

The Capital Program Planning Division prepares the Governor's Annual Capital Budget (exclusive of most transportation and water and sewer facilities) and develops the Five-Year Capital Improvements Program. This division conducts site visits, holds public hearings, and prepares testimony for the Legislature on all capital projects. It coordinates the purchase of all capital equipment for State agencies. The planning for the construction of the State system of multi-service centers and district courts is also coordinated by this agency. The division provides technical assistance to State agencies in preparing master plans and undertakes studies on the feasibility and need for certain State facilities. The division provides planning support to the Interagency Committee for Public School Construction.

The Comprehensive Policy Planning Division is responsible for completion of the Maryland State Development Plan, including preparation of a composite of county plans and a profile of the State's development. Related functions include intervention in land use proceedings of substantial interest, designating areas of critical State concern, outdoor open space and recreation planning, and preparation of a Patuxent River Policy Plan. The division coordinates plans and programs of local governments and State agencies regarding transportation, water and sewer, and environmental policy. Special policy analysis for energy planning, hazard mitigation, and emergency planning is conducted.

Four regional offices of this division are located in Chestertown, Cumberland, Salisbury, and Waldorf. They maintain liaison with local governments and planning organizations in these regions on matters relating to activities of the Department.

The Department has three support offices: The State Intergovernmental Assistance Clearinghouse, the Office of Planning Data, and the Office of Administration.

The State Intergovernmental Assistance Clearinghouse coordinates the review of applications for Federal grant and loan programs, direct federal development programs, draft environmental impact statements, nominations to the National Register of Historic Places, State Plans requiring gubernatorial review, and certain specified applications for State assistance. It has been designated as the State Central Information Reception Agency and functions as the focal point for dissemination of federal agency notices and announcements of proposed federal actions. The State Clearinghouse is also responsible for recommending the disposition of State excess and federal surplus real property and provides for intergovernmental coordination with the federal Regional Council and other federal agencies.

The State Clearinghouse publishes an Inventory of State-Owned Real Property, a Catalog of State Assistance Programs, a Clearinghouse Procedures and Operating Guide, and quarterly and annual reports of Federal Grant-in-Aid actions.

The Office of Planning Data prepares basic socio-economic data, and operates the automatic land use information system (MAGI), the Department's library, including the State Depository of Plans, and the State Data Center.

The State Data Center is a cooperative effort of the Department, the State Library Resources Center, and the University of Maryland Computer Science Center. The Data Center improves access to and use of statistical resources available from the U.S. Bureau of Census and other sources.

The Office of Administration is responsible for personnel matters, accounting and fiscal management, budgeting, office management, printing, drafting, and graphics.

STATE PLANNING COMMISSION

Chairperson: Arnold M. Kronstadt, 1981

Ex officio members: Julian L. Lapidés, *State Senate*; John R. Hargreaves, *House of Delegates*.

Appointed members: Edward W. Cooley, 1981; Leah S. Freedlander, 1981.

The State Planning Commission constitutes an advisory board for the Department of State Planning. The Commission consists of nine members, each serving four-year terms. Seven members representing the public are appointed by the Governor. Membership also includes an ex officio member of the State Senate appointed by the president of the Senate and an ex officio member of the House of Delegates appointed by the speaker.