MARYLAND STATE CLEARINGHOUSE FOR INTERGOVERNMENTAL ASSISTANCE

Larry Hogan, Governor

David R. Craig, Secretary

Wendi W. Peters, Deputy Secretary

Electronic Maryland Intergovernmental Review and Coordination Process

E-MIRC REFRESHER TRAINING 2016

AGENDA

- Welcome
- Federal Update
- What is the Electronic Maryland Intergovernmental Review and Coordination, E-MIRC Process?
- What is a Priority Funding Area?
- What is a Growth related project?
- What are the different roles in the MIRC Process?
- How do I submit an application?
- How do I review an application?
- Questions and Answers
- Where do I get Help?

FEDERAL UPDATE

SYSTEM FOR AWARD MANAGEMENT

- Old and New Grantees must update to this system in order to get federal awards.
- Go to www.sam.gov.
- Register and complete the pages.
- Need a DUNS Number, TIN to get started.
- ***Allow up to 7-10 business days after you submit before your registration is active in SAM plus 24 hours for Grants.gov to recognize your information.***

WHAT IS E-MIRC?

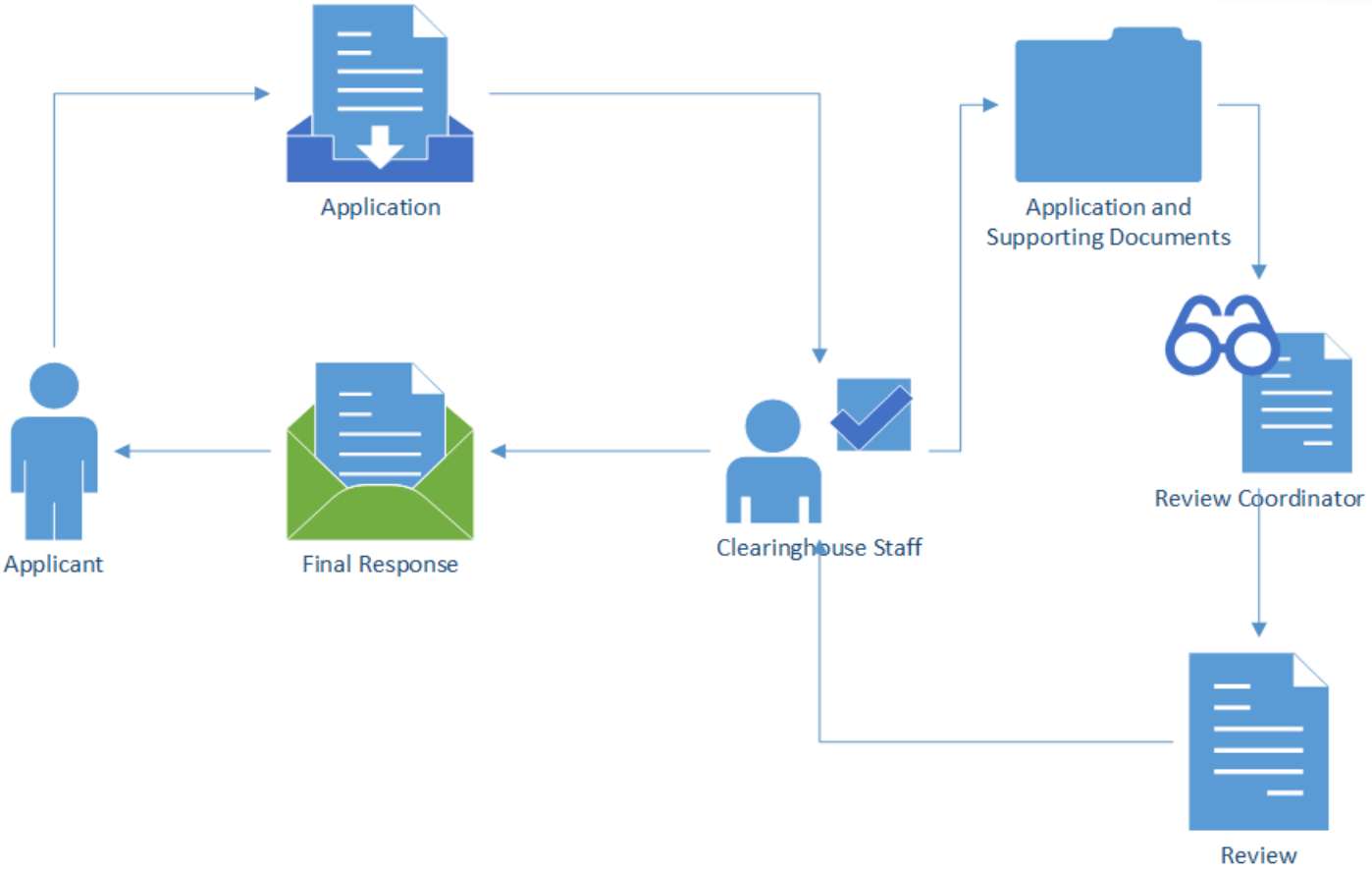
CREATED BY: FEDERAL E.O. 12372 AND GUBERNATORIAL E.O 01.01.1983.17

