioning (non-inmate housing areas); elevators; fire escapes, sprinklers and automatic fire alarms; telephone communications and associated control systems.

5. Construction Management, Inspection and Testing Services:

- *Construction Management:* The daily administration of the construction contract to ensure that the contractor adheres to the project budget, construction schedule and standards contained in the construction documents and specifications. Construction management may also include value engineering, review of design documents, the development of independent cost estimates during the design of the project, change order review and quality assurance during construction.
- *Construction Inspection and Testing:* The physical inspection and testing of the structural components of the project to ensure compliance with the standards contained in the construction documents and specifications.

6. Initial Equipment and Furnishings:

Initial equipment and furnishings will be eligible for State capital funding if the following conditions are met. Additional information regarding capital equipment requests can be found in Chapter 4.

- With normal maintenance, the item will have a useful life expectancy of at least 15 years.
- Be of durable construction.
- Be heavy enough to preclude theft or easy removal from the facility by a single individual (chairs are exceptions).
- Unlikely to be replaced because of technical obsolescence prior to 15 years from the date of acquisition.
- Not intended to replace a similar item already on hand.

Initial equipment and furnishings should include only those items that, after taking into account any and all usable equipment currently on hand, must be placed in the facility to accommodate the functions for which the facility has been designed and programmed. The items shall not be elaborate or extravagant. The reasonableness of the item's expenditure, its durability and its appropriateness for the intended level and type of use will guide the State's review. Maryland Correctional Enterprises (formerly State Use Industries) products must be specified wherever and whenever possible.

For the conversion of, or addition to, an existing facility, only those items of equipment and furnishings required to support the new or additional space will be eligible for State capital funding. Initial equipment and furnishings associated with the alteration, relocation, or renovation of an existing facility will not normally be eligible for State capital funding. Since these types of projects are related to existing functions, it is expected that existing equipment will be utilized. ***Replacement equipment is not eligible for State funding.***



## C. Projects and Items That Are *Not Eligible* for State Capital Funding

### 1. Real Property Acquisition:

The acquisition of real property (land acquisition) for local jails is *not eligible* for State capital funding.

### 2. Studies, Investigations, or Development of Programs:

Feasibility studies, investigations or the development of architectural programs required as a prerequisite to the authorization of design funds are *not eligible* for State capital funding.

### 3. Payment of Salaries or Wages of County Employees:

Payment of salaries or wages of County employees for work performed directly in conjunction with an authorized capital improvement project, including the preparation of plans and specifications, is *not eligible* for State capital funding.

### 4. Maintenance and Repair Projects:

Maintenance and repair projects are *not eligible* for State capital funding.

### 5. A number of additional items are *not eligible* for State capital funding. These include, but are not limited to:

- Air conditioning of inmate housing areas;
- Space for a sheriff's office and sheriff's department personnel;
- Costs associated with bringing utilities to the site;
- Private rest room facilities for any staff member;
- Any areas deemed to be excessive or extravagant by the Departments of Budget and Management, General Services and Public Safety and Correctional Services; and,
- Any items that are deemed inappropriate and unjustifiable by the Departments of Budget and Management, General Services and Public Safety and Correctional Services.



## ***CHAPTER 3: FORMALIZED PLANNING PROCESS***

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### **A. Overview**

The following information is provided to serve as a guide for local jurisdictions in the collection, projection and analysis of data, the identification of facility needs and the development of recommendations to meet the jurisdiction's future correctional needs. By recording this information in a systematic way and updating it on a periodic basis, the local jurisdiction will be able to identify, evaluate and address the conditions that currently affect or will affect its local jail in the future. This will permit the development of sound capital programming that will guide the physical development of the local jail. The formalized planning process involves assessing the condition of existing facilities, preparing inmate population projections, estimating the impact of alternative to incarceration programs on future inmate population growth and developing a capital improvement plan to meet the projected needs.

### **B. Assessment of Current Conditions**

The local jurisdiction should periodically evaluate the current conditions and operations of its local jail to identify deficiencies in the physical plant and management of the facility. This assessment should include an evaluation of the current operating procedures of the jail as well as the existing design and operating capacities of the housing, program and support areas and other factors (overcrowding, security requirements, court decrees, etc.) that impact the jail's operation.

### **C. Inmate Population Projections**

Local jurisdictions should periodically review criminal justice and inmate statistics in order to identify recent trends that may affect future inmate population growth. It is recommended that each jurisdiction update its inmate population projections on an annual basis. At a minimum, the following data for the previous five years should be utilized in preparing the inmate population projections:

- ✓ average daily population (total, male and female)
- ✓ last day population (total, male and female)
- ✓ the number of inmates sentenced for 181 to 365 days
- ✓ average length of stay per inmate
- ✓ number of intakes per month (total, male and female)

The forecast of inmate population establishes the number of beds to be constructed and when the additional inmate capacity will be required. The inmate population projections are also necessary to determine the level of State participation as enumerated in the Correctional Services Article, ACM. The documentation listed below is needed to certify the jurisdiction's request of 100% State funding for local jail capital improvement projects. Please see Chapter 4 for additional information regarding the certification of 100% State funding.



- ✓ the annual growth in the number of inmates sentenced for 181 to 365 days since July 1987
- ✓ a minimum of a five-year projection of the total inmate population (including the projected number of sentenced inmates serving 181 to 365 days)
- ✓ supporting documentation describing the methodology used

### **D. Alternative to Incarceration Programs and the Potential Impact on the Projected Inmate Population**

Considerable interest has been expressed in the implementation and expansion of alternative to incarceration programs at both the State and local levels. The legislature has established that each jurisdiction must make full use of alternative to incarceration programs prior to requesting State capital funds for an expansion or renovation of an existing local jail or the construction of a new correctional facility. The estimated impact of current and future alternative to incarceration programs should be considered in the jurisdiction's inmate population projections.

Examples of acceptable alternative to incarceration programs include:

- ✓ intensive probation supervision
- ✓ home detention and pre-trial release (all with or without electronic monitoring)
- ✓ community service
- ✓ day reporting centers

***PLEASE NOTE:*** Work release, boot camp, DWI and weekender programs *are not* considered true alternatives to incarceration programs since inmates are housed in a local correctional facility.

Each jurisdiction shall submit annually the Alternative to Incarceration Programs form to the Department Public Safety and Correctional Services by **June 30**. Even if a jurisdiction does not operate such a program, the form stating that fact shall be submitted.

At a minimum, full implementation of alternative to incarceration programs should include the use of community service, home detention and pre-trial release services. Jurisdictions that do not operate community service, home detention and pre-trial release programs or do not appear to be making effective use of these programs will be required to submit the following documentation with the architectural program for the local jail capital improvement project:

- ✓ A description of each alternative to incarceration program that is being used by the jurisdiction. The description should identify the annual number of participants and the monthly average caseload of each program for a three-year period.
- ✓ Justification as to why additional alternative to incarceration programs have not yet been implemented.
- ✓ A detailed plan that identifies the steps that will be taken to increase the number of offenders diverted from incarceration. The projected annual number of participants and the monthly average caseload of each alternative to incarceration program for a three-year period should be included in the plan.



## E. Capital Improvement Plan

Based on an evaluation of current conditions, projected inmate population and estimated impact of alternative to incarceration programs, the jurisdiction should identify the capital improvements that will be required for the next several years. These needs *must* be reflected in the local jail's five-year capital improvement plan to be submitted each year to the Division of Capital Construction and Facilities Maintenance of the Department of Public Safety and Correctional Services. The jurisdiction's five-year capital improvement plan shall include the following information:

- ✓ a projected total bed need;
- ✓ planned use for existing correctional facilities and the impact on the total bed need;
- ✓ planned use of alternative to incarceration programs and the estimated impact on the total bed need;
- ✓ the number of new beds needed and when the additional capacity will be required;
- ✓ a conceptual approach to building the beds and required program and support space (one time effort or a phased construction approach) and
- ✓ an estimated cost of each proposed capital improvement project.



## F. PlanMaryland – Guidelines for Capital Budgeting

Governor O'Malley adopted Maryland's first State Development Plan, PlanMaryland in December 2011. PlanMaryland is an executive policy plan that better coordinates the smart growth efforts and programs of state government. The Smart Growth Subcabinet agencies have been collaborating with local governments to identify locations where investments should take place to promote growth and those places where preservation and conservation should be a priority. DBM has developed guidelines for capital budgeting and state agencies should consider these guidelines when developing their capital budget requests.

### PlanMaryland's Guidelines for Capital Budgeting are:

- Use State investment in capital improvements to encourage development, redevelopment and economic growth in locations best suited to accommodate growth and achieve PlanMaryland goals and objectives.
- Minimize State investments that may compromise or damage historic, cultural, and natural resources or environmentally sensitive lands. Encourage use or rehabilitation of available existing historic buildings where practicable and feasible when allocating State resources for capital projects.
- State-funded capital improvements for new construction will be guided by departmental plans and consistent with Plan Maryland goals. To the extent practicable State capital investments should be made according to the following priority sequence:
  1. Protection of public health and safety.
  2. Infrastructure maintenance and system preservation.
  3. Redevelopment, enhancement improvements and capacity expansions in Targeted Growth and Revitalization Planning Areas.
  4. Enhancement improvements in Established Community Areas in Priority Funding Areas.
  5. Enhancement improvements in communities outside PFAs.

All state agencies should consider PlanMaryland and the Guidelines for Capital Budgeting in their capital budget requests when prioritizing projects to be funded and when siting new capital projects.

Please use the interactive **PlanMaryland** map at <http://plan.maryland.gov/map/>.



## CHAPTER 4: LOCAL JAILS CAPITAL IMPROVEMENT PROCESS

### A. State Capital Budget Cycle

**I**n May of each year, the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, notifies each jurisdiction that requests for State funding of local jail capital improvement projects for the following fiscal year and for the four succeeding fiscal years (“out years”) are due **June 30**. The letter of notification includes instructions and forms to be used in filing the requests.

The Department of Public Safety and Correctional Services shall submit a Five-Year Capital Improvement Program of requested local jail projects to the Department of Budget and Management on **August 1**.

During **September**, the Departments of Budget and Management and Public Safety and Correctional Services meet with each jurisdiction that intends to request State funds during the next legislative session. These meetings are held to assist the state in preparing funding recommendations for local jails’ capital improvement projects. The jurisdictions will be asked to describe their requests, answer questions regarding the scope, purpose, cost and timing of each proposed project and discuss any alternative to incarceration programs that the jurisdiction is utilizing or intends to implement.

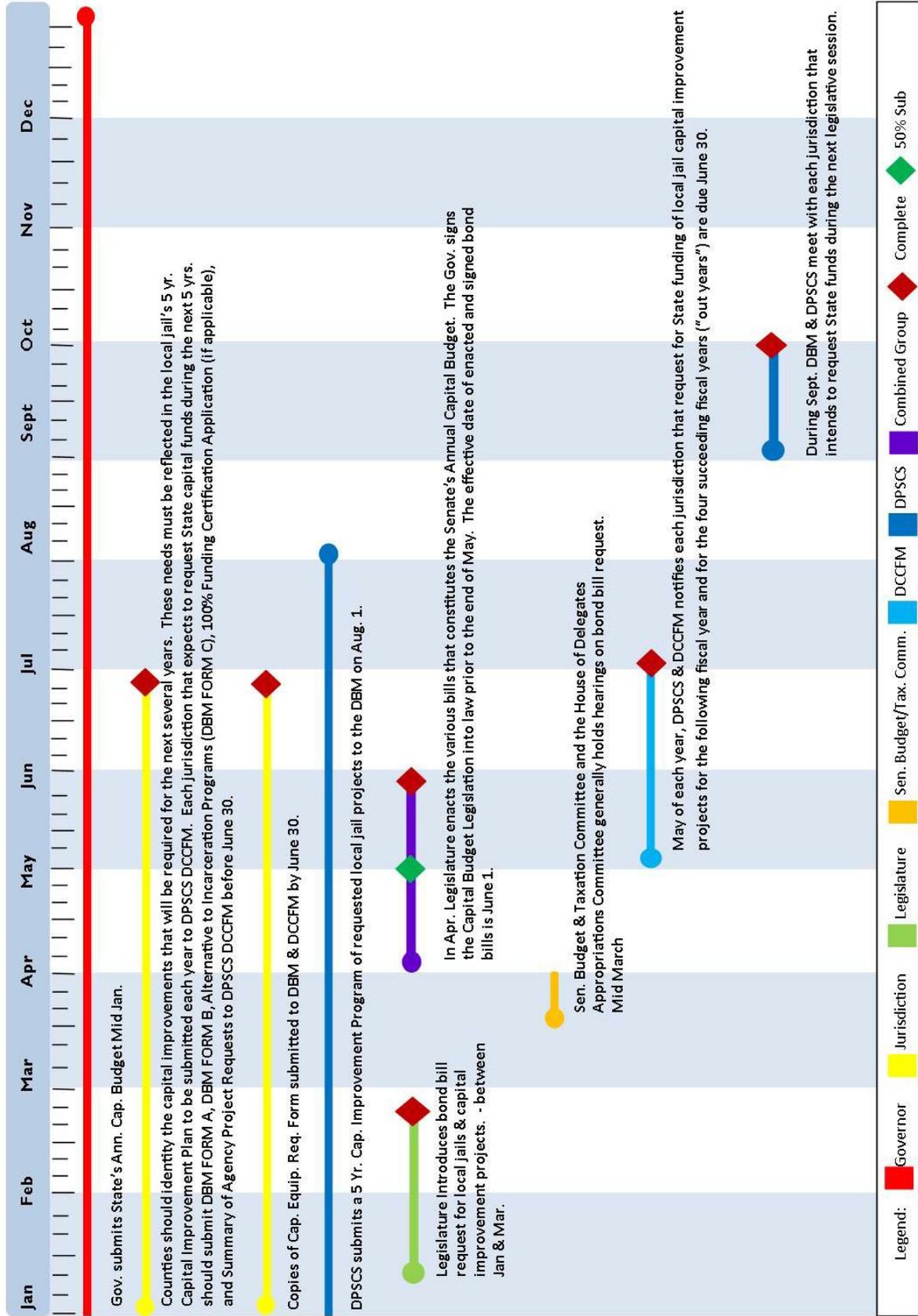
The Governor submits the State’s Annual Capital Budget to the legislature in **mid-January**. Since funding for local jail projects is requested through individual bond bills introduced by members of the legislature, the State’s Annual Capital Budget includes an allotment of funds intended for local jails’ capital improvement projects. The Governor’s funding recommendations for proposed local jail projects are published in the Maryland State Budget. This can be found on the Department’s website at [WWW.DBM.MARYLAND.GOV](http://WWW.DBM.MARYLAND.GOV).

