Maryland
DEPARTMENT OF GENERAL SERVICES

Wes Moore, Governor | Aruna Miller, Lt. Governor | Atif Chaudhry, Secretary

1 **Activate Grant**
Verify grant(s) and contact information to active the grant. Accept grant ownership in Submittable.

1a **DGS Reviews Grant Activation Request**

1b **Prepare Required Documents**
A list of all required documents found here

1c **Accept Transfer Request**
After grant activation request is submitted, all grantees receive email to Accept Transfer

Only approved requests proceed to the following steps:

2 **Complete the Grant Intake Process**
Submit all documents through Submittable

2a **Grantee Submits Required Documents**
All requests are submitted to DGS through Submittable

2b **Documentation Reviewed by the DGS Capital Grants and Loans Team**
CGL team drafts a grant agreement

2c **Grant Agreement Reviewed by Attorney General's Office**
This review occurs outside of DGS, with varying timelines dependent on the grant.

3 **Sign Grant Agreement**
DGS will provide a grant agreement for grantees to sign via Submittable

4 **Grant Agreement Submitted to Board of Public Works (BPW)**
After BPW review, grantees contacted with next steps

5 **Engage in Grant Management**
Submit contract eligibility and payment requests

6 **Complete the closeout report**
Submit closeout report to DGS through Submittable

Grantee action

DGS action

Outside action