



# **STATE OF MARYLAND**

## **Maryland Community College Facilities Manual**

**Prepared by the Department of Budget and Management, the  
Department of General Services, and the Maryland Higher  
Education Commission**

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## **PREFACE**

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This edition of the Maryland Community College Facilities Manual was jointly prepared by the Maryland Higher Education Commission (MHEC), the Maryland Department of Budget and Management (DBM), the Maryland Department of General Services (DGS), the Maryland Department of Planning (MDP), and the Facilities Planners Council (FPC) of the Maryland Association of Community Colleges to assist Maryland community colleges in the planning, design, and construction of buildings, site improvements, and facilities. The Manual, coordinated in 2017 by MHEC's Senior Finance Policy Analyst David S. Beard, outlines the development of the Facilities Master Plan and the Five-Year Capital Improvements Program (CIP), which includes the Annual Capital Budget Request Submission.

State capital funds are provided through the Community College Construction Grant Program, which was established in 1961 to assist in the acquisition of property and in the design, construction, renovation, and equipping of public and regional community college buildings, site improvements, and facilities. Funds appropriated for this purpose are administered in accordance with Section 11-105(j) of the Education Article, Annotated Code of Maryland.

Agency forms referenced in Section 14 of this manual are to be used by the colleges for submission of information. All forms are electronically available via email with the respective State agency representative.

The Facilities Planners Council and other recipients of this manual are encouraged to submit any questions about procedures or information presented in this manual or recommendations for additions, deletions, or revisions at any time. It is preferable that requests be in writing to the responsible state agency to permit careful analysis and evaluation.

Note: The Facility Program Manual, July 1, 2017 edition, published by DBM and DGS, is the ruling document for format, guidance and instructions for preparing Part I – Program Justification and Part II – Detailed Project Description and Requirements. In addition to this document there will be links from this document to the respective WEB sites of the review agencies: Department of Budget and Management, Department of General Services, Department of Planning and the Maryland Higher Education Commission.

*Note: New Section 16 regarding the Facilities Renewal Grant Program was added to existing manual in December 2021.*

For further information on the community college construction grant application and management process, please contact the respective reviewing agency.

[This manual supersedes any previously released versions. Please recycle the superseded documents.]