- State requirement that all agencies must adhere to the federal and state E.O.'s.
- Requires Intergovernmental review of proposed federal financial assistance and direct federal development.
- State agencies must submit applications to the Maryland Clearinghouse who implements the E.O.'s.
- Clearinghouse is Maryland's federal and State Single Point of Contact, SPOC.

WHAT IS THE CLEARINGHOUSE PROCESS?

- Helps to get approval for your grant and/or project, minimizing duplications of effort, and conflicting actions
- Identifies and addresses potential project inconsistencies with State, regional and local plans, programs and objectives.
- Promotes smart development policies which are consistent with State policies goals and objectives.

CLEARINGHOUSE PROCESS



What is a Priority Funding Area, PFA?

PRIORITY FUNDING AREAS (PFAS)

- **Established by the 1997 Smart Growth Act.**
- **Directs future development and State investment into established areas supported by existing public services and infrastructure.**
- **Protects our rural and natural resource lands.**
- **Local governments designate their PFA's.**

REVIEW OF PRIORITY FUNDING AREAS

- **PFAs govern the expenditure of State $$ ONLY.**
- **Funding for "Growth related projects" is *prohibited* outside of PFAs .**
- **Local and Private sector spending is not governed by PFAs.**

WHAT'S A GROWTH RELATED PROJECT?

GROWTH RELATED PROJECTS

- All Major Transportation Projects .
- Housing and Community Development programs for Home ownership, multi-family housing, Neighborhood Revitalization.
- Commerce programs for industrial loans, industrial land development, small business development, One Maryland, energy financing.

GROWTH RELATED PROJECTS

- Environment programs for sewerage facilities, biological nutrient removal, water supply facilities, septic system problem areas.
- Budget and Management Capital Budgets (not including legislative initiative bond bills).
- General Services leases and land acquisitions.

WHAT ARE THE DIFFERENT ROLES IN THE MIRC PROCESS?

ROLE: CLEARINGHOUSE

- FACILITATION
- CONSULTATION
- CONSISTENCY
- RESPOSITORY

ROLE: CLEARINGHOUSE APPLICANTS

- NOTIFICATION
- COORDINATION
- STATE APPLICATION IDENTIFIER (SAI)
- PROJECT STATUS

ROLE: AGENCY REVIEW COORDINATOR & REVIEWERS

- INTERNAL COORDINATION
- LIAISON
- COMMENT
- COMPOSITE RESPONSE

REVIEW COORDINATORS CHECKLIST

- Which areas of my agency might be affected if the proposal is approved and/or financed by the funding agency?
- Are there environmental implications related to the project?
- Which divisions within my agency will have an interest in seeing the materials to evaluate compliance with agency programs, policies and objectives?