**Between January and March**, members of the legislature introduce bond bill requests for local jails’ capital improvement projects. The Department of Budget and Management will prepare a written review of each bond bill request. The Senate Budget and Taxation Committee and the House of Delegates Appropriations Committee generally hold hearings on bond bill requests in **mid-March**.

In **April**, the legislature enacts the various bills that constitute the State’s Annual Capital Budget. The Governor signs the capital budget legislation into law **prior to the end of May**. The effective date of enacted and signed bond bills is **June 1**.



# LOCAL JAILS CAPITAL IMPROVEMENT PROGRAM POLICY AND PROCEDURES MANUAL TIMELINE



## **B. Architectural Program**

The local jurisdiction or its consultants shall prepare a Part I Architectural/Engineering Program and submit a copy of the program to the Division of Capital Construction and Facilities Maintenance (DCCFM) at Department of Public Safety and Correctional Services and the Department of Budget and Management (DBM) by July 1 of the calendar year which proceeds the year a request will be made. After submission of the Part I Program, a Part II Architectural/Engineering/Program shall be submitted to DCCFM, DBM and the Department of General Services by the following March 1 of the calendar in which a funding request will be made. For example, in order to make a funding request by July 1 of a particular calendar year, a Part I Program must have been submitted by July 1 of the previous calendar year and a Part II Program must have been submitted by March 1 of the same calendar year in which a funding request is to be made by July 1.

The program document should contain justification for the project, describe the proposed scope of work and provide the technical detail needed to hire an architectural engineering firm and to prepare the project cost estimate. Detailed instructions for the preparation of the program are contained in the manuals, *DBM and DGS' Facility Program Manual* in Appendix B.

The architectural program shall comply with the square footage standards and additional parameters for State funding participation discussed. Any proposed space assignments exceeding the square footage standards or any areas deemed excessive or extravagant by the State will be the sole responsibility of the local jurisdiction.

The Division of Capital Construction and Facilities Maintenance of the Department of Public Safety and Correctional Services will coordinate the State's review of the architectural program. The jurisdiction shall not begin the design of the project until the architectural program has been approved by the State. Any changes to an approved program by the State must be submitted for review and further approval.

## **C. Certification of 100% State Funding and 50% State Funding**

### **1. OVERVIEW**

The Correctional Services Article, ACM, provides the authority for a local jurisdiction to receive 100% State funding of the approved costs for architectural and engineering services, construction and capital equipment for a new local jail or an expansion of an existing facility. This funding is limited to the growth associated with the estimated confinement of prisoners in the jurisdiction's local jail as a result of the imposition of sentences between 181 and 365 days that would cause the capacity of that facility to be exceeded.

In order to determine the amount of 100% State funding, the jurisdiction making an application must provide historical data and projections of both the total anticipated bed need and the number of these beds required to house prisoners, on average, with sentences of 181 to 365 days. Data must be presented to demonstrate the number of prisoners with 181 to 365 day sentences who historically were in the local jail. This data serve as the baseline for estimating what would have been the expected growth in this segment of the population had there been no change in the sentencing threshold. A form has been developed to assist jurisdictions in presenting the required information.



## 2. PROCEDURE

If the local jail capital improvement project involves the construction of additional inmate capacity, the jurisdiction shall complete Form DPSCS-OS-14-Adm., *Local Jail Capital Construction 100% Funding Certification Application*, to determine the number of beds that are eligible for 50% State funding and 100% State funding.

The number of beds needed by the local jurisdiction shall be based upon a projection methodology subject to the approval of the Department of Public Safety and Correctional Services. This projection methodology shall be provided in sufficient detail for replication and include all sources of data used in the projections.

The completed Local Jail Capital Construction 100% Funding Certification Application, source data and projection methodology should be submitted to Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance. The jurisdiction's request for State funding of the local jail project should also accompany the application. The Division of Capital Construction will forward the information to the Department's Office of Research and Statistics.

The Office of Research and Statistics will review the number of requested beds that are eligible for 50% State funding and 100% State funding and advise the Secretary of the Department of Public Safety and Correctional Services as to its findings. The Secretary of the Department of Public Safety and Correctional Services shall give final approval to any request for local jail bed construction including the certification of 100% State funding. In the event that a local jurisdiction's request for 100% State funding is not approved by the Secretary of the Department of Public Safety and Correctional Services, the jurisdiction may appeal to the Board of Public Works for approval of the request. It is the intent of the legislature that certification of 100% State funding and the determination of the State and local funding percentages for any proposed local jail capital improvement project be completed, prior to the authorization of design funds.

### D. Local Jail Design Standards

Local jail design standards will be used by the Departments of Budget and Management, General Services and Public Safety and Correctional Services in evaluating each proposed local jail's capital improvement project. Square footage standards for local jails' capital improvement projects approved by the legislature include:

<i>Area Within Facility</i>	<i>Minimum NSF Floor Space</i>	<i>Maximum NSF Floor Space</i>
<b>INMATE AREAS</b>		
General housing and holding area cells	70	70
Dormitory-type sleeping areas, per occupant	35	50
Multiple occupancy cells, per occupant	35	50
Special confinement cells, e.g., administrative segregation)	80	85
Special need cells for inmates with special needs or disabilities	80	120
Outdoor Recreation	15 per inmate	
Day room space, per inmates, up to design capacity	35 (100 SF min.)	50



<b>Area Within Facility</b>	<b>Minimum NSF Floor Space</b>	<b>Maximum NSF Floor Space</b>
of housing unit		
<b>ADMINISTRATIVE AREAS</b>		
Cabinet Secretary or Agency Executive Directors	Not to exceed	300
Deputy Secretaries or Agency Deputy Executive Directors		250
Assistant Secretaries, Division Chiefs or Directors (Wardens)		200
Branch Heads, Assistant Division Chiefs or Assistant Directors (Assistant Wardens)		175
Attorneys, Doctors and Field Office Supervisors		150
Professionals, Supervisory, Private Office		126
Professionals, Supervisory, Open Office		120
Professionals, Non-supervisory, Private Office		108
Professionals, Supervisory, Private Office		90
Clerical Secretaries and Drafting Stations, Conventional Office		Not to exceed
Clerical Secretaries and Drafting Stations, Open Office	81	
Work Processor and Clerical Stations, Conventional Office	60	
Work Processor and Clerical Stations, Open Office	56	
Conference Room, Per Person	22	
Reception/Waiting Area, per person	15	
<b>CLASSROOMS/MULTI-PURPOSE AREAS</b>		
General classrooms and multi-purpose rooms	No more than 20 NSF per person, not to exceed a maximum of 600 NSF	
Computer classrooms	No more than 20 NSF per person, not to exceed a maximum of 800 NSF	

1. Housing for Minimum Security Offenders:

Dormitory housing is a less expensive construction alternative and generally provides adequate housing and security for minimum security offenders. Dormitory housing should be used for minimum security inmates in local jails whenever possible. The State will have the discretion to approve other types of housing for minimum security inmates if the need for this exception is justified.



Additional parameters for State funding participation in local jail capital improvement projects include the following.

1. Support and Program Areas:

The design, size and varying operational methods of local jails significantly impact the square footage requirements of certain support and program areas within an institution. Therefore, it is not readily possible to develop specific minimum and maximum square footage standards for the following areas at this time.

Armory	Library Services
Commissary	Maintenance Shop
Facility Classification/Counseling Space	Staff Locker Rooms/Dining Area
Health Care Space	Staff Training/Muster Room
Industrial/Vocational Program Space	Storage Areas
Intake Section	Visiting Area
Kitchen	
Laundry	

Jurisdictions shall submit justification for each of the specified areas which explains the proposed square footage requirements. The State review of the documentation will take into account similarly sized facilities and operational methods. Areas deemed excessive or extravagant must be funded in whole by the local jurisdiction.

### **E. Architect Selection Procedures**

The architect for the project shall be selected by the local jurisdiction and shall be under the direct contractual responsibility of the jurisdiction and not the State. The Department of General Services will prepare the agenda item requesting Board of Public Works' approval of the design contract. The local jurisdiction shall submit a tabulation of all bids that have been received, the address of each bidder, the low bidder's proposal and the selection process utilized to the Department of General Services. The Department of General Services shall be furnished an executed copy of the architect's agreement.



## F. Design Review Process

The local jurisdiction shall submit copies of the Schematics, Design Documents, 50% Construction Documents and 95% Construction Documents to the Department of Public Safety and Correctional Services. Each submittal (Design Document, 50% Construction Document and 95% Construction Document) shall include drawings, specifications, detailed cost estimate and completed Department of General Services' Summary of Area, Volume and Efficiency Forms and Building Code Study Data (Appendix D). Design Documents should follow the DGS Procedure Manual for Professional Services (2012). One copy of all of the aforementioned documents should be mailed to the Department of Public Safety and Correctional Services (DPSCS), one to the Departments of Budget and Management (DBM) and one to the General Services (DGS) for review and approval.

The Departments of Budget and Management, General Services and Public Safety and Correctional Services will review and comment on each design submission for conformity to the approved program and project budget (DBM), compliance with applicable building codes and requirements (DGS) and design, operational and security considerations (DPSCS). The Department of Public Safety and Correctional Services will coordinate the State's review of the design submission. Until approval has been given by the State, the local jurisdiction shall not proceed to a more detailed design stage document.

Both conventional and modular construction contractors shall be given an opportunity to bid on local jail capital improvement projects. Therefore, the bidding specifications shall be prepared in such a manner that neither construction method is precluded from bidding. Projects should include commissioning for projects that include HVAC; subsurface exploration for new building footprints, a building code analysis, and compliance with Maryland High Performance Green Building Act for LEED Silver rating (see Appendix C).

- Suggest to include commissioning of HVAC systems to extend the life of equipment's and comfort of a building occupants
- Add to design requirement to submit subsurface exploration and evaluation and Maryland Department of environmental.
- Suggest performing building code analysis for each project based on Building Code Study Data -2013. Attachment 10 of DGS Procedure Manual.
- All state projects require minimum two years warranty.
- Change procedure manual for professional services DGS form SAV-06/91 to read Procedure manual for professional services 2012 Attachment 4, Page 1 to 3 for summary –Area, Volume and efficiency.



## **G. Variances to the Local Jail Design Standards**

Occasionally, the project architect will determine during design that compliance with the local jail design standards is not cost-effective or feasible. When this situation occurs, the local jurisdiction shall submit three copies of Form DPSCS-OS-3-CC, *Design Variance Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services and to the Departments of Budget and Management and General Services for review and approval.

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The jurisdiction's request must include a detailed explanation stating why the proposed variance is necessary and the estimated cost savings to the State if the variance request is approved.

After written comments have been received, the Departments of Budget and Management and General Services, the Division of Capital Construction and Facilities Maintenance, the Department of Public Safety and Correctional Services will inform the jurisdiction whether the variance request was approved or disapproved. If a variance request is disapproved by the Division of Capital Construction and Facilities Maintenance, the jurisdiction may appeal the decision to the Secretary of the Department of Public Safety and Correctional Services.

The local jurisdiction shall not continue with the design of the project until the variance request has been approved by the State or its appeal to the Secretary of the Department of Public Safety and Correctional Service's has been denied. In January of each year, the Department of Public Safety and Correctional Services shall provide a list of all requested variances, of any, approved during the previous calendar year to the Department of Fiscal Services.

## **H. Construction Contract Procedures**

All construction projects which are estimated to cost \$500,000 or more and are funded 50% or more by the State are subject to the State Prevailing Wage Law. The project architect/engineer shall obtain the prevailing wage rate for the project from the Division of Labor and Industry's Prevailing Wage Unit. An application should be made for wage rates 60-120 days in advance of the time the project goes to bid.

The project must be advertised for bids in a least one of the usual trade publications used by the Department of General Services. Examples of these are *The Maryland Register*, *Contract Weekly*, *Dodge Reports*, *Builders Weekly Guide*, *Building Congress and Exchange*, *The Daily Record of Baltimore*, *Blue Reports of Washington*, *e-Maryland Marketplace* and local newspapers.

The specifications shall provide the date and time on which sealed bids will be received. The date and time for the public opening shall be the same date and time provided for receiving the bids, and there shall be no delays between the receiving and opening of bids. The state reserves the right to have a representative present at the bid opening.

The jurisdiction shall submit a tabulation of all bids, the address of each bidder, the low bidder's proposal, the architect/engineer's estimated bid cost and the proposed project schedule to the Department of General Services, prior to the award of the contract. The bids and proposal are reviewed



by the Department of General Services and reported to the Board of Public Works with the comments and recommendations of the jurisdiction. State funding will be based upon the lowest qualified bid submission that uses either conventional or modular construction techniques.

The Board of Public Works will not approve any contract award to an individual or firm that is currently suspended or debarred from entering into contracts with the State. Contracts entered into by the local jurisdiction with suspended or debarred individuals or firms will be ineligible for State funds and payments made to these contractors will not be considered as an expenditure of matching funds. A listing of contractors and vendors suspended or debarred from contracting with the State is available upon request from the Board of Public Works or on the Board of Public Works' web site at [WWW.BPW.STATE.MD.US](http://WWW.BPW.STATE.MD.US). Upon approval of the contract award by the Board of Public Works, the Department of General Services shall notify the local jurisdiction. The Department of General Services shall be furnished an executed copy of the construction contract.

