

DIVISION OF NEWS AND PUBLICATIONS

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The Division of News and Publications (formerly the Office of News and Publications) was created in July, 1974 to expand the Department's liaison with representatives of the general, industrial and other news media and with public relations personnel of business and industry and other groups located in Maryland. The Division's primary objective is to create a better public understanding of Department programs. It strives to accomplish this through an outflow of information to representatives of the news media, publication of the official MARYLAND Magazine, the production of many Departmental publications including the *Directory of Maryland Manufacturers* (biennially, odd years), *Directory of Science Resources for Maryland* (biennially, even years), and the *Directory of Maryland Exporters-Importers* (triennially). The Division also produces appropriate audio-visual exhibits and presentations in support of or in conjunction with Departmental activities. It coordinates all paid advertising by the Department and is responsible for the Department's mailroom operations and supplies.

DIVISION OF ADMINISTRATIVE SERVICES

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The Division of Administrative Services was established by order of the Secretary in April, 1976 to integrate several essential support services for the Department. It provides advice, guidance, and technical support to the Department's senior program directors and operating components in various areas of administrative management and serves as the primary focus of responsibility for the following: development, monitoring, and evaluation of program plans; development of Departmental budget proposals and projections; maintenance of fund accounts,

and purchasing of product and services required for the conduct of Departmental activities. The Division also provides comprehensive personnel services, maintains liaison with building management to assure proper repair and upkeep of grounds and facilities, and monitors use of Departmental motor vehicles.

MARYLAND HOUSING FUND

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The Maryland Housing Fund was established by Chapter 669, Acts of 1971. The primary aim of the Housing Fund is to stimulate home ownership for various income levels. The General Assembly found that the flow of private investment capital into the home financing sector of the housing industry could be stimulated by a mortgage program that would insure qualified lending institutions against losses. The Fund is backed by \$20,000,000 in State general obligation bonds and is operated through virtually all lending institutions in the State (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, sec. 257K). Chapter 697 of the Acts of 1976, authorized an additional \$10,000,000 in reserves for the Maryland Housing Fund.

CODES ADMINISTRATION

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Codes Administration has direct responsibility for the Industrialized Building and Mobile Homes Code, the Model Performance Code, the Maryland Building Code for the Handicapped and Aged, the administration of the Maryland Safety Glazing law, and the adoption of energy saving measures as part of the Model Performance Code.

The Industrialized Building and Mobile Homes Code, established by Chapter 662, Acts of 1971, offers certification standards for any building, building sub-system or component which is manufactured or partially assembled off-site to be used in a