

**Maryland Higher Education Commission**  
**Community College Construction Grant Program**  
 Excerpt – “Maryland Community College Facilities Manual”  
 April 2018 Edition

**Table 1. State Agency Functions and Responsibilities**

<b>Facilities Master Plan</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Review for consistency with Role and Mission Statement	•			
Endorse student and faculty/staff projections	•			
Verify that programs support approved Mission Statement	•			
Verify compliance with space guidelines	•			
Assess adequacy of facilities to support current and proposed academic programs	•			
Distribution of findings to College	•	•		
Review of space guidelines analysis		•		
Physical planning considerations		•	•	
Cost/benefit considerations		•	•	
Telecommunication Plan	•	•	•	
Environmental Studies and Growth & Conservation Initiatives		•	•	•
<b>Capital Improvements Program (Capital Budget Process)</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Receive capital budget requests	•			
Review for consistency with Endorsed FMP’s enrollment projections and program requirements	•			
Review exceptions to Master Plan and make recommendations	•			
Rank projects	•			
Prepare and submit system wide capital budget request	•			
Prepare State capital budget		•		
<b>Part I Programs (Project Justification and Scope)</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Review for consistency with endorsed projections, program requirements, and adherence to community college space guidelines	•			
Determine that project qualifies as a capital improvement in accordance with State policies, including Growth and Conservation initiatives, and State Finance Procurement Article		•		•
Determine project justification and urgency relative to other proposals		•		
<b>Part II Programs (Detailed Project Description and Requirements)</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Review project for conformity to program and fiscal guidelines		•		
Review project’s relationship to non-academic federal, State, and local plans and programs		•		
Review guidance to architect/engineer for clarity and completeness		•	•	
Review design considerations		•	•	
Assure that applicable codes are cited			•	
Assure project’s compliance with environmental requirements				•
<b>Design Documents</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Identify fund source(s) and recommend allocation of design funds	•			
Review schematics		•	•	
Review design development documents		•	•	
Review construction documents		•	•	
<b>Project Award &amp; Funding</b>	<b>MHEC</b>	<b>DBM</b>	<b>DGS</b>	<b>MDP</b>
Identify fund source(s) and recommend allocations	•			
Request Board of Public Works approval of allocations and approve contract awards			•	
Payments of State share			•	
Project close out			•	
Maintenance records	•	•	•	