If a change becomes necessary during construction, a copy of the executed change order signed by the architect and the contractor shall be submitted to the Department of General Services. Each executed change order should be accompanied by a detailed description, justification and cost breakdown.

## I. Capital Equipment

### 1. Initial Equipment and Furnishings:

Chapter 2 of this manual provides general guidelines on the eligibility of equipment and furnishings for State capital assistance. A 15-year life expectancy is not, however, the sole criterion for determining whether or not a specific item of equipment or furnishing qualifies for State capital funding. The durability and weight of the item, the ease with which the item could be lost, damaged, destroyed or stolen during normal usage, the likelihood that the item will be technically obsolete within 15 years and the magnitude of the cost will be evaluated. Initial equipment shall be purchased from Maryland Correctional Enterprises if available.

### 2. The following items *do not generally qualify* for State capital funding as many are considered as operating equipment:

- *Office machines and equipment used in the preparation of papers or data.* Examples include typewriters, computers, monitors, software, printers and other computer peripherals, calculators, fax machines, dictating equipment, copying machines and other similar office machines and equipment.
- *Household furnishings.* Examples include mattresses, pillows, rugs, mats, pads, curtains, draperies, pictures, statuary, folding screens, window and venetian blinds and other similar household furnishings.
- *Small household furniture, equipment and other accessories.* Examples include wardrobes, folding chairs and tables, typewriter tables, canisters, wastebaskets, trash cans and receptacles, paper roll dispensers, ash trays, smoking stands, sand urns, ironing boards, overstuffed chairs and sofas, coffee tables, end tables, magazine racks, foot stools, dishes, pans, silverware, glasses, desk sets, ladders, non-commercial washing machines and dryers, peg boards, lamps, vacuum cleaners, scrubbers and floor polishers, bulletin boards, chart racks, planter boxes, chalk



boards, towel and cloth racks not built into the structure, door closers, screens and storm windows not provided under the construction contract and other similar household furniture, equipment and accessories.

- *Electrical equipment, machinery and appliances.* Example include small power tools, electric fans, movable air conditioning units, paint sprayers and paint mixers, welding machines, non-commercial type stoves and refrigerators, microwave ovens, electric irons, clocks, movie and slide projectors and portable screens, slide viewers, audiovisual aids, record players, television sets, radios, stereo systems, portable paging systems and other similar electrical equipment, machinery and appliances.
- *Portable electronic, communication, detection, guidance, control and computation equipment and components thereof.* Examples include computers and allied equipment, audio visual and tape recording equipment, hand-held radios and other similar electronic equipment. Built-in systems should be included in the construction contract.
- *Medical, photographic and optical equipment.* Examples include cardiac arrest units, ultraviolet lamps, resuscitators, inhalators, suction devices, eye charts, EEG and EKG machines, anesthesia units, whirlpool baths, lenses, binoculars and other similar medical, photographic and optical equipment.
- *Indoor and outdoor recreational equipment.* Examples include weight machines, billiards/pool tables and equipment, Ping-Pong tables, game tables and other similar recreational equipment, except those supplied by Maryland Correctional Enterprises.
- *Vehicular and wheeled equipment.* Examples include automobiles, trucks, food trucks, heated or refrigerated tray trucks, dumpsters, forklifts, trailers or carts, wheeled stretchers, wheel chairs, wheeled carts and other similar vehicular and wheeled equipment.
- *Supplies and materials.* Examples include blankets, sheets, pillow cases, janitorial supplies, medicinal products, altar ware, candle holders, books, flags and bunting, audio visual records and tapes, small hand tools, tool boxes, office supplies and other similar supplies and materials.

The list above of equipment is not to be considered all-inclusive or all-exclusive. Each item will be examined individually. If an item is necessary, appropriate and essential for the initial specified purpose of the facility, a request for the item should be submitted within one year from the date the project is completed.

### 3. Submission of Equipment Lists:

A single, consolidated list of *eligible* capital equipment the jurisdiction believes is necessary to furnish and initially operate the facility should be submitted to the Department of Budget and Management on DBM Form G, *Equipment and Furnishings Request*. The item description should include dimensions, materials and catalog references to the extent available. Maryland Correctional Enterprises (MCE) should be contacted for assistance in determining current items of manufacture and their cost. MCE catalogue may be found on line at [WWW.DPSCS.STATE.MD.US/MCE](http://WWW.DPSCS.STATE.MD.US/MCE). The unit and total cost columns on the Request Form should reflect the estimated cost of purchasing and installing the equipment.



#### 4. Equipment List Review and Approval:

Based on the review of the submitted eligible equipment list, the Department of Budget and Management will determine the amount of State capital funds that will be allocated for the purchase of eligible equipment and furnishings. The actual State share of the capital equipment costs, however, will be determined by the purchase price of each eligible item.

An approved listing of equipment for the facility will be furnished to the local jurisdiction by the Department of Budget and Management. On the equipment list, the items that are eligible for State capital funding will be indicated by the letter “C” (capital equipment) by DBM. Items indicated with a letter “O” (operating equipment) may be eligible for a State subsidy from the Department of Public Safety and Correctional Services only through the reimbursement procedures for start-up costs associated with the project.

The Department of General Services will prepare the agenda item requesting Board of Public Works’ approval of the eligible capital equipment. For each eligible item, the local jurisdiction should submit to the Department of General Services a listing of all vendors, amounts and selection method utilized.

#### 5. Substitute Capital Equipment Items:

Occasionally, after initial approval of a capital equipment list, the local jurisdiction determines that an approved item will not satisfy its needs and a substitute item should be procured. When this situation occurs, the jurisdiction should identify the original item and provide a detailed description and explanation for the proposed substitution. If several changes to the approved equipment list are proposed, the jurisdiction should submit a revised equipment list to the Department of Budget and Management for review and approval.

All substitute items must meet the same eligibility criteria as the original equipment item and must not cause the project to exceed the total amount of appropriated funds. If the cost of the substitute item will cause the budget to be exceeded, the local jurisdiction must identify items from the original approved equipment list to be deleted so that the project can be completed within the amount of available funds.

### **J. Certification and Disbursement**

In July of the year that State funds are authorized, the necessary forms and instructions will be sent to the local jurisdiction to certify its matching fund requirement as specified in the approved bond bill. The jurisdiction has two years from the effective date of the bond bill to certify its matching fund to the Board of Public Works. Otherwise, the State authorization will lapse.

The State has established the firm policy that it will not place itself in the position of having to pay federal penalties imposed upon issuers of tax free bonds. The local jurisdiction may be held responsible for any federal penalties resulting from their actions. To minimize the probability of penalties, the State Treasurer’s Office will send the jurisdiction a cash forecast survey prior to each bond sale (generally three times a year). The jurisdiction should project accurately its cash needs for the local jail capital improvement project. Bonds will be issued only when the proceeds will be expended within six months



of the sale. In addition, no State funds will be disbursed until the bonds for the project have been sold, unless specifically authorized by the Board of Public Works.

The Comptroller's Office is responsible for paying you your grant funds. You are ready to request payment if:

- You submitted your application package with matching-fund information to the Department of General Services.
- The Department of General Services reviewed your application package and forwarded it to the Board of Public Works as an Agenda Item.
- The Board of Public Works approved your grant application and certified your matching fund.
- You submitted your contracts and purchases to the Department of General Services.
- The Department of General Services reviewed your contracts and purchases and forwarded them to the Board of Public Works as an Agenda Item.
- The Board of Public Works approved your contracts and purchases.
- You have expended 100% of your matching fund on approved contracts and purchases.
- The Maryland Historical Trust has completed its review of your project and consents to the release of funds.

Now you may request payment. The Comptroller's Office has standard forms that you should use to make your request.

1. Either your chief financial officer or chief administrative officer must verify (under penalty of perjury) that the organization has spent the required matching funds in accordance with the bond bill and the approved Board of Public Works Agenda Item.
2. The Comptroller's Office will review your verified request and the supporting documentation to ensure that your expenditures of matching funds and of grant funds comply with the approved Board of Public Works Agenda Items. If the Comptroller's Office finds a problem with your request, or needs clarification or additional information, the Comptroller's Office will notify you. If a vendor invoice or your reimbursement request exceeds the amount eligible for payment, the Comptroller's Office will notify you. The Comptroller's Office will pay only the eligible amount as determined by the Board of Public Works.

The Comptroller's Office disburses grant funds in two ways:

1. Payments made directly to Vendors on your behalf:

The Comptroller's Office prefers to pay your vendors directly. You need to submit:

- Chronological listing of the payments to be made.
- Original vendor invoices.
- Vendor's Federal Employer Identification Number (FEIN).
- The Comptroller may use an independent third-party or the Department of General Services to audit or verify that the work has been performed or that the goods or services have been received and that payment is due the vendor.



2. Reimbursement to you:

The Comptroller's Office may reimburse you for payments you have made. For reimbursement, you need to submit:

- Chronological listing of the payments made.
- Copies of the vendor invoices.
- Evidence satisfactory to the Comptroller that the invoices have been paid.
- Your Federal Employer Identification Number (FEIN).

The Comptroller may use an independent third-party or the Department of General Services to audit or verify that the work has been performed or that the goods or services have been received and that payment is due the vendor. When your project is complete, notify the Comptroller's Office in writing. The Comptroller's Office will then determine if the State has paid its share of the project costs. If it appears that the State has under-funded its share, the Comptroller's Office will review all approved expenditures. The review will include examining paid invoices and canceled checks. If you have expended the proper amount of matching funds, the Comptroller's Office will reimburse you so that the State will have paid its share of project costs.

The reimbursement of start-up costs for a local jail capital improvement project is governed by the Correctional Services Article, ACM. Start-up costs that are eligible for *per diem* reimbursement include architectural programs and feasibility studies, personnel, non-capital equipment, initial training, consultation fees and any other related services. The required forms and instructions are available from the Division of Finance Administration of the Department of Public Safety and Correctional Services.



## CHAPTER 5: GUIDE TO COMPLETING FORMS

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### A. Overview

This chapter provides instructions to completing most of the forms utilized in the local jail capital improvement process. To assist the jurisdictions, a completed sample of each form is provided at the end of this chapter and is referenced throughout the instructions. A blank copy of each form is also provided in Appendix A.

### B. Local Jails' Annual Capital Project Request

#### 1. PURPOSE

Each jurisdiction that is requesting State funds for a local jail capital improvement project for the next fiscal year should submit form DBM A, *Capital Project FY \_\_ Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before **June 30**. This form provides relevant project information such as the anticipated schedule, total estimated cost and when State funds will be requested.

#### 2. INSTRUCTIONS

Form A is used to formally request funding for a project in the capital budget. The information requirements below are keyed to the item numbers on the form. In addition, a Department of General Services' *Cost Estimate Worksheet* and *Summary of Areas, Volume and Efficiency* forms should also be completed. (See Appendix A.)

#### Item #

*Top* Insert the Fiscal Year of the request at "Capital Project FY \_\_\_\_\_ Request."

1. Self explanatory. In the sample, Mayberry County is the jurisdiction requesting State capital funds.
2. Insert the name and phone number of the person who should be called if there are any questions about your project.
3. Self explanatory. In the sample, Mayberry County's proposed jail capital improvement project is Mayberry County Jail Addition.
4. The project title should start with a noun and describe the major activity to be accomplished, such as "New Work Release Center," "Housing Unit #1 Renovation," or "Master Control Center Upgrade." This title should only be used even if the current year request includes only design or equipment funds. In the sample, Mayberry County's proposed jail capital improvement project is Mayberry County Jail Addition.
5. Indicate whether the project is included in the agency's master facilities plan. If the agency does not have a current master facilities plan, insert N/A.
6. Specify the town within the County and State election district where the project is located.
7. Insert the net square feet (NSF) and the gross square feet (GSF). Square footage data should correspond to the shown on the Cost Estimate Worksheet. Provide actual or estimated dates (month and year) for each of the project's milestones listed under this item. Indicate the actual or



estimated number of months required to design the project, measured from the date the A/E contract is approved by the Board of Public Works to the date the 100% construction documents are approved by the procuring agency. The project completion date should be the date that actual occupancy is anticipated. These dates should correspond to the dates shown on the Cost Estimate Worksheet.

9. *Date submitted* should usually be June 30th of the year the form is submitted. If the form is revised, insert the date of revision and the abbreviation **REV**. If the request is a supplemental one submitted later in the budget cycle, insert the date of the supplemental request and the abbreviation **SUP**. (Only the first sentence should generally apply to Counties.)
10. Specify a priority number for project starting with **#1** for the most urgent if there are multiple projects. A department or agency that has two or more units submitting capital project requests, must submit a separate priority list that integrates the priorities of the units. (This should generally not apply to Counties.)
11. Insert the program approval dates if your program has been approved. Dates should represent actual approval dates. **DO NOT ENTER ANTICIPATED DATES.**
12. Report the estimated project costs in accordance with the principal cost components listed on the form. Cost data should be taken directly from your Cost Estimate Worksheet if applicable, rounded to the nearest \$1,000.00.
  - a. Enter in the first column on lines A through E the amount of funds being requested for the current year in each cost category, regardless of fund sources. For example, if \$500,000 is needed for planning in the current year, of which \$250,000 is requested from the State and \$250,000 from another source, enter \$500,000 on line B. For any cost category for which no funds are needed in the current year, enter **0**. Specify what *Other* activity is.
  - b. Enter in the first column on line F the total of the amounts shown on lines A through E in that column.
  - c. Enter in the first column on lines G to K the amount of line F being requested from State capital funds.
  - d. Enter in the first column on line L the remainder, which results from subtracting the amount on lines G to K from the amount on line F. Enter in the first column on line M the total of the amounts shown on lines G to L in that column.
  - e. Repeat steps a. through d. for the *Prior Appropriations* and *Future Requests* columns, showing in those columns the amounts previously provided for the same project and the amounts to be provided in the future, respectively.
  - f. The *Totals* column should be used to total the entries on each of the lines. Check to make sure that the amount on line F equals the sum of the entries in the total column on lines A through F **and** that the amount on line M equals the sum of the entries in the total column on lines G through L.
    - 1) Line E, *Other*, should be used only for cost items that are not part of a typical project's cost, such as an archaeological excavation or an FDA certification procedure. Those costs should be identified on your Cost Estimate Worksheet.
    - 2) Surveys and borings are included as a planning cost; construction inspection and testing costs are included under construction costs.
    - 3) Line L, *Non State Funds*, should be used if any capital costs are being funded by local, private or institutional sources. In such cases, indicate the fund sources and date of availability in the space provided.