REVIEW COORDINATORS CHECKLIST

- Will this program have any implications on state and local growth policies, where appropriate?
- Does this program affect any current initiatives specific to my agency and in place at the time the application is submitted?
- Does this proposal involve the use of State-owned property and if so will it change the use of that Property?

WHAT IS THE MIRC PROCESS?

WHAT IS THE MIRC PROCESS?

- The Maryland Intergovernmental Review and Coordination(MIRC) Process
- Informs, collects and transmits the views of State, Regional and Local Maryland officials on:
  - Applications for Federal & State financial Assistance
  - Direct Federal and State Development
  - Planning and other activities.

What is the MIRC Process?

- **Why Submit Projects?**
  - It is the **law**.
    - Certain Federal Agencies will not fund a project without it having been circulated through the MIRC process
  - Insures uses that are consistent with all of the State, Federal and Local programs and policies.
- **State agencies only**, should copy their State Agency Grants Contact on all projects submitted to the Clearinghouse. For a listing see the following: http://grants.maryland.gov/Pages/maryland-contacts.aspx

WHAT IS THE MIRC PROCESS?

- **When to Submit Projects?**
  - Immediately before submission of the application or at the same time – when submitting, substantially modifying or amending an application.
  - State agency must submit an application for any request involving federal financial assistance.
  - When intergovernmental review is to serve as the public participation component of a grant application

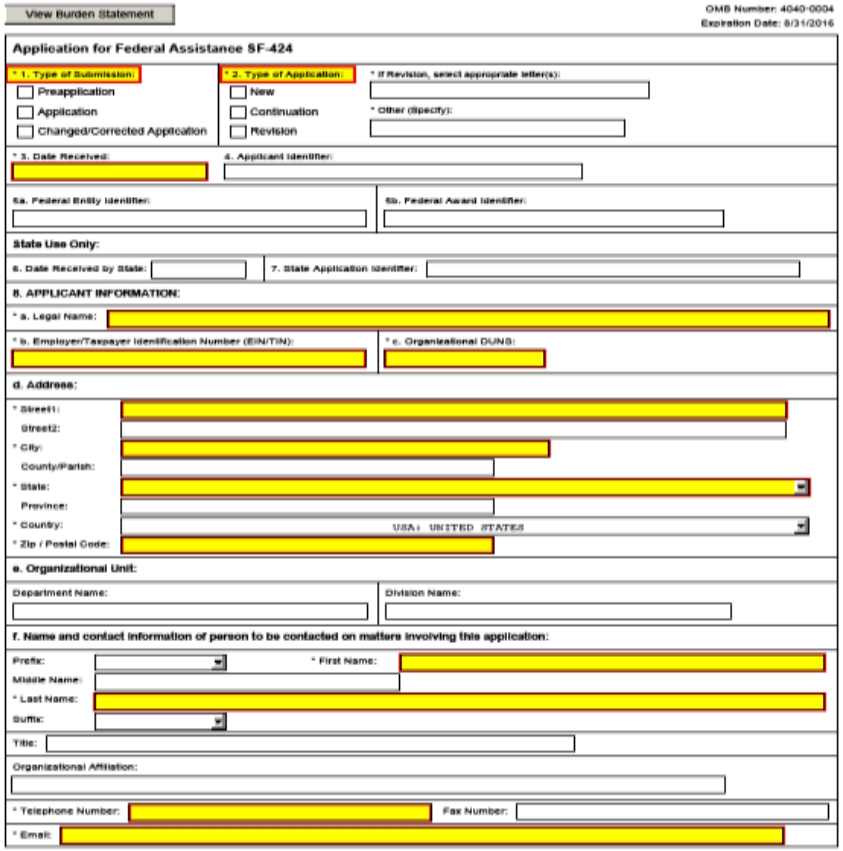
WHAT IS THE MIRC PROCESS?

