

ment and its planning activities, and the public awareness and understanding of the objectives and functions of State and local planning.

The Commission consists of thirteen members. Eleven members representing the public are appointed by the Governor to four-year terms. One senator and one delegate, chosen by the president of the Senate and the speaker of the House of Delegates respectively, serve *ex officio*. Members are selected to reflect the various geographic, economic, and social interests in the State. The chairperson is designated by the Governor (Code 1957, Art. 88C, secs. 1-11).

CAPITAL PROGRAM PLANNING DIVISION

Emory C. Harrison, Jr., *Assistant Secretary*
Telephone: 383-2270

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 General Assembly on all capital projects. It coordinates the purchase of all capital equipment for State agencies. 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.

COMPREHENSIVE POLICY PLANNING DIVISION

William M. Smith, Jr., *Assistant Secretary*
Telephone: 383-5680

The Comprehensive Policy Planning Division is responsible for preparation of studies and plans for the development of the State. Special attention is accorded agriculture and forest preservation, restoration and protection of the Chesapeake Bay, outdoor open space and recreation planning, and implementation of the Patuxent River Policy Plan. Related functions include intervention in land use proceedings of substantial interest, analysis of annexation proposals, and designation of areas of critical State concern. The Division coordinates plans and programs of local governments and State agencies regarding transportation, water and sewer, and environmental policy.

Four regional offices of the Division are located in Centreville, Cumberland, Salisbury, and Charlotte Hall. They maintain liaison with local governments and planning organizations in these regions on matters relating to activities of the Department.

OFFICE OF ADMINISTRATION

C. Allen Miles, *Director* Telephone: 383-7700

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

STATE CLEARINGHOUSE FOR INTERGOVERNMENTAL ASSISTANCE

Guy W. Hager, *Director* Telephone: 383-7875

The State Clearinghouse for Intergovernmental Assistance facilitates intergovernmental coordination and coordinates the review of applications for financial assistance, 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.

The Clearinghouse has been designated as the State single point of contact for federal agencies and functions as the focal point for dissemination of notices and announcements of proposed federal and some State actions. The Clearinghouse is responsible for transmitting the views of Maryland public officials to federal agencies, facilitating resolution of disputes, and formulating a single recommended course of action. The Clearinghouse is also responsible for recommending the disposition of State excess and federal surplus real property.

The Clearinghouse publishes an Inventory of State-Owned Real Property, a Catalog of State Assistance Programs, quarterly and annual reports of federal financial assistance awards, and the weekly *Intergovernmental Monitor*, which lists proposed federal and State actions.

OFFICE OF PLANNING DATA

Michel A. Lettre, *Director* Telephone: 383-5664

The Office of Planning Data provides a comprehensive data base for use by other State agencies, the Executive Department, the General Assembly, local government, and the general public. The Office collects, analyzes, and publishes social,