13. In the final analysis, recommendation of a project for inclusion in the State's capital budget depends upon the adequacy and soundness of the agency's justification. The detailed project justification should be included in the program statement. However, not all readers of the completed Form A will have access to the program.
14. Describe and justify the project in sufficient detail to indicate clear the nature of work to be funded. To describe the project, include the size of the facility (NASF and GSF), what the project is, location and any secondary components of the project, *i.e.*, replace HVAC, construct a service elevator, wire building for technology, etc., and phasing, if applicable. Include at least one sentence giving the general rationale for the project. For site development, include acreage, if known. For utility lines, include an approximate linear footage, if relevant and known. Square footage data should correspond to that shown on the Cost Estimate Worksheet.

To justify a capital project, include a brief discussion of the problem(s) with the current facilities, the impact of those problems on agency operations and how the proposed project will improve agency operations. To strengthen the discussion of justification, include quantitative data that documents the facility problem(s) and its impact on agency operations. This information should be available from your Facility Program for the project. Therefore, provide a concise and clear rationale for the project in Item. Additional pages may be attached if necessary.

## **C. Local Jails' Five-Year Capital Improvement Project Requests**

### **1. PURPOSE**

Each jurisdiction that expects to request State capital funds during the *next five years* should submit DBM Form B, *Summary of Agency Project Requests*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before June 30, ***even if there is no current request for funding, that is, for an upcoming legislative session.*** This form is a summary sheet that identifies each project that the jurisdiction expects to request during the next five years.

### **2. INSTRUCTIONS**

- A. Form B is a summary sheet. All projects requested by a County for the next capital budget and those proposed for the four subsequent fiscal years (out years) shall be summarized on this form. This summary constitutes a continuing five-year capital improvement program as requested by a County.
- B. Each year, the five-year capital improvement program must be updated to take into account:
  1. Any project previously requested for the capital budget for which an appropriation was *not* provided;
  2. Necessary revisions in the cost and/or timing of previously requested projects, as may be directed by changed conditions; and
  3. Additional project needs.
- C. The information requirements below are keyed to the item numbers on the form.



## Item #

- 1 - 3. Entries for County and facility should match Form A.
4. All projects proposed by a County to be partially funded during the next five fiscal years shall be listed in this column, in order of priority (if there is more than one project) starting with the project(s) requested for the next capital budget and followed by those proposed during the four subsequent fiscal years. Space is provided for three projects per page. Enter the priority number for each project in the narrow column at the left margin of Form B. Indicate for each project, on the lines provided, the cost for planning, construction (including site utilities and improvements) and capital equipment, *inclusive of all fund sources*. Total those costs on the line provided.
5. Show any non-State funds available or anticipated for the project listed in Item 4, such as federal aid, revenue bond proceeds or institutional funds. Show separately the amounts of non-state funds available for property acquisition, planning, construction and capital equipment.
6. Indicate any prior appropriation of State funds for the project listed in Item 4. List separately appropriations for planning, construction and capital equipment.
- 7 and 8. Enter the amounts required for the project listed in Item 4 in the appropriate column(s) for the fiscal year(s) that an appropriation is desired. Show separately the amount required for planning, construction and capital equipment in each year. The total of the amounts shown in Items 5, 6, 7 and 8 should equal the total in column 4 *unless* additional funds will be requested beyond the five-year time frame of Form B.
9. On the last page of the listing, total the amounts of State capital funds to be requested for each fiscal year.

## D. Local Jails' Alternative to Incarceration Programs

### 1. PURPOSE

Each jurisdiction (County) that is requesting State funds for a local jails capital improvement project for the next fiscal year should submit DBM Form C, *Alternative to Incarceration Programs*, to the Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance. This form shall be submitted by **June 30** of the year in which the request is being made. However, this form should also be submitted annually, *even if no request is made*. This form identifies the alternatives to incarceration programs that the jurisdiction is utilizing to manage its inmate population. The form should also be submitted even if a jurisdiction does not operate such a program.

### 2. INSTRUCTIONS

Instructions for completing this form are as follows.

**Part A:** The jurisdiction should identify the annual number of participants and monthly average caseload for each alternative to incarceration program that has been implemented. This information should be provided for the *previous*, *current* and *next* fiscal years. Work release, DWI offender programs and weekender program should not be included on this form since these programs are not considered true alternatives to incarceration. Community service, home detention and pre-trial release



programs are examples of alternatives to incarceration. In the sample, Mayberry County operates community service, home detention and pre-trial release programs. The County has identified the annual number of participants and monthly average caseload of each alternative to incarceration program the Actual, Estimated and Projected Years.

**Part B:** For informational purposes only, the jurisdiction should identify the number of full-time equivalent number and part-time number of staff and the annual operating expenses of each alternative to incarceration program for the *previous, current* and *next* fiscal year. In the sample, Mayberry County has listed the number of staff and annual operating expenses of each alternative to sentencing program for the Actual, Estimated and Projected Years.

**Part C:** The jurisdiction should provide a brief description of alternative to incarceration program that are under consideration, when each program is expected to be implemented and the estimated number of participants in the program. In the sample, Mayberry County does not intend to implement any additional alternative to incarceration programs in the near future.

**Part D:** The jurisdiction should identify the person and telephone number to be contacted if additional information is needed regarding a facility's alternative to incarceration programs.

## **E. 100% Funding Certification Application**

### **1. PURPOSE**

As discussed in Chapter 4, a jurisdiction is eligible for 100% State funding to construct beds associated with the anticipated confinement of prisoners with 181 to 365 day sentences. To be considered for 100% State funding, the jurisdiction must submit Form DPSCS-OS-14-Adm, *Local Jail Capital Construction 100% Funding Certification Application* to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before **June 30**. This form was designed to identify the total number of beds that a jurisdiction is planning to build and to determine the breakdown of those beds eligible for 50% State funding and 100% State funding.

### **2. INSTRUCTIONS**

#### **Jurisdiction**

The applicant should enter the name of their jurisdiction.

#### **Step 1: Current Capacity**

As explained on the form, the jurisdiction must supply detailed information on the existing capacity of its local jail. This number should represent the normal operating capacity of the facility. In applications where the facility will continue to be used, this number will be subtracted from the total projected population to determine the number of new beds needed. In applications where the facility is being replaced, a zero should be placed in this step and an explanation should be provided. In the sample, the Mayberry County Jail has a normal operating capacity of 100 inmates.



## **Step 2: Baseline**

In this step, the jurisdiction provides the average total last day population and the average number of inmates serving sentences of 181 to 365 days in order to establish the baseline for the number of 181 to 365 day sentenced prisoners held by the local jail prior to the enactment of the law. This data is to be obtained from the six months prior to January 1, 1988 when local jurisdictions were to begin housing prisoners with less than 12 month sentences. Therefore, the jurisdiction should provide an average, with the supporting data, for the months of July, August, September, October, November and December of 1987. This data should be readily available since it had been submitted under the monthly local jail reporting program.

In the sample, the Mayberry County Jail had an average total last day population of 50 inmates between July 1987 and December 1987. The average number of inmates serving sentences of 181 to 365 days during these six months was four.

## **Step 3: Projected Populations**

The jurisdiction must document the population projection methodology used to estimate the number of inmates which will need confinement. All source data and assumptions must be clearly presented to the extent that the findings can be replicated. In addition to projecting the total inmate population, the number of prisoners who will be serving 181 to 365 day sentences must be estimated. In order to establish a reliable estimate, the jurisdiction may need to obtain data on the number of such prisoners sentenced to the Division of Correction who would now require housing in the local jail. This information can be obtained from the Office of Research and Statistics, Department of Public Safety and Correctional Services.

In the sample, the Mayberry County Jail has provided information showing that its projected total population will reach 200. Of the 200 projected total population, the County estimates a need to house 25 inmates with sentences of 181 to 365 days.

## **Step 4: Determination of 181-365 Day Sentenced Population “Expected” Growth From Baseline**

In this step, the estimated number of 181 to 365 day sentenced prisoners who would have been housed in the local jail had there been no change in the sentencing structure is established. This is done by taking the ratio of the baseline average number of prisoners serving sentences of 181 to 365 days with the baseline average total last day population (data from Step 2) multiplied by the projected total population from Step 3. In the sample, the projected total population of 200 is multiplied by the factor .08. This factor was obtained by dividing the average number of inmates serving 181 to 365 day sentences (4) by the average total last day population of 50. The data were provided in Step 2.

The Mayberry County Jail then multiplies this factor (.08) by the projected total population of 200 to estimate the “expected” growth in the 181 to 365 day sentenced population. In the sample, the estimated 181 to 365 day “expected” growth is 16.



### **Step 5: Determination of Beds Eligible for 100% Funding**

The number of beds associated with the anticipated confinement of inmates with 181 to 365 day sentences is computed in this step. The projected 181 to 365 day sentenced population from Step 3 is reduced by the estimated 181 to 365 day “expected” growth from Step 4. The remainder is the number of beds eligible for 100% State funding.

In the sample, the projected 181 to 365 day population of 25 from Step 3 is reduced by the 181 to 365 day “expected” growth of 16 from Step 4. Therefore, the remaining 9 beds are eligible for 100% State funding.

### **Step 6: Determination of Beds Eligible for 50% Funding**

This step reconciles the previous processes to summarize the total number of new beds needed, those eligible for 100% State funding and the remaining beds eligible for 50% State funding. This is done by taking the projected total population from Step 3 and reducing it by the total capacity from Step 1. If the jurisdiction is not keeping its current facility in operation or is reducing the operating capacity of the facility, an explanation must be provided.

Completion of this subtraction provides the total new beds needed. At this point, the number of beds eligible for 100% State funding from Step 5 is subtracted from the total new beds needed to obtain the remaining number of beds eligible for 50% State funding.

In the sample, the Mayberry County Jail’s projected total population of 200 (Step 3) is reduced by the total capacity of 100 (Step 1). Therefore, the total new beds needed are 100. The nine beds eligible for 100% State funding (Step 5) is subtracted from the 100 new beds to determine that the remaining 91 beds are eligible for 50% State funding. Assuming that the Secretary of the Department of Public Safety and Correctional Services certifies Mayberry County’s 100% funding application, the State funding percentage for the project would be 54.5% as calculated below:

- ✓ 9 beds funded 100% by the State plus 50% of the remaining 91 beds equals 54.5 beds [ $9 + (.5 \times 91)$ ]
- ✓ 54.5 beds divided by the 100 new beds to be built equals 54.5%



## **F. Summary of Areas, Volume and Efficiency**

### **1. PURPOSE**

The project architect/engineer shall include detailed tabulations of areas, volume and efficiency with the schematic, design development and construction document submissions for local jail capital improvement projects. This information should be provided on Procedure Manual for Professional Services; Attachment 4, Page 1-3 for *Summary of Areas, Volume and Efficiency*. This form shall be updated at every stage of design as noted on the form.

### **2. INSTRUCTIONS**

Instructions for completing are provided in the Department of General Services' *Procedure Manual for Professional Services 2012*. Basic instructions are also available on the electronic version of the form. You may also wish to contact the Department of General Services for further guidance.

## **G. Design Variance Request Form**

### **1. PURPOSE**

Occasionally, the project architect/engineer will determine during design that compliance with the local jail design standards is not cost effective or feasible. When this situation occurs, the jurisdiction shall submit three copies of Form DPSCS-OS-3-CC, *Design Variance Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services. This form provides basic information that is necessary to determine whether the proposed variance is justifiable and would result in an identifiable cost savings to the State.

### **2. INSTRUCTIONS**

#### **1. County, date and project**

The County should type in the name of the jurisdiction, the project name and the date of the variance request. In the sample, Mayberry County is requesting a variance to the State's design standards for its Detention Center addition on July 1, 2003.

#### **2. Requested variance**

The jurisdiction should briefly describe the proposed variance to the local jail design standards. In the sample, Mayberry County has requested 75 net square feet cells for general population inmates. The local jail design standards provide a maximum of 70 net square feet for general population cells.



### 3. Justification for request

The jurisdiction should provide a clear explanation why the proposed variance to the local jail design standards is required. In the sample, the size of the second floor housing unit addition is dependent upon the first floor structure that was designed to handle the future loading. As a result, the general population cells are larger than what is authorized by the State's local jail design standards.

### 4. Estimated cost savings if variance is approved

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The jurisdiction's request should include a detailed estimate of the cost savings if the proposed variance is approved. In the sample, the project's architect/engineer estimates that modifying the existing structural requirements to construct 70 net square feet cells in the second floor housing unit addition would cost an additional \$500,000.

### 5. Prepared by (name and title)

The jurisdiction should identify the person (and telephone number) that should be contacted if additional information is required regarding the variance request.

### 6. State Review of the variance request

After written comments have been received by the Departments of Budget and Management, General Services, the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, will inform the jurisdiction whether the variance request was approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of the Department of Public Safety and Correctional Services.

## **H. Equipment and Furnishing Request Form**

### **1. PURPOSE**

A single, consolidated list of *eligible* equipment the jurisdiction believes is necessary to furnish and initially operate the local jail capital improvement project should be submitted to the Department of Budget and Management on DBM Form G, *Equipment and Furnishings Request*. Based on the review of the submitted equipment list, the Department of Budget and Management will determine the amount of State capital funds that will be allocated for the purchase of eligible capital equipment and furnishings.



