

ACCESS MARYLAND FACT SHEET and CHECKLIST

OVERVIEW

The purpose of the Access Maryland Program is to bring state-owned facilities into compliance with state and federal mandates requiring access for persons with disabilities. The Americans with Disabilities Act of 1990 (ADA) requires that all programs, activities and services of state and local governments be programmatically accessible to persons with disabilities.

The Access Maryland Program provides state capital funds for accessibility modifications to state-owned facilities. The Maryland Department of Disabilities (MDOD) provides oversight of the program. MDOD receives funding requests from state agencies, prioritizes the requests and recommends projects to the Department of Budget and Management for inclusion in the Capital Budget.

POLICIES

The program has very clear policies that must be followed by all Design and Construction Services (D&CS) Project Managers and O&M personnel managing an Access Maryland Program funded project.

- Following inclusion in the capital budget, the scope of work for each approved project must be submitted to MDOD for review and approval prior to issuing a contract for either design or construction services. MDOD's written approval is necessary for funds to be encumbered.
- The initial proposal submission must accompany the consultant or contractor scope of work. MDOD will review the new scope against the initial submission and will respond in writing to the request for approval to encumber funds.
- Awarded projects are eligible for initial funding for one year. If, at the end of a one-year period, design has not been completed and approved by MDOD, the project is permanently ineligible for funding through the Access Maryland Program.
- Following approval of design, the institution must bid and award a construction contract within 6 months. An extension may be granted, but requires approval from MDOD.
- Projects cannot exceed their anticipated costs by more than 25%, unless they are resubmitted for future cycle funding.
- If an agency/ USM/ higher education campus does not anticipate initiation of an approved project, we must notify MDOD in writing, completing and submitting a Project Cancellation Request Form, or send an email to Access Maryland at kbaker@mdtap.org.
- Each agency/ USM/ higher education campus is responsible for providing project status reports to MDOD and **submitting photos** of the completed project.
- USM and higher education campuses must expend 30% of institutional funds on each project receiving Access Maryland Program funds.

CURRENT CONTACTS

MDOD Access Maryland Program Director: Keyonna Baker 410.554.9245

ACCESS MARYLAND STANDARD TIMELINE FOR SCHEDULING PURPOSES

January/February

MDOD notifies agencies to submit requests for funds for modifications to State-owned facilities. Requests are for the fiscal year beginning July 1 of the following year.

March 1st

Agencies submit completed Access Maryland Applications.

Mid March – Mid April

Projects are reviewed by the Access Maryland Review Panel and scored. All scores are due by mid-April.

Mid April – Mid May

MDOD prepares a draft list of proposed funding for Access Maryland projects. Projects in facilities under the purview of DGS are forwarded to DGS for review of scope of work and accuracy of the cost estimate.

MDOD drafts the Access Maryland Capital Budget request within the state's on-line database application, Capital Budget Information System (CBIS).

Second week in June

DGS provides final feedback on feasibility of all DGS projects requested.

June 30th

MDOD submits within CBIS its Capital Budget request based on prioritization of projects, scores, and cost estimates.

July 1st– December 30th

Agencies and universities are notified of their project's inclusion in the Capital Budget request.

Legislative Session (January – April)

Governor's Capital Budget is considered and acted upon by Legislature.

April 10 – July 1

Agencies prepare for expending of funds.

July 1

Funds available for those projects approved for the fiscal year starting on this date.

PROPOSAL SUBMISSION CHECKLIST
FOR FM ACCESS MARYLAND COORDINATOR

Cover letter

- Signed by the Department Secretary of University President (USM and higher education campuses) and addressed to the Secretary of the Maryland Department of Disabilities
- Itemizes the current year request
- Provides a cost estimate for remaining architectural barriers
- Provides the name and contact information for the ADA Coordinator

Transition Plan Executive Summary

- In lieu of an updated ADA mandated Accessibility Transition Plan (updated every three years- USM/ higher education campuses)
- Each Transition Plan Executive Summary must include the date of the most current Transition Plan on file.
- Addresses current deficiencies and how the proposals reduce barriers to access on campus

Each Proposal Request

- Contains a minimum 30% contribution from the institution for design and construction (USM/ higher education campuses)
- ADAAG citations
- Includes people with disabilities in the selection of the project
- Photographs of existing conditions are included
- Page number the project appears in the campus Transition Plan (if applicable)
- Cost estimate developed and reviewed
- Project costs more than \$2,500
- Project is not part of a larger renovation
- Project is not part of our 5-year CIP
- Project is not located within an auxiliary facility
- Project is not being requested as a reasonable accommodation for an employee

Submittal

- Submit on-line via a link that is sent out to all applicants at the time of solicitation.
- Upload all supporting documentation including photos, cover letter, transition plan executive summary, etc. directly into the application submission.

Campus-wide Transition Plan

- a current (within last three years) Transition Plan should be on file with MDOD

USM Annual Summary Report

- submit to USMO Director of Capital Planning (currently Mark Beck) updated project data of accessibility projects and barriers in January (For USM campuses only)

DESIGN AND CONSTRUCTION CHECKLIST

Award Notification and Pre-Design

- Access Maryland Program coordinator is notified of funding authorization
- Copy of award letter to campus President and Legislative approval of capital budget bill is filed
- PRF is issued
- Scope of Work for design, if necessary, is prepared
- Design Consultant is selected and fee obtained
- Scope of work and design fee proposal submitted to Designated Access Maryland Program Coordinator, who will submit for MDOD Fund Approval (within 9-10 months of inclusion in capital budget)
- Access Maryland Program Coordinator prepares letter to DGS requesting transfer of funds
- Funding approval for design received and funds transferred

Design

- Once scope and fee for design are approved by MDOD, issue contract and initiate design
- Construction Documents prepared, if necessary
- Cost estimate prepared, if necessary
- For each submitted design invoice, request from MDOD a Payment Disbursement letter. MDOD will copy DGS, who releases funds.
- Construction Documents at Design Development Stage submitted to FM Access Maryland Program Coordinator, who will submit (along with the original grant proposal) to MDOD for approval
- MDOD requested revisions incorporated into the construction documents
- Revised documents resubmitted to MDOD and approved for construction

Pre-Construction

- RFP prepared
- Bids solicited

- Details of bid opening/and or negotiations submitted to Designated Access Maryland Program Coordinator, who will submit to MDOD for review and written approval of construction contract
- Scope of work and construction bid submitted to Designated Access Maryland Program Coordinator, who will submit a Fund Approval request to MDOD (within 6 months of design document approval for construction)
- With MDOD approval, Designated Access Maryland Program Coordinator prepares letter to DGS requesting transfer of funds to USM
- Funds transferred

Construction

- Contract for construction awarded
- For each construction invoice, request from MDOD a Payment Disbursement letter. MDOD will copy DGS, who will release funds.
- Updates to MDOD provided during the construction process if in excess of two to three months
- Upon completion, USM / higher education campuses provide *Project Closeout File* to FM Access Maryland Program coordinator - to include photos, schedule of values, Access Maryland funds, alternate funds (30%), and total project costs
- Finished photos and closeout details submitted to MDOD by Designated Access Maryland Program coordinator