## STATE OF MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES DIVISION OF CORRECTION

DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ACCOUNTING AND BUDGET	
	DCD #:	40-3	
	TITLE:	<b>Capital Budget Preparation and Submission</b>	
	<b>ISSUED:</b>	December 15, 2006	
	AUTHORITY:	Bobby PShearin	Bobby P. Shearin DEPUTY COMMISSIONER
	APPROVED:	Jetur B. Censling	John A. Rowley ACTING COMMISSIONER

## I. References:

- A. State Finance and Procurement Article, §§3-602 and 3-607, ACM
- B. DPSCS Financial Operations Manual
- II. Applicable to: Division of Correction Headquarters and all Institutions
- III. Purpose: To establish procedures for the preparation and submission of capital budgets.
- IV. Definitions: None.
- V. Policy:

It is the policy of the Division of Correction that all Division institutions prepare a yearly Capital Budget Request and Five-Year Capital Improvement Program in accordance with guidelines provided by the Department of Budget and Management (DBM).

- VI. Procedures:
  - A. Each year, the Division of Capital Construction and Facilities Maintenance (DCCFM) issues instructions for the preparation of the Capital Budget Request to all affected agencies under the authority of the Secretary of Public Safety and Correctional Services.
  - B. The Commissioner/designee shall consult with the director of DCCFM in establishing the priority of Division of Correction projects.
  - C. Each warden shall comply with the instructions and submit a Capital Budget Request and Five-Year Capital Improvement Program as required.
    - 1. The DCCFM distributes the forms to be completed in accordance with DBM guidelines. Questions or concerns regarding the preparation of these requests are to be directed to the DCCFM.

- 2. A new capital project in the Five-Year Plan shall have a Part I Program completed in accordance with DBM guidelines and DCCFM instructions.
- 3. Completed forms shall be submitted to the Commissioner/designee for review and approval.
- D. The Commissioner/designee shall forward the submissions to DCCFM.
- E. The Commissioner/designee shall submit programs for outer year projects through DCCFM to DBM by September 1 of the current year.
- F. No institutional directive is required.
- VII. Attachments: None
- VIII. Rescission: DCD 40-3, dated September 10, 2002

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