## 2. INSTRUCTIONS

A single consolidated equipment list of all equipment an agency believes necessary to furnish and initially operate a facility shall be submitted to the Department of Budget and Management on locally reproduced copies of the attached equipment and furnishings request form (Form G) no later than June 30 of the year in which construction funding is being requested. An additional list should accompany the consolidated list to show the planned room-by-room use of the requested capital equipment. The item description should include dimensions, weight, materials and catalogue references to the extent possible. Maryland Correctional Enterprises should be contacted for assistance in determining current items of manufacture and their cost (on line at [WWW.DPSCS.STATE.MD.US/MCE](http://WWW.DPSCS.STATE.MD.US/MCE)), if you are purchasing items from them. Unit and total cost columns shall reflect the current (as of submission date) net anticipated cost for purchasing equipment (catalogue price, less any discounts offered to the county or its agencies).

1. The Capital Equipment Request Form is used to list all items of capital equipment and furnishings needed to make a project operational, regardless of projected fund source.
2. Copies of this form should be submitted to the Departments of Budget and Management and General Services and to the Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance by **June 30** of the year in which the agency will submit a Form A requesting construction funds for this project.
3. On each page, at the top, complete the lines for the agency (County), name of the project and fiscal year. The fiscal year is the year in which capital equipment funds will be requested.
4. On each item line, list an item along with a suggested manufacturer and product number, if available. *Remember that State law specifies that Maryland Correctional Enterprises products must be acquired if available even if at a greater cost than available from a private vendor.* For items that vary in size, include the dimensions if available. Include the weight of each item, if available. Complete the *Requested* columns for quantity, net unit cost and total cost. Note that the total costs equals quantity times net unit cost. Round all costs to the nearest dollar.
5. At the bottom of the page, please indicate the number that page and total number of pages.
6. **Do not** complete the item approval number or any of the other Approved columns. This will be completed by the Department of Budget and Management.

In the sample, Mayberry County has submitted a request for capital equipment. Seven of the eight items are from Maryland Correctional Enterprises and one is from an outside vendor as this item is not available from them.



## **I. Annual Inmate Population Survey**

### **1. PURPOSE**

In 2008, the Maryland Department of Legislative Services had requested that counties provide information regarding their inmate population at local jail/detention centers for an annual report. This report covers one fiscal year, beginning on July 1 of one calendar year and ending on June 30 of the following calendar year. These survey forms are mailed with “The Annual May 1st Letter” and should be returned by August 1st in the year they were sent.

### **2. INSTRUCTIONS**

The form reflects a fiscal year’s population activity at a facility. To ensure accuracy, the form should not be started until after the end of the fiscal year for which the survey is requested. For example, if a survey is to be completed for Fiscal Year 2011, the form should not be completed until after June 30, 2011. Each item requested is straightforward and should be based on a facility’s population statistics that are sent on a monthly basis to the Department of Public Safety and Correctional Services.

## **J. Completed Samples of Local Jails Capital Improvement Project Forms**

### **1. PURPOSE**

To assist the jurisdictions, a completed sample of each aforementioned form is provided on the following pages. Please contact the Division of Capital Construction and Facilities Maintenance’s Local Jails Administrator at 410-585-3020 if additional information is required. It is strongly urged that the forms used in this program be obtained electronically through the Division.



**DEPARTMENT OF BUDGET AND MANAGEMENT  
CAPITAL PROJECT FY 2004 REQUEST (DBM Form A)**

1. Name of County: Mayberry		7. Agency Contact Person and Phone Number: Andrew J. Taylor, 410-555-1212	
3. Name of Facility: Mayberry County Jail			
4. Project Title: Mayberry County Jail Addition			
5. In Agency 5-year Master Facilities Plan? Yes		7. Project Location (Subdivision/District): Mayberry Township, Maryland	
7. Square Footages: NSF: 8,000 GSF: 12,000			
8. Project Schedule		9. Date Submitted: 6/30/00	
A/E Award: <u>6/04</u>		10. Project Priority: 1 of 1	
Design Time: <u>12 mos.</u>		11. Program Approved	
Construction Contract Award: <u>7/05</u>		Part I: <u>9/1/03</u>	
Completion Date: <u>10/06</u>		Part II: <u>11/1/03</u>	

12. Estimated Cost by Use and Source	Current Request	Prior Appropriations*	Future Requests	Totals
A. Acquisition	\$	\$	\$	\$
B. Planning	200,000			
C. Construction			3,500,000	3,500,000
D. Equipment			100,000	100,000
E. Other			140,000	140,000
<b>F. Total</b>	<b>200,000</b>		<b>3,740,000</b>	<b>3,940,000</b>
G. GO Bonds	109,000		2,038,300	2,147,300
H. General Funds				
I. Special Funds*				
J. Federal Funds				
K. Revenue Bonds				
L. Non-State Funds*	91,000		1,701,700	1,792,700
<b>M. Total</b>	<b>\$ 200,000</b>	<b>\$</b>	<b>\$ 3,740,000</b>	<b>\$ 3,940,000</b>

\*Specify source and date available:

13. Project Description and Justification (Include type of construction, GSF, capacities, problem and how solved, occupants, customers served, and other relevant information; use space below):

Construct a 100-bed addition to the Detention Center to alleviate overcrowded conditions at the facility. The project will include two general population housing units that will contain 25 double-bunked cells, day room space, staff work station, showers, multi-purpose office/room, day room toilet and janitor's closet.



**ALTERNATIVE TO INCARCERATION PROGRAMS**

*Sample*

**JURISDICTION:**

Mayberry County

**A. CURRENT PROGRAMS**

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)
COMMUNITY SERVICE	100	12	150	17	175	21
HOME DETENTION	195	25	220	42	250	50
PRE-TRIAL RELEASE	300	110	521	138	600	175
OTHER PROGRAMS						
<b>TOTAL</b>	<b>595</b>	<b>147</b>	<b>891</b>	<b>197</b>	<b>1025</b>	<b>246</b>

**B. OPERATING BUDGET INFORMATION**

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES
COMMUNITY SERVICE	2.50	78,000.00	3.00	96,000.00	3.00	101,000.00
HOME DETENTION	4.00	115,000.00	4.00	125,000.00	4.50	155,000.00
PRE-TRIAL RELEASE	5.00	165,000.00	6.00	205,000.00	6.00	215,000.00
OTHER PROGRAMS						
<b>TOTAL</b>	<b>11.50</b>	<b>358,000.00</b>	<b>13.00</b>	<b>426,000.00</b>	<b>13.50</b>	<b>471,000.00</b>

**C. FUTURE PROGRAMS UNDER CONSIDERATION**

**D. CONTACT PERSON:**

Andrew J. Taylor, Sheriff

**TELEPHONE #:** 410-555-1212

# LOCAL JAIL CAPITAL CONSTRUCTION 100% FUNDING CERTIFICATION APPLICATION

Please refer to the *Local Jail Capital Improvement Program Policy and Procedures Manual* for assistance.

**Jurisdiction:**           Mayberry County          

<b>Step 1</b>	<b>Current Capacity</b>	100
	<p>Capacity means the number of inmate or detainee occupants which any cell, room, unit, building, facility or combination thereof may accommodate under normal operation, excluding the addition of extra beds or mattresses to accommodate overcrowding and excluding any special housing units such as:</p> <ul style="list-style-type: none"> <li>● medical housing units</li> <li>● admissions holding units</li> <li>● segregation</li> <li>● mental isolation unit</li> </ul> <p style="text-align: center; font-size: 2em; opacity: 0.5;">Sample</p> <p>In addition, the capacity figure should reflect the following:</p> <ul style="list-style-type: none"> <li>● physical plant limitation</li> <li>● fire safety requirements as stated by the Maryland Fire Marshal or the local jurisdiction's fire officials</li> <li>● security requirements</li> <li>● requirements for complying with court decrees</li> </ul>	
<b>Step 2</b>	<b>Baseline</b>	
	Develop an average from the last day population for July, August, September, October, November and December 1987. Please attach a detailed description, by date, of data used for determining these figures.	
	(a) Average total last day population (includes pre-trial, sentenced, sub curia, other, etc.)	50
	(b) Average number serving sentences of 181 through and including 365 days. <i>For example, 6 months and 1 day to 12 months.</i>	4
<b>Step 3</b>	<b>Projected Populations</b>	
	Please attach a detailed description of the projection methodology, source data and findings.	
	(a) Projected total population (includes pre-trial, sentenced, sub curia, other, etc.)	200
	(b) Projected 181-365 day sentenced population	25
<b>Step 4</b>	<b>Determination of 181-365 day sentenced population "expected" growth from baseline, i.e, projected in this population if no law change had occurred.</b>	
	(a) Total projected population (figure from Step 3a)	200
	<b>TIMES</b>	<b>X</b>
	(b) Ratio inmates serving 181-365 day sentences from figure Step 2b divided by the average total last day population from figure Step 2a. (2b divided by 2a)	0.08
	<b>EQUALS</b>	<b>=</b>
	(c) Estimated 181-365 day "expected growth" (4a multiplied by 4b)	16

<b>Step 5</b>	<b>Determination of beds eligible for 100% funding</b>	
	(a) Projected 181-365 day sentenced population (enter figure from Step 3b)	25
		<b>MINUS</b> -
	(b) Estimated 181-365 "expected" growth (enter figure from Step 4c)	16
		<b>EQUALS</b> =
	(c) Beds eligible for 100% funding (5a minus 5b)	9
<b>Step 6</b>	<b>Determination of beds eligible for 50% funding</b>	
	(a) Projected total population (enter figure from Step 3a)	200
		<b>MINUS</b> -
	(b) Total capacity (enter figure from Step 1)	100
		<b>EQUALS</b> =
	(c) Total new beds needed (6a minus 6b)	100
		<b>MINUS</b> -
	(d) Beds eligible for 100% funding (enter figure from Step 5c)	9
		<b>EQUALS</b> =
	(e) Beds eligible for 50% funding (6c minus 6d)	91



STATE OF MARYLAND  
Department of Public Safety and Correctional Services  
Division of Capital Construction and Facilities Maintenance

**LOCAL JAIL DESIGN STANDARDS VARIANCE  
REQUEST FORM**

Variations to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The Division of Capital Construction, Department of Public Safety and Correctional Services will inform the jurisdiction whether the variance request is approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of Public Safety and Correctional Services.

County: Mayberry County

Date: July 1, 2003

Project: Mayberry County Jail Addition

1. Requested Variance:

A request that the 50 general population cells be designed at 75 net square feet of floor space each is made.

2. Justification for Request:

The 100-bed addition will be located on the second floor of the Detention Center. The size of the housing units is determined by the existing ground floor structure. Consequently, the general population cells are spatially greater than what is authorized by the State's local jail design standards.

3. Estimated Cost Savings if Variance is Approved:

Attached is a detailed cost estimate by the project architect/engineer that indicates that it would cost an additional \$500,000.00 to modify the existing structural requirements to construct 70 net square feet cells in the second floor housing unit addition.

4. Prepared by (Name and Title):

Mr. Andrew J. Taylor, Sheriff  
Mayberry County Jail  
410-555-1212

Sample

5. Requested Variance is:  Approved  Disapproved

6. Review Agency Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Department of Public Safety and Correctional Services*

\_\_\_\_\_  
*Date*





# Department of Public Safety and Correctional Services

## Division of Capital Construction and Facilities Maintenance

6776 REISTERSTOWN ROAD • SUITE 201 • BALTIMORE, MARYLAND 21215-2341  
(410) 585-3020 • TOLL FREE 887 842-8712 • FAX (410) 764-4434

STATE OF MARYLAND

MARTIN O'MALLEY  
GOVERNOR

ANTHONY G. BROWN  
LT. GOVERNOR

GARY D. MAYNARD  
SECRETARY

DAVID N. BEZANSON  
ASSISTANT SECRETARY

S.K. KULKARNI, PH.D., P.E.,  
DIRECTOR

## LOCAL JAILS & DETENTION CENTER ANNUAL POPULATION STATISTICS REPORT FISCAL YEAR 2011

(July 1, 2010 through June 30, 2011)

# Sample

County: Mayberry

Facility: Mayberry County Jail

Operating capacity of the facility:	Male:	112
	Female:	8
	Total:	120
Number of specialized population beds:	Total:	2
Total Average Daily Population for the fiscal year:	Male:	78
	Female:	8
	Total:	86
Number of days the population exceeded operational capacity:		0
Most consecutive days the population exceeded capacity:		0
Range in the number of inmates exceeding operational capacity:		0
Average amount the population exceeded capacity:		0
Peak inmate population:		94
Prepared by (please print):	<u>Bernard P. Fife</u>	
Title (please print):	<u>Deputy Sheriff</u>	
Signature:	<u>Bernard P. Fife</u>	
Date Completed:	<u>7/1/11</u>	
<b>TO ENSURE ACCURACY, PLEASE DO NOT COMPLETE THIS FORM UNTIL AFTER JUNE 30, 2011.</b>		

*Thank you* for preparing this report! Your support is sincerely appreciated. Please return or fax this form to the Local Jails Administrator in care of the address above **no later than August 1, 2011**. The information tabulated from these reports will help in better determining the needs of the State's Local Jail and Detention Center Capital Improvement Program.