- **When to Submit Projects?**
  - **Proposed activities that also require federal and state government review:**
    - **Coastal Zone Management Act**
    - **National Historic Preservation Act**
    - **National Environmental Policy Act**
    - **Maryland Environmental Policy Act**
    - **Environmental Assessments & Environmental Impact Statements prepared in accordance with NEPA.**
    - **Environmental Assessment forms and reports prepared in accordance with MEPA.**
    - **Applications or activities requiring State or Local Government review.**
    - **Federal plans and direct federal development.**

What is the MIRC Process?

- **What to Submit for Financial Assistance Projects?**
  - **Grant application summary or Federal Form 424 (SF- 424)**
  - **Federal program number and title, (CFDA).**
  - **Type, purpose, scope, explanation, and justification of proposal**
  - **Area to be served**
  - **Budget and funding sources**
  - **Staffing**
  - **Location (vicinity map)**

STANDARD FORM 424 (SF 424)



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- ☐ Preapplication
- ☐ Application
- ☐ Changed/Corrected Application

* 2. Type of Application:
- ☐ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name:
Middle Name:
* Last Name:
Suffix:
Title:

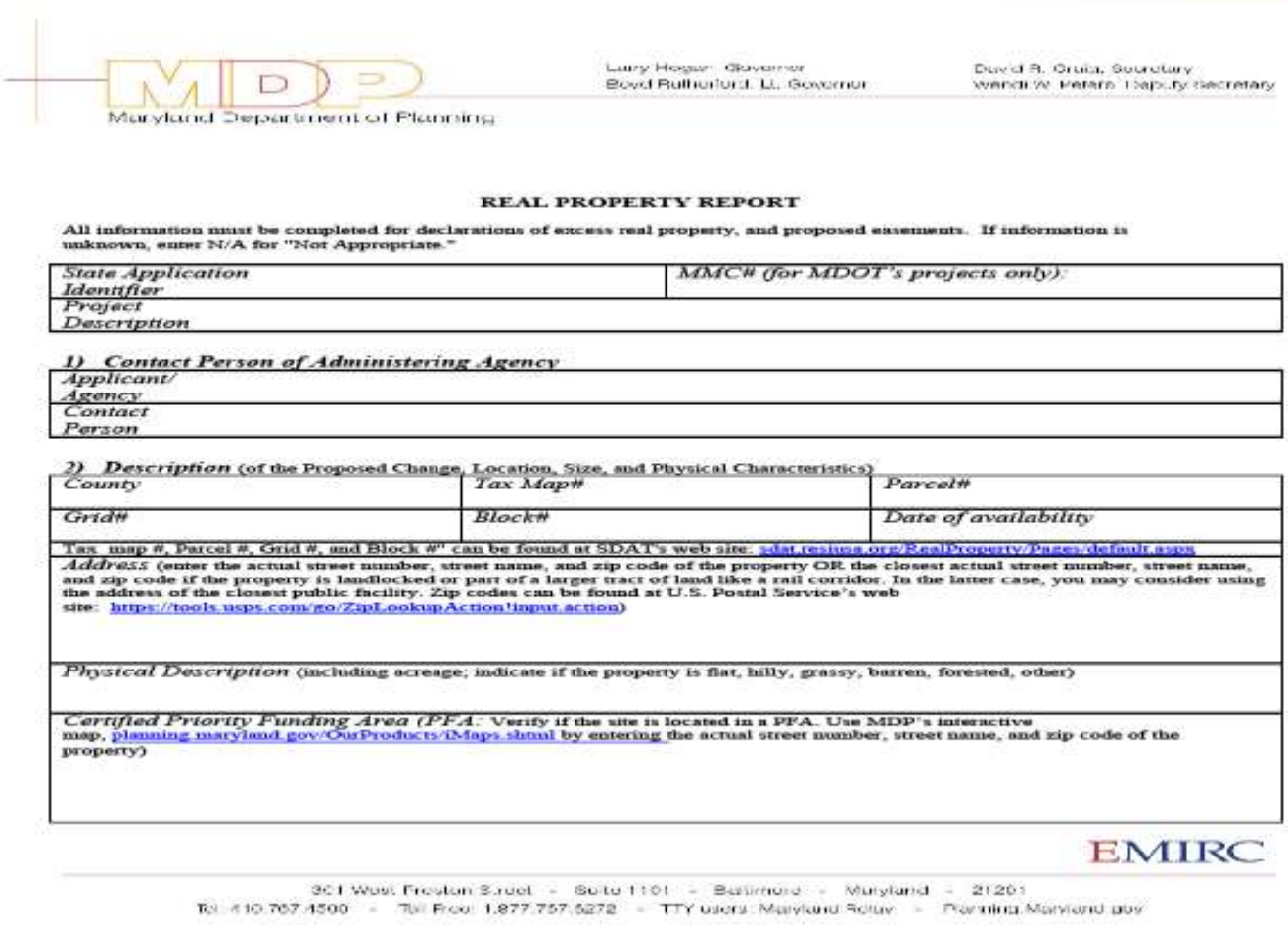
Organizational Affiliation:

* Telephone Number:
Fax Number:
* Email:

WHAT IS THE MIRC PROCESS?

- **What to Submit for Real Property Projects?**
  - **Completed Real Property Report Form**
    - **Found on website and the new Application**
  - **Location Maps**
  - **Proposed Action:**
    - **Excess Real Property**
    - **Change In Use/Lease**
    - **Demolition**
    - **Easement**

REAL PROPERTY REPORT



Maryland Department of Planning

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

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Wendi W. Peters, Deputy Secretary

REAL PROPERTY REPORT

All information must be completed for declarations of excess real property, and proposed easements. If information is unknown, enter N/A for "Not Appropriate."

State Application Identifier	*MMC# (for MDOT's projects only):*
Project Description	

1) Contact Person of Administering Agency

Applicant/ Agency	
Contact Person	

2) Description **(of the Proposed Change, Location, Size, and Physical Characteristics)**

County	*Tax Map#*	*Parcel#*
Grid#	*Block#*	*Date of availability*

Tax map #, Parcel #, Grid #, and Block #" can be found at SDAT's web site: sdat.resiusa.org/RealProperty/Pages/default.aspx

Address **(enter the actual street number, street name, and zip code of the property OR the closest actual street number, street name, and zip code if the property is landlocked or part of a larger tract of land like a rail corridor. In the latter case, you may consider using the address of the closest public facility. Zip codes can be found at U.S. Postal Service's web site: https://tools.usps.com/go/ZipLookupAction!input.action)**

Physical Description **(including acreage; indicate if the property is flat, hilly, grassy, barren, forested, other)**

Certified Priority Funding Area (PFA): **Verify if the site is located in a PFA. Use MDP's interactive map, planning.maryland.gov/OurProducts/iMaps.shtml by entering the actual street number, street name, and zip code of the property)**

EMIRC

301 West Preston Street - Suite 1101 - Baltimore - Maryland - 21201
Tel: 410.767.4500 - Toll Free: 1.877.767.6272 - TTY users: Maryland Relay - Planning.Maryland.gov

What is the MIRC Process?

- **What files should I submit and in what format?**
  - **Electronic Media is required in the form of a PDF**
  - **Documents can be sent via mail on CD or eMail.**
  - **No non-electronic copies will be accepted.**

WHAT IS THE MIRC PROCESS?

Incomplete submittals add more time to the review process.

What is the MIRC Process?

- **Who gets informed about my application?**
  - Notification, information and a review request is sent electronically via e-mail and document links to:
    - Each impacted State agency
    - The impacted local jurisdiction and
    - Impacted regional councils.

How do I submit an Application?

How to submit an Application

- Currently open to State agencies only
- Request an account from Clearinghouse
  - **mdp.clearinghouse@maryland.gov**
  - Subject Line: "**E-MIRC Account Request**"
  - Include:
    - Valid state government e-mail address
    - Your first and last name
    - Your agency name
  - Additional contact information helpful
- Password will be sent via e-mail

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake

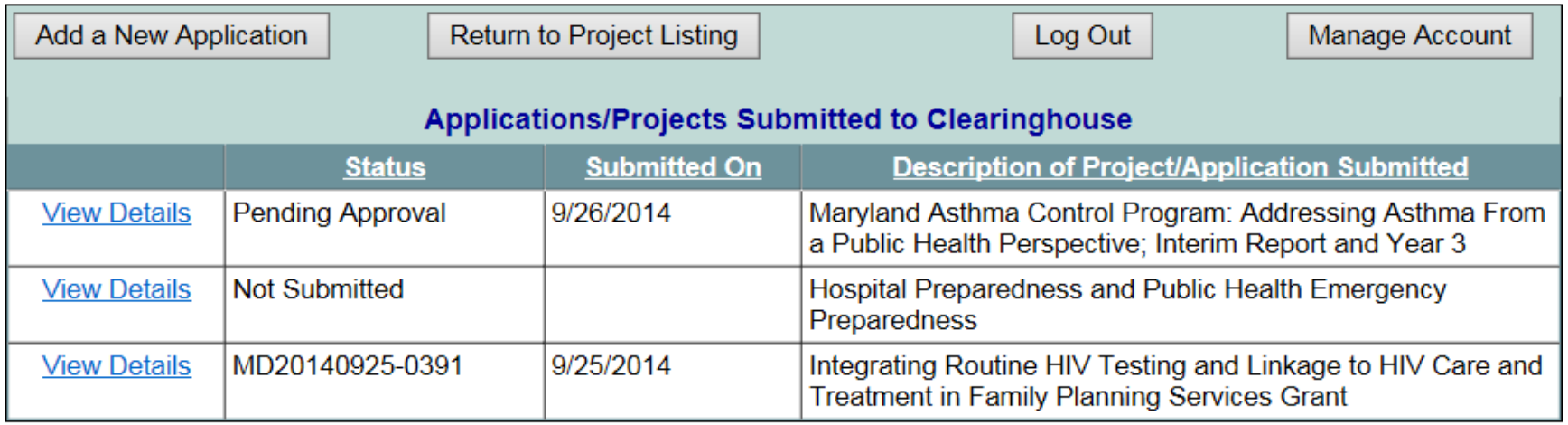
- Password is sent to you via E-mail from Clearinghouse
- Don't remember it? Use "Forgot my password" link & new one will be sent to your e-mail address

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake

A first time user will see this screen. No project has been entered.

Other users will a screen similar to this. Note the Status column.



	Status	Submitted On	Description of Project/Application Submitted
View Details	Pending Approval	9/26/2014	Maryland Asthma Control Program: Addressing Asthma From a Public Health Perspective; Interim Report and Year 3
View Details	Not Submitted		Hospital Preparedness and Public Health Emergency Preparedness
View Details	MD20140925-0391	9/25/2014	Integrating Routine HIV Testing and Linkage to HIV Care and Treatment in Family Planning Services Grant

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake

Simple Menus

Add | Show List | Log Out | Account

Add a New Application | Return to Project Listing | Log Out | Manage Account

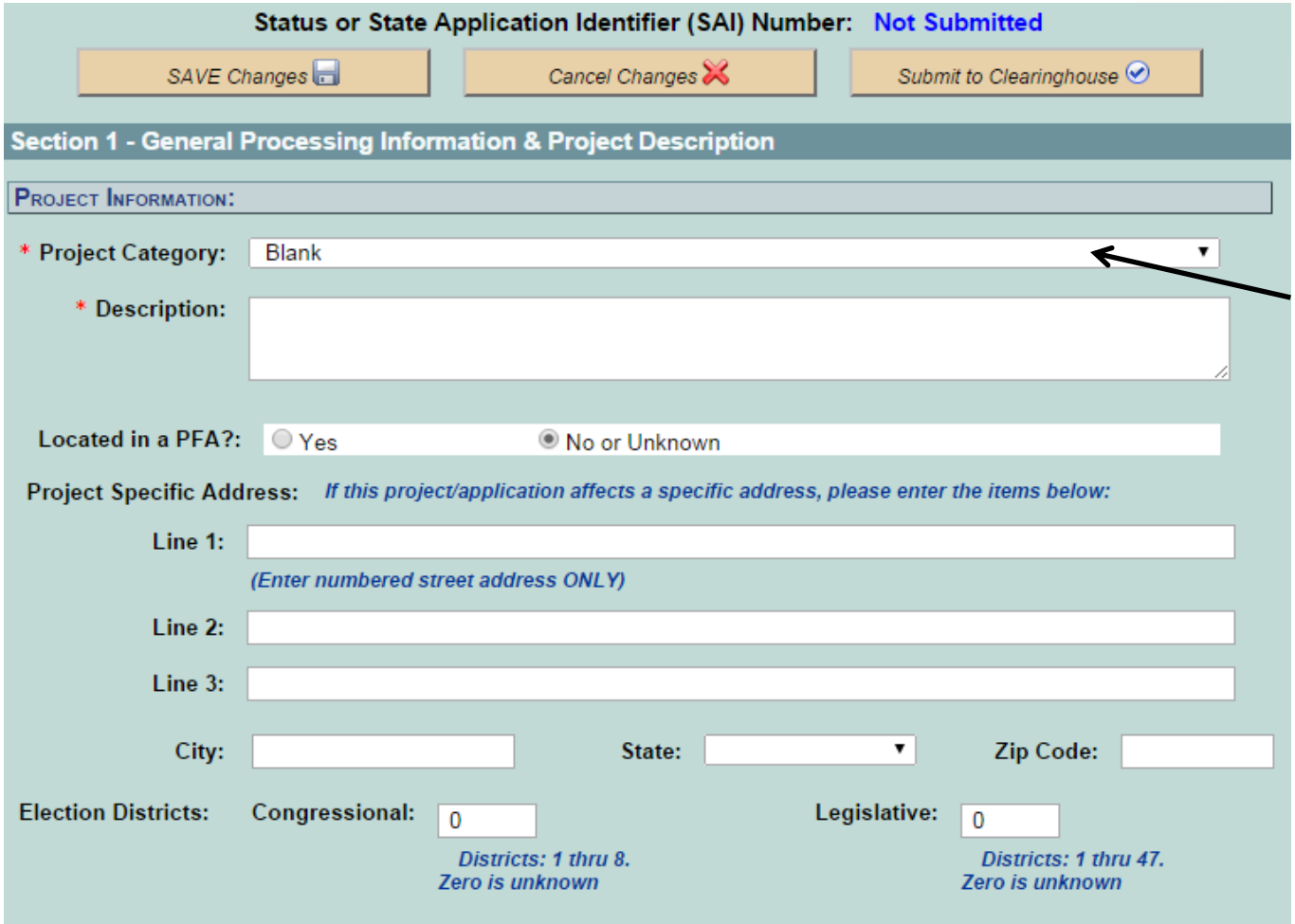
Applications/Projects Submitted to Clearinghouse

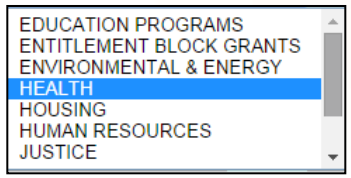
	Status	Submitted On	Description of Project/Application Submitted
View Details	Pending Approval	9/26/2014	Maryland Asthma Control Program: Addressing Asthma From a Public Health Perspective; Interim Report and Year 3
View Details	Not Submitted		Hospital Preparedness and Public Health Emergency Preparedness
View Details	MD20140925-0391	9/25/2014	Integrating Routine HIV Testing and Linkage to HIV Care and Treatment in Family Planning Services Grant

Project List