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***APPENDIX A: FORMS REFERENCED IN THIS MANUAL***

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**SUMMARY OF AGENCY PROJECT REQUESTS (DBM Form B)**

1. COUNTY \_\_\_\_\_

3. DATE \_\_\_\_\_

2. FACILITY \_\_\_\_\_

4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS	5. NON-STATE FUNDS	6. PRIOR STATE APPROPRIATIONS	7. REQUEST FOR STATE FUNDS IN BUDGET YEAR	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
				FY	FY	FY	FY
<small>PRIORITY</small> <input type="checkbox"/> <p>Title &amp; Location</p> <hr/> <p>Costs: Property Acquisition \$ _____</p> <p>    Planning _____</p> <p>    Construction _____</p> <p>    Capital Equipment _____</p> <p>        TOTAL _____ 0</p>							
<input type="checkbox"/> <p>Title &amp; Location</p> <hr/> <p>Costs: Property Acquisition \$ _____</p> <p>    Planning _____</p> <p>    Construction _____</p> <p>    Capital Equipment _____</p> <p>        TOTAL _____ 0</p>							
<input type="checkbox"/> <p>Title &amp; Location</p> <hr/> <p>Costs: Property Acquisition \$ _____</p> <p>    Planning _____</p> <p>    Construction _____</p> <p>    Capital Equipment _____</p> <p>        TOTAL _____ 0</p>							
<p><b>9. TOTALS</b> (Complete only on last page if more than one page is used).</p>	N. A.	N. A.	0	0	0	0	0

**ALTERNATIVE TO INCARCERATION PROGRAMS**

**JURISDICTION:** \_\_\_\_\_

**A. CURRENT PROGRAMS**

	FY 2013 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)
COMMUNITY SERVICE						
HOME DETENTION						
PRE-TRIAL RELEASE						
OTHER PROGRAMS						
<b>TOTAL</b>	0	0	0	0	0	0

**B. OPERATING BUDGET INFORMATION**

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES
COMMUNITY SERVICE						
HOME DETENTION						
PRE-TRIAL RELEASE						
OTHER PROGRAMS						
<b>TOTAL</b>	0	0	0	0	0	0

**C. FUTURE PROGRAMS UNDER CONSIDERATION**

**D. CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

# LOCAL JAIL CAPITAL CONSTRUCTION 100% FUNDING CERTIFICATION APPLICATION

Please refer to the *Local Jail Capital Improvement Program Policy and Procedures Manual* for assistance.

**Jurisdiction:** \_\_\_\_\_

<b>Step 1</b>	<b>Current Capacity</b>	
	<p>Capacity means the number of inmate or detainee occupants which any cell, room, unit, building, facility or combination thereof may accommodate under normal operation, excluding the addition of extra beds or mattresses to accommodate overcrowding and excluding any special housing units such as:</p> <ul style="list-style-type: none"> <li>● medical housing units</li> <li>● admissions holding units</li> <li>● segregation</li> <li>● mental isolation unit</li> </ul> <p>In addition, the capacity figure should reflect the following:</p> <ul style="list-style-type: none"> <li>● physical plant limitation</li> <li>● fire safety requirements as stated by the Maryland Fire Marshal or the local jurisdiction's fire officials</li> <li>● security requirements</li> <li>● requirements for complying with court decrees</li> </ul>	
<b>Step 2</b>	<b>Baseline</b>	
	Develop an average from the last day population for July, August, September, October, November and December 1987. Please attach a detailed description, by date, of data used for determining these figures.	
	(a) Average total last day population (includes pre-trial, sentenced, sub curia, other, etc.)	
	(b) Average number serving sentences of 181 through and including 365 days. <i>For example</i> , 6 months and 1 day to 12 months.	
<b>Step 3</b>	<b>Projected Populations</b>	
	Please attach a detailed description of the projection methodology, source data and findings.	
	(a) Projected total population (includes pre-trial, sentenced, sub curia, other, etc.)	
	(b) Projected 181-365 day sentenced population	
<b>Step 4</b>	<b>Determination of 181-365 day sentenced population "expected" growth from baseline, i.e, projected in this population if no law change had occurred.</b>	
	(a) Total projected population (figure from Step 3a)	
	<b>TIMES</b>	<b>X</b>
	(b) Ratio inmates serving 181-365 day sentences from figure Step 2b divided by the average total last day population from figure Step 2a. (2b divided by 2a)	
	<b>EQUALS</b>	<b>=</b>

	(c) Estimated 181-365 day "expected growth" (4a multiplied by 4b)		
<b>Step 5</b>	<b>Determination of beds eligible for 100% funding</b>		
	(a) Projected 181-365 day sentenced population (enter figure from Step 3b)		
		<b>MINUS</b>	<b>-</b>
	(b) Estimated 181-365 "expected" growth (enter figure from Step 4c)		
		<b>EQUALS</b>	<b>=</b>
	(c) Beds eligible for 100% funding (5a minus 5b)		
<b>Step 6</b>	<b>Determination of beds eligible for 50% funding</b>		
	(a) Projected total population (enter figure from Step 3a)		
		<b>MINUS</b>	<b>-</b>
	(b) Total capacity (enter figure from Step 1)		
		<b>EQUALS</b>	<b>=</b>
	(c) Total new beds needed (6a minus 6b)		
		<b>MINUS</b>	<b>-</b>
	(d) Beds eligible for 100% funding (enter figure from Step 5c)		
		<b>EQUALS</b>	<b>=</b>
	(e) Beds eligible for 50% funding (6c minus 6d)		

# SUMMARY—AREAS, VOLUME & EFFICIENCY

PROJECT: \_\_\_\_\_

PROJECT No: \_\_\_\_\_

FACILITY: \_\_\_\_\_

DATE: \_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_

ITEM	AREA (SF)			
	PROGRAM	SCHEMATICS	DD's	CD's
GROSS AREA (Notes 1 & 2)				
NET ASSIGNABLE AREA (Notes 1 & 2) (Sh. 3 to ___ Incl.)				
	VOLUME (CF)			
GROSS FACTOR (Note 1)				
	EFFICIENCY			
EFFICIENCY FACTOR (Note 3)				
% EFFICIENCY (Note 4)				
	DATE			
SUBMISSION DATE (Note 5)				

**NOTES:**

1. Gross Areas, Net Assignable Areas and Volume shall be calculated in strict accordance with DGS Procedure Manual Div 1, Par 2.
2. Attach additional sheets as follows: Sheet 2—Tabulation of Gross Area; Sheet 3 and subsequent sheets—Tabulation of Net Assignable Areas (Room by Room)
3. To obtain Efficiency Factor: divide Gross Area by Net Assignable Area, e.g., 49,200 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46.
4. To obtain % Efficiency: divide Net Assignable Area by Gross Area and multiply by 100, e.g., 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area, multiplied by 100 = 68.5% efficient.
5. Submit in triplicate to the Office of Engineering and Construction at each phase of plans. Figures shall be shown for all previous phases as well as the current phase for which it is submitted.







State of Maryland  
 Department of Public Safety and Correctional Services  
 Division of Capital Construction and Facilities Maintenance

**LOCAL JAIL DESIGN STANDARDS VARIANCE  
 REQUEST FORM**

Variations to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The Division of Capital Construction, Department of Public Safety and Correctional Services will inform the jurisdiction whether the variance request is approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of Public Safety and Correctional Services.

County: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

7. Requested Variance:

8. Justification for Request:

9. Estimated Cost Savings if Variance is Approved:

10. Prepared by (Name and Title):

11. Requested Variance is:  Approved  Disapproved

12. Review Agency Comments:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Department of Public Safety and Correctional Services*

\_\_\_\_\_  
*Date*

**EQUIPMENT AND FURNISHING REQUEST**

**REQUEST FOR FISCAL YEAR:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

ITEM APPROVAL NUMBER(+)	ITEM DESCRIPTION (Describe as fully as possible)	QUANTITY		NEW UNIT COST(++)		TOTAL COST	
		REQ	APP(+)	REQUESTED	APPROVED(+)	REQUESTED	APPROVED(+)
1						0.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
6						0.00	
7						0.00	
8						0.00	
9						0.00	
10						0.00	
11						0.00	
12						0.00	
13						0.00	
14						0.00	
15						0.00	
16						0.00	
19						0.00	
20						0.00	
21						0.00	
22						0.00	
<b>TOTAL</b>						0.00	
<b>9.6% Inflation</b>						0.00	
<b>TOTAL FUNDS</b>						0.00	

(+) To be completed by DBM

(++) Net anticipated purchase cost. *i.e.*, catalog price less any discounts

State law requires that Maryland Correctional Enterprises (formerly State Use Industries) products be acquired if available, regardless of local purchasing laws.

CB Form G (9/94)

<b>TO BE COMPLETED BY DBM</b>	
TOTALS FOR THIS PAGE ONLY	
CAPITAL FUNDS	OTHER FUNDS
TOTALS FOR COMPLETE REQUEST	
CAPITAL FUNDS	OTHER FUNDS

Project Title: \_\_\_\_\_ Name of Jail/Detention Center: \_\_\_\_\_ Estimate Date: \_\_\_\_\_  
 Project: \_\_\_\_\_ Estimate Reference Point: \_\_\_\_\_ (Date) Prepared by: \_\_\_\_\_  
 Location: \_\_\_\_\_ Agency/AE: \_\_\_\_\_  
 Priority #: ?? Estimate based on program dated: \_\_\_\_\_

1. Design Phase: [ ] BUDGET [ ] SCHEMATIC [ ] DESIGN DEVELOPMENT [ ] 50% CONSTRUCTION DOCUMENTS (CD) [ ] 95% CD [ ] 100% CD  
 2. Project Type: [ ] NEW CONSTRUCTION [ ] RENOVATION [ ] MAJOR [ ] MINOR [ ] SITE [ ] UTILITY 6. Est. Bid Date: \_\_\_\_\_  
 3. Design Period: FROM \_\_\_\_\_ TO \_\_\_\_\_ Months (incl. review) 7. Est. Mid-Pt.: \_\_\_\_\_ # months from  
 4. Const. Period: FROM \_\_\_\_\_ TO \_\_\_\_\_ Months Part I Approved: \_\_\_\_\_  
 Part II Approved: \_\_\_\_\_

8. Areas (gsf)	Bsmt.	Renovation	New
		1st	_____
2nd	_____	_____	
3rd	_____	_____	
4th	_____	_____	
5th	_____	_____	
Total	_____	_____	

Total NSF: \_\_\_\_\_  
 Total GSF: \_\_\_\_\_  
 Efficiency Factor: \_\_\_\_\_  
 Percent Efficiency: \_\_\_\_\_

9. Structure \_\_\_\_\_ \$/gsf

A. Basic: New _____	gsf X _____
B. Basic: Renovation _____	gsf X _____
C. Built-In Equipment:	_____
D. Asbestos removal:	_____
E. Demolition:	_____
F. Other::	_____
G. Subtotal:	_____
H. Regional Construction Factor:	1.00
I. Subtotal (Line G x Line H):	_____
J. Escalation to Midpoint: _____ %	_____
K. Subtotal (bid cost)	_____

10. Site:

A. 5% of Line 9G	_____
B.	_____
C.	_____
D.	_____
E.	_____
F.	_____
G. Subtotal:	_____
H. Regional Construction Factor:	1.00
I. Subtotal (Line G X Line H)	_____
J. Escalation to Mid-Point _____ %	_____
K. Subtotal (bid cost)	_____

11. Utilities	_____
A. 5% of 9G	_____
B.	_____
C.	_____
D.	_____
E.	_____
F.	_____
G. Subtotal:	_____
H. Regional Construction Factor:	1.00
I. Subtotal (Line G x Line H):	_____
J. Escalation to Midpoint: _____ %	_____
K. Subtotal (bid cost):	_____
12. Subtotal (9K + 10K + 11 = Bid Cost):	_____
13a. Green Bldg. Constr. Premium: 2.5%	_____
13b. Total Construction Contingency: 5.0%	_____
14. Inspection and Testing: 4.6%	_____
14. Miscellaneous:	_____
16. CPM/Schedule:	_____
17a. Movable Equipment (Agency Estimate):	_____
17b. Information Technology Equip. (Agency Est.):	_____
18. A/E Basic Services Fee: 5.0%	_____
19. A/E Special Services Fee:	_____
20. A/E Green Design Fee:	_____
21. TOTAL PROJECT COST:	_____
22. Total Construction Costs and Related Costs:	_____
23. Prior Construction Funds:	_____
24. New Construction Funds Required:	_____
25. Total Design Fees and Related Costs:	_____
26. Prior Design Funds:	_____
27. New Design Funds Required:	_____
FY _____ Request	Cost/Str. @ MP:
_____ Legislature	\$ _____/Square Foot
Planning: _____	Cost/BSU @ MP
Construction: _____	\$ _____/Square Foot
Equipment: _____	Total Cost/SF
TOTAL ** _____	\$ _____/Square Foot

Fund source: Planning \_\_\_\_\_  
 (For DGS Use) Construction \_\_\_\_\_  
 Equipment: \_\_\_\_\_  
**Total: \$ \_\_\_\_\_**

\*\* Does not include costs for land acquisition.



# Department of Public Safety and Correctional Services

## Division of Capital Construction and Facilities Maintenance

6776 REISTERSTOWN ROAD • SUITE 201 • BALTIMORE, MARYLAND 21215-2341  
 (410) 585-3020 • TOLL FREE 887 842-8712 • FAX (410) 764-4434

STATE OF MARYLAND

MARTIN O'MALLEY  
GOVERNOR

ANTHONY G. BROWN  
LT. GOVERNOR

GARY D. MAYNARD  
SECRETARY

DAVID N. BEZANSON  
ASSISTANT SECRETARY

S.K. KULKARNI, PH.D., P.E.,  
DIRECTOR

## LOCAL JAILS & DETENTION CENTER ANNUAL POPULATION STATISTICS REPORT

FISCAL YEAR \_\_\_\_\_

(July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_)

County: \_\_\_\_\_

Facility: \_\_\_\_\_

Operating capacity of the facility:	Male:	
	Female:	
	Total:	
Number of specialized population beds:	Total:	
Total Average Daily Population for the fiscal year:	Male:	
	Female:	
	Total:	
Number of days the population exceeded operational capacity:		
Most consecutive days the population exceeded capacity:		
Range in the number of inmates exceeding operational capacity:		
Average amount the population exceeded capacity:		
Peak inmate population:		
Prepared by (please print):	.....	
Title (please print):	.....	
Signature:	.....	
Date Completed:	.....	
<b>TO ENSURE ACCURACY, PLEASE DO NOT COMPLETE THIS FORM UNTIL AFTER JUNE 30th.</b>		

*Thank you* for preparing this report! Your support is sincerely appreciated. Please return or fax this form to the Local Jails Administrator in care of the address above **no later than August 1**. The information tabulated from these reports will help in better determining the needs of the State's Local Jail and Detention Center Capital Improvement Program.

APPENDIX B: DBM'S AND DGS' FACILITY PROGRAM MANUAL





APPENDIX C: HIGH PERFORMANCE GREEN BUILDING PROGRAM





**APPENDIX C**  
**MARYLAND GREEN BUILDING COUNCIL**  
**HIGH PERFORMANCE GREEN BUILDING PROGRAM**

*January 9, 2008*

The mission and purpose of the Maryland Green Building Council (and this High Performance Green Building Program) is to facilitate the following goals:

- Improving the quality of life in Maryland by mandating high performance buildings with technology and concepts that have been proven to save energy and resources, improve student test scores, reduce employee absenteeism, and reduce health maintenance costs due to unhealthy buildings.
- Promoting the State of Maryland as an innovator in cutting edge technology; attracting the best and brightest work force and businesses vital to a thriving economy.
- Generating local and regional business growth as the economy responds to new opportunities created by emerging markets and technologies.
- Preserving the Chesapeake Bay for recreation, business, commerce, and community life essential to the State's ecological and economic welfare.
- Securing the well being of Maryland citizens in times of crisis by mandating buildings less dependent upon conventional infrastructure and power grids.
- Reducing power demand 15% by the year 2015.
- Assuring fiscal responsibility by mandating high performance green building technology and innovation in all new and renovated fully State funded and owned projects.

A. INTRODUCTION

A.1: Brief overview of the Maryland Green Building Council as established in 2007

On April 24, 2007, Governor Martin O'Malley approved House Bill 942 – Section 4-809 of the State Finance and Procurement Article – entitled “Maryland Green Building Council.” This law re-established the Maryland Green Building Council (the Council) in the Department of General Services (DGS), providing for private sector membership, State agency membership and assistance and staffing by the DGS.

One of the primary tasks of the Council was to report to the Governor and the General Assembly recommendations for the implementation of a State Higher Performance Building Program. This Program shows how these recommendations will be put into practice.

## A.2: Building “Green”

“Green Building” is a philosophy of high performance building design, construction, and operation that incorporates the following concepts: using natural resources efficiently; considering the impact of buildings on the local, regional, and global environment; reducing building footprint size; allowing ecosystems to function naturally; conserving and reusing water; treating storm water on site; maximizing the use of local materials; optimizing and quantifying energy performance by installing energy efficient equipment and systems and measurement and verification devices; optimizing climatic conditions through site orientation and design; integrating natural day lighting and ventilation; minimizing the use of mined rare metals and persistent synthetic compounds; and minimizing construction waste by reducing, reusing and recycling materials during all phases of construction and deconstruction. “Green Building” design is an integrated, collaborative, team-oriented process technically and philosophically superior to conventional building design, construction and operation. Additional benefits of this practice include: promoting economic opportunities for the region; providing fiscally responsible buildings through operational savings; promoting the productivity of building users; and reducing the cost of health insurance by improving the quality of the indoor environment for State employees, school students and children, and university employees.

## A.3 The Program

The High Performance Green Building Program (Program) was written for the use of all State of Maryland agencies that design and build facilities or prepare programs and budgets for the design and construction of their facilities. It is intended specifically for the use of project managers, capital planners, and the professionals who will design and operate State-owned facilities. Section B describes compliance requirements for all State-owned facilities and provides additional information, which should be considered by State agencies in the planning, design and operations of their proposed facilities. Attachment B-i describes the requirements for design professionals engaged in the design of these State facilities. These will be also included in Department of General Services (DGS) Procedure Manual for Professional Services. Other agencies engaged in the design and construction of State facilities should provide this Program to their design professionals. Attachment B-ii provides suggested additions to Requests for Proposals (RFP) for state projects.

The Program will be reviewed on a yearly basis by the Maryland Green Building Council (Council) and revised as needed to address issues which may occur as this new way of constructing State facilities evolves. The LEED™ rating system is revised every three years by the U.S. Green Building Council (USGBC). Projects shall comply with the latest version in use at the time of the start of design. For all questions concerning this program or for information on registering your project with LEED™, contact:

Maryland Green Building Council  
c/o Department of General Services - Office of the Secretary  
301 West Preston Street - Room 1401  
Baltimore, Maryland 21201

## B. GREEN DESIGN AND CONSTRUCTION CRITERIA

The following criteria shall be applied to all State-owned projects funded for design in FY 2009 and beyond that have not yet initiated the Request for Proposal for the selection of an Architectural and Engineering consultant. All projects currently in design with prior funding shall not be required to meet these criteria; however, these projects shall be reviewed by their project teams and reasonable efforts shall be made to incorporate high performance green building principles where practical.

### B.1 Criteria and Standards

1. All new buildings designed and constructed by State agencies which are fully funded and owned by the State shall meet or exceed the current version of the U.S. Green Building Council's LEED-NC™ Green Building Rating System Silver rating. Wherever possible, projects shall strive for the LEED-NC™ Gold rating. These projects shall be certified through the LEED™ certification process. Projects which will be required to be LEED-NC™ Silver certified include all new construction projects larger than 7,500 gross square feet, with the exception of building types listed in Item 4 below.
2. All major renovations of existing buildings designed and constructed by State agencies which are fully funded and owned by the State shall meet or exceed the current version of the U.S. Green Building Council's LEED™ Green Building Rating System Silver rating. Wherever possible, projects shall strive for the LEED™ Gold rating. These projects shall be certified through the LEED™ certification process. Projects which are required to be LEED™ Silver certified include all projects larger than 7,500 gross square feet with the exception of building types listed in Item 4 below. A major renovation is defined as a renovation in which the building shell (exterior walls, floors and roof) will be reused for the new construction. In total renovation projects, existing HVAC, electrical, and plumbing systems shall be replaced.
3. All new projects of the types described above which are less than the required square footage shall employ Green Building principles and practices wherever possible. However, projects in this category are not required to be LEED™ Silver certified. The project design professional shall submit a final report describing the building's "Green" features. See Attachment B-i Directions for Design Consultants for further guidance.
4. All projects smaller than those described in Items A through F below, and of the building types listed below, or similar building types (which are essentially unoccupied), are not required to be LEED™ Silver certified. However, the design of such facilities shall employ applicable Green Building principles wherever practical in their design and construction using the LEED™ Silver rating as a goal. The project design professional shall submit a final report describing the building's "Green" features. See Attachment B-i Directions for Design Consultants for further guidance.
  - A. Warehouse /Storage Facilities
  - B. Garages
  - C. Maintenance Facilities

- D. Transmitter Buildings
  - E. Pumping Stations
  - F. Similar Approved Building Types
5. The following is a list of LEED™ System credits which are mandatory for all projects which are required to be LEED™ Silver certified. Requirements for some of these and other non-listed credits may be mandatory under other State programs.
- Sustainable Sites
  - Light Pollution Reduction – 1 point
  - Water Efficiency
  - Water Use Reduction – 2 points
  - Energy and Atmosphere
  - Optimize Energy Performance – 4 points
  - Materials and Resources
  - Construction Waste Management – 2 points
  - Indoor Environmental Quality
  - Low Volatile Organic Compounds (VOC) Emitting Materials – 2 points
6. The Maryland Green Building Council has determined that the LEED™ Certified Wood credit which recognizes only Forest Stewardship Council (FSC) approved lumber and wood products is not sustainable in the State of Maryland. Maryland forests are typically not FSC certified. FSC lumber is generally shipped in long distances from western states where the FSC certification is more typically used. Therefore, to encourage sustainability and in support of the Maryland lumber industry, the Council will no longer allow the use of the Certified Wood credit in attaining a LEED™ Silver certified rating. At the same time, the Council encourages the use of the Regional Materials Credit part of which may be satisfied through the use of Maryland lumber products.

B.2: Directives to State Agencies

1. Sites for eligible projects shall be selected in accordance with LEED™ criteria and Smart Growth initiatives (as defined by the Maryland Department of Planning). Sites shall be reviewed by the Department of General Services (DGS) Office of Real Estate and the Department of Planning's Property Clearing House prior to final selection.
2. All projects which are required to be LEED™ Silver certified shall be registered and certified using the Department of General Services' or the University of Maryland's U.S. Green Building Council membership.
3. Provide space allocation for recycling activities in all new building programs.
4. State agencies may apply for a waiver in the event of undue hardship. The using Agency shall provide a brief (no more than two pages) letter of request for a waiver to the Council explaining why a proposed project should not meet Program requirements. The waiver request should be provided in MS Word or pdf format to DGS for distribution

and review and consideration by the Council three months prior to the submission of the Part I building program to the Department of Budget and Management. Submit the waiver request to:

Maryland Green Building Council  
c/o Department of General Services - Office of the Secretary  
301 West Preston Street - Room 1401  
Baltimore, Maryland 21201  
(410) 767-4938

B.3 Attachments

Attachment B-i: Directions for Design Consultants

Attachment B-ii: Request for Proposals -- Suggested Additions

## **Attachment B-i: Directions for Design Consultants**

1. The primary design consultant shall designate an individual to serve as the Green Building Coordinator (GBC) for the project. The GBC may be a member of the primary firm, a consulting individual, or a firm licensed to practice architecture or engineering in the State of Maryland. The GBC shall be responsible for facilitating and coordinating all related high performance green building activities and shall have either performed previous LEED™ System certifications or shall adequately demonstrate the knowledge necessary to perform the work necessary to obtain a LEED™ Certification. The GBC must be approved by the State during the Architectural and Engineering (A/E) services selection process.
2. The design of all projects required to be LEED™ Silver certified shall employ an integrated design approach. Prior to the start of design, the design consultant's GBC shall conduct a green building pre-design meeting with all consultant team members, the State project manager, and members of the using Agency team to establish the direction and scope of green building principles, including construction and maintenance procedures, to be employed in this project to attain the LEED™ Silver rating. These principles shall be recorded in writing as the "Green Building Plan" (GBP). The GBP shall be updated and submitted for review at each design phase to track any changes, modifications, or additions. The A/E shall provide three copies of the GBP at the conclusion of the project. Provide one copy for the project file, one copy to the building user, and one copy to the Maryland Green Building Council. The GBP shall follow the format of the LEED™ Green Building Rating System and the plan may be used as the framework for the official submission to the USGBC for certification. All official LEED™ interpretations shall be included in this section.
3. The A/E shall develop and provide a "Green Building Operations and Maintenance Manual" outlining operation and maintenance procedures and schedules for all materials and systems that contribute to the LEED™ Silver rating. This manual shall be provided in addition to the usual submission of operating and maintenance manuals and shall focus on system maintenance required to keep green features operating as intended. The intent is to provide system maintenance guidelines as opposed to procedures for maintaining individual pieces of equipment as provided in the equipment operating and maintenance manuals. The manual shall be submitted at the 50% Construction Documents (CD) phase for review, at the 100% CD submission, and after project completion. Refer to Item 8 below for more information on this manual.
4. The design consultant shall identify and provide the State project manager with a written account of any conflicts between Program requirements and other requirements of the State or the project program.
5. The design consultant's GBC shall develop and submit all documentation necessary to the U.S. Green Building Council's LEED™ Program for certification of the project for the LEED™ Silver or higher rating. Typically, the project shall be registered with LEED™ at the start of design. The final LEED™ certification shall be submitted after completion of construction. The cost of registering the project with LEED™ as well as a reasonable cost for LEED™ interpretations and consultation shall be included in the consultant's price

proposal. All projects shall be registered under the Department of General Services' or the University of Maryland's U.S. Green Building Council membership. A copy of the complete LEED™ submission package shall be submitted to the Maryland Green Building Council.

6. The design consultant shall provide a separate specification section, which calls attention to special construction issues related to high performance green buildings and the LEED™ rating such as construction materials, construction recycling, special demolition considerations, and potential special construction sequencing issues. This section is in addition to the standard specification sections and is intended to clearly call these special issues to the attention of the contractor during the bidding phase.
7. Reporting
  - A. For projects that are required to be LEED™ Silver certified, the A/E shall submit one final copy of the LEED™ Certification Submission, stamped and signed with A/E's license stamp, the official LEED™ Certificate, the final Green Building Plan and three copies of the Green Building Operations and Maintenance Manual to:

Maryland Green Building Council  
c/o Department of General Services - Office of the Secretary  
301 West Preston Street, Room 1401  
Baltimore, Maryland 21201
  - B. For projects that are not required to be LEED™ Silver certified, the A/E shall submit a narrative report describing the high performance green elements of the projects. Using the LEED™ score sheet, the A/E shall provide a brief description for each available credit describing how that credit was addressed or an explanation of why it was not addressed. The narrative shall be submitted to the project manager and one copy shall be sent to the address listed above.
8. The Green Building Coordinator shall review the project and develop the Green Building Operation and Maintenance Manual based on the green features and operations of each particular building. The manual shall be submitted in addition to the usual Operations and Maintenance Manuals (O&M) typically provided. It should not include maintenance of equipment (pumps for example), which are a part of a "Green Building" system. That information should be provided in the typical O&M manual. In other words, a comprehensive manual of any and all recommendations for maintenance and operations with the specific goal of maintaining high performance green building and energy efficient building operations for the life of the building is required. Examples of the types of information to be provided include, but are not limited to, the following:
  - A. Recommendations on periodic duct inspection or cleaning as well as HVAC filter changes to maintain indoor air quality (IAQ).
  - B. Recommended "green" cleaning products and materials and cleaning schedules for finishes (especially for "green materials") considering IAQ and extending the life of the material (if the material lasts longer, it does not have to be replaced or put in a landfill).

- C. Information on minimum paint reflectance for repainting interior areas using reflected day lighting.
- D. A list of the low VOC paint, sealant and other products and the colors used (provide specific manufacturer's name and product description).
- E. Schedule recommendations for cleaning of glass and light shelves to maintain reflectance and light transmission for day lighting systems.
- F. Operation recommendations for HVAC systems (these should be available from the commissioning report).
- G. A schedule for inspecting and cleaning walk-off mat recesses to maintain IAQ.
- H. Recommendations for eco-friendly pest control.
- I. Maintenance recommendations for "living roof" plantings.
- J. Provide a list of local sources for recycling used material such as carpet, ceiling panels and drywall.
- K. Provide a list of the recyclable materials used in the building.
- L. Provide a list of the manufacturers and suppliers of all "green" materials used in the building.
- M. Provide a list of proper lamps (high efficiency/ long life light bulbs) for replacement.
- N. Provide a list of sources of recycled paper products (toilet paper and paper towels) and eco-friendly cleaning products.
- O. Provide a simple list of instructions for building occupants emphasizing the use of the building's green features such as the purpose of walk-off mats and how to use composting toilets as well as simple instructions for turning out lights, locations of recycling stations, use of individual HVAC controls, water use reduction methods and other green practices.

Schedule items shall be organized in a one-year calendar format. This information can be collected as the project progresses with the hope of simplifying the effort at the end of the project. The manual shall be prepared in a three-ring binder format to allow for convenient reproduction.

## Attachment B-ii: Request for Proposals – Suggested Additions

The following items are suggested as additions to Requests for Proposals for Architectural and Engineering (A/E) Services for high performance green building projects and for projects that are not required to be LEED™ Silver certified. Items should be edited as needed for each specific project.

1. Green Building Projects required to be LEED™ Silver certified.
  - A. The Maryland Green Building Council has established the High Performance Green Building Program (Program). The Program requires that eligible buildings constructed by the State shall meet minimum standards of performance based on the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System.
  - B. The project shall be required to be LEED™ Silver (or higher, if desired by using Agency) certified.
  - C. Refer to Attachment B-i of this Program document for requirements.
  - D. Submitters shall provide, with their proposal, the name of the Green Building Coordinator (GBC) as required by the Program. The GBC may be a member of the A/E firm or a consulting individual or a firm licensed to practice architecture or engineering in the State of Maryland. The submission shall include a complete GBC resume describing specific experience and qualifications that will demonstrate the ability to perform the work specified; providing descriptions of recent and relevant experience in directing environmentally-responsible design and construction. The submission shall also include a list of projects for which this individual has performed a similar role and state whether the prime A/E firm has worked with this consultant previously.
  - E. Provide descriptions of recent and relevant experience by the primary A/E firm as well as the mechanical, electrical and site design consultants in providing design services for environmentally-responsible building projects. Provide a list of built and unbuilt projects for which these firms have special related experience.
  - F. The qualified firm shall include with their Price Proposal an itemized listing of all costs associated with the design and certification of this project as a LEED™ Silver Green Building. These costs shall include, but shall not be limited to, professional fees of the Green Building Coordinator, additional design costs (provide justification) which may be attributed to designing a green building, LEED™ Certification Registration and Documentation, and reimbursable expenses for reproduction of related materials and reports.

2. Projects Which Are Not Required to be LEED™ Silver Certified.

- A. The Maryland Green Building Council established the High Performance Green Building Program. The Program requires that eligible buildings constructed by the State shall meet minimum standards of performance based on the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System
- B. This project, in accordance with the Program, is not required to be Silver certified by the LEED™ system. However, all State projects are encouraged to use high performance green building principles in their design with the Silver rating as a goal. The Program does require project teams for all projects which are not required to be LEED™ Silver certified to report their efforts to the Maryland Green Building Council as follows:

For projects which are not required to be LEED™ Silver certified, the A/E shall submit a narrative report describing the “green” elements of the projects. Using the LEED™ score sheet, the A/E shall provide a brief description for each available credit describing how that credit was addressed or an explanation of why it was not addressed. The narrative shall be submitted to the project manager and one copy shall be sent to the Maryland Green Building Council at the following address:

Maryland Green Building Council  
c/o Department of General Services - Office of the Secretary  
301 West Preston Street, Room 1401  
Baltimore, MD 21201

- C. Proposers are encouraged to submit a brief description in their proposal of their firm's previous experience in the design of high performance green buildings, as well as their intentions for pursuing the stated goal for this project for consideration by the qualification committee.
- D. The qualified proposer shall provide a breakdown of the costs associated with this report in the Price Proposal.

APPENDIX D: BUILDING CODE STUDY DATA

---





# BUILDING CODE STUDY DATA

DESIGN PHASE: ~ SD      ~ DD      ~ CD      DATE: \_\_\_\_\_

1) PROJECT: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

FACILITY: \_\_\_\_\_  
 \_\_\_\_\_

2) **APPLICABLE CODES:**

- A) Building Code: IBC - 2012  
 IRC - 2012  
 IEBC - 2009
- B) Fire Code: NFPA - 101 - 2009 (Life Safety Code)  
 NFPA - 1 - 2009 (Fire Code)  
 NFPA - 13 - 2010 (Sprinkler Code)
- C) Mechanical Code: IMC - 2009
- D) Plumbing Code: National Standard Plumbing Code - 2006  
 w/2007 Supplement  
 IPC - 2009
- E) Electric Code: NEC - 2011
- F) Energy Standard ASHRAE 90.1 (Latest Edition - 2010)
- G) Elevator and Escalator Safety Code ANSI/ASME A17.1 2007
- H) Accessibility Code MAC (COMAR 05.02.02 & 2010 ADA  
 Standards)
- I) Energy Conservation Code IECC - 2012

3) **BUILDING USE, CONSTRUCTION CLASSIFICATIONS AND HEIGHT**

	IBC (2012)	NFPA (2009)
Use Group _____ (Sect. 302) :	_____	_____
Special Use and Occupancy __ (Chapter 4) :	_____	_____
Proposed Type of Construction (Table 503) :	_____	_____
Number of Stories _____ (Table 503) :	_____	_____
Building Height Allowable __ (Table 503) :	_____	_____
Actual Building Height _____ :	_____	_____
Additional Credit for		
Fully Sprinklered Building __ (Sec. 504.2) :	_____	_____
Height Increase _____ (Sec. 504.2) :	_____	_____
Building Area Increase _____ (Sec. 506.3) :	_____	_____
Mixed Use Occupancy _____ (Table 508.4) :	_____	_____
Incidental Use Areas _____ (Table 509) :	_____	_____

**4) BUILDING AREAS:**

**BUILDING ACTUAL GROSS AREAS :**

**First Floor** : \_\_\_\_\_  
**Second Floor** : \_\_\_\_\_  
**Third Floor** : \_\_\_\_\_  
**Mech. Penthouse** : \_\_\_\_\_  
**Total (GSF)** : \_\_\_\_\_

**MAXIMUM ALLOWABLE AREAS:**

**Per IBC** : \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ **Table 503**  
 (Automatic Sprinkler System Increase - 504.2) (Frontage Increase – 506.2)

**BUILDING AREA MODIFICATION** : \_\_\_\_\_ **(List Total Area per Floor)**  
**Sec. 506**

**5) OCCUPANCY LOADS:**

USE	(IBC) (Table 1004.1.2)	LIFE SAFETY (Table - 7.3.1.2)
_____	_____	_____

**6) EGRESS WIDTH:**

	(IBC) (Section - 1008)	LIFE SAFETY (Table - 7.3.3.1)
Egress Width at Stairs	:	_____
Egress Width at Doors	:	_____
Egress Width at Corridors	:	_____

**7) OCCUPANCY LOADS AND EGRESS REQUIREMENTS:**

**Location (Spaces)** : \_\_\_\_\_  
**Area in Square Feet** : \_\_\_\_\_  
**Maximum Floor Area** : \_\_\_\_\_  
**Allowance Per Occupant** (Table 1004.1.2) : \_\_\_\_\_  
**Egress Width Required** (Section 1005) : \_\_\_\_\_  
**Egress Width Provided** (in inches) : \_\_\_\_\_  
**Number of Exits Required** (Section 1021) : \_\_\_\_\_  
**Number of Exits Provided** : \_\_\_\_\_

**8) FIRE PROTECTION SYSTEM REQUIREMENTS:**

System Req. IBC 2012 NFPA 101-2009

	(Yes/No)	Reference	Reference
<b>IBC</b>			
Automatic Sprinklers	(Sec. 903):	_____	_____
Fire Extinguishing System	(Sec. 904):	_____	_____
Standpipe System	(Sec. 905):	_____	_____
Portable Fire Extinguishers	(Sec. 906):	_____	_____
Fire alarm System	(Sec. 907):	_____	_____
Emergency Alarm System	(Sec. 908):	_____	_____
Smoke Control System	(Sec. 909):	_____	_____
Smoke and Heat Vents	(Sec. 910):	_____	_____
Fire Command Center	(Sec. 911):	_____	_____
Fire Dept. Connection	(Sec. 912):	_____	_____
Fire Pumps	(Sec. 913):	_____	_____

9) **MAXIMUM DEAD END DISTANCE:**

Use Group	:	_____
IBC - 2012 (Table 1018.4)	:	_____
NFP 1 - 2009	:	_____

10) **INTERIOR FINISH REQUIREMENTS:**

	Class	Flame Spread	Smoke Development
IBC - 2012 (Table - 803.9)	: _____	_____	_____
NFPA - 2009 (Chapter 10)	: _____	_____	_____

11) **MAXIMUM TRAVEL DISTANCE TO EXIT:**

Actual: Show on Life Safety Plan

	IBC - 2012 (Table - 1016.2)	NFPA - 2009
Allowable :	_____	_____

12) **MINIMUM CORRIDOR WIDTH REQUIREMENTS:**

Location	Width	IBC - Reference (Table 1018.2)	NFPA - Reference
_____	_____	_____	_____

13) **PANIC HARDWARE:**

Location	Required	IBC - Reference	NFPA - Reference
_____	_____	_____	_____

**14) STAIR DATA:**

Stair Width (Section 1009) : \_\_\_\_\_  
 Capacity : \_\_\_\_\_  
 Rated Enclosure (Section 1022.2) : \_\_\_\_\_

**15) AREA OF REFUGE:** (Section 1007.6) Yes \_\_\_\_\_ No \_\_\_\_\_

**16) BUILDING FIRE RATINGS:** IBC – 2012 (Table 601 - 602) NFPA - 2009 (Chapter - 8)

**STRUCTURAL FRAME** : \_\_\_\_\_  
 Including Columns, Girders, Trusses

**EXTERIOR BEARING WALL** : \_\_\_\_\_

**EXTERIOR NON-BEARING WALL** : \_\_\_\_\_

**INTERIOR BEARING WALL** : \_\_\_\_\_

**INTERIOR NON-BEARING WALL** : \_\_\_\_\_

**FLOOR CONSTRUCTION** : \_\_\_\_\_  
 Including Supporting Beams and Joists

**ROOF CONSTRUCTION** : \_\_\_\_\_  
 Including Supporting Beams and Joists

**FIRE WALLS - USE GROUP** : \_\_\_\_\_  
 Fire Resistance Rating (Table 706.4)  
 Fire Barrier Assemblies (Table 707.3.10)

**VERTICAL EXIT ENCLOSURES** : \_\_\_\_\_  
 Fire Resistance Rating (Section 1022)  
 (NFPA - 2009 Table 8.3.4.2)

**SHAFTS AND ELEVATOR HOIST WAYS** : \_\_\_\_\_  
 Fire Resistance Rating (Section 712 & 713)  
 (NFPA - 2009 Table 8.3.4.2)

**EXIT ACCESS CORRIDORS** : \_\_\_\_\_  
 Protective Opening Rating (Table 1018.1)

<b>SMOKE BARRIER</b>	:	_____	_____
<b>Protective Opening Rating (Section 709)</b>			
<b>FIRE DOOR</b>	(Table 716.5)	:	_____
<b>FIRE WINDOWS</b>	(Table 716.6)	:	_____
<b>DRAFT STOPPING</b>	(Section 718)	:	_____
<b>(Concealed Spaces)</b>			

**17) MD HIGH PERFORMANCE BUILDING ACT:**

New public construction and major renovation projects of 7,500 square feet or greater shall be designed to earn a LEED Silver Certification from the U. S. Green Building Council.

- 18) ENERGY CODE: MARYLAND CLIMATE ZONE 4A  
EXCEPT GARRETT COUNTY 5A**

**BUILDING ENVELOPE REQUIREMENT**

	<u>Required 'U' Value</u> U = 1/R	<u>Required 'R' Value</u> R = 1/U	<u>Provided</u>
<b><u>Roofs</u></b>			
Insulation entirely above deck	U 0.039	R 25 CI (Cont Insul)	
Attic Insulation	U 0.027	R 38	
Metal Building	U 0.035	R 19 + 11	
<b><u>Walls</u></b>			
Mass	U 0.104	R 9.5 CI (Cont Insul)	
Metal Framed	U 0.064	R 13 + R 7.5 CI	
Metal Building	U 0.052	R 13 + R 13 CI	
Wood Framed	U 0.064	R 13 + R 3.8 CI or R 20	
Below Grade Wall	U 0.119	R 7.5 CI	
<b><u>Floors</u></b>			
Mass	U 0.076	R 10 CI	
Joist Framing	U 0.033	R 30	

(steel or wood)

**Slab on Grade**

Heated Slab	F 0.65	R 15 for 24" below
Unheated Slab	F 0.54	R 10 for 24" below

**Doors**

Entrance Door	U 0.77	R 1.29
Roll-up	U 0.21	R 4.75

**Windows**

Fixed Fenestration	U 0.38	R 2.63
Operable Fenestration	U 0.45	R 2.22
Sky Light	U 0.50	R 2.0
Curb	U 0.20	R 5.0

**Minimum Roof Reflectance/Emittance**

Initial Solar Reflectance	0.70
Initial Thermal Emittance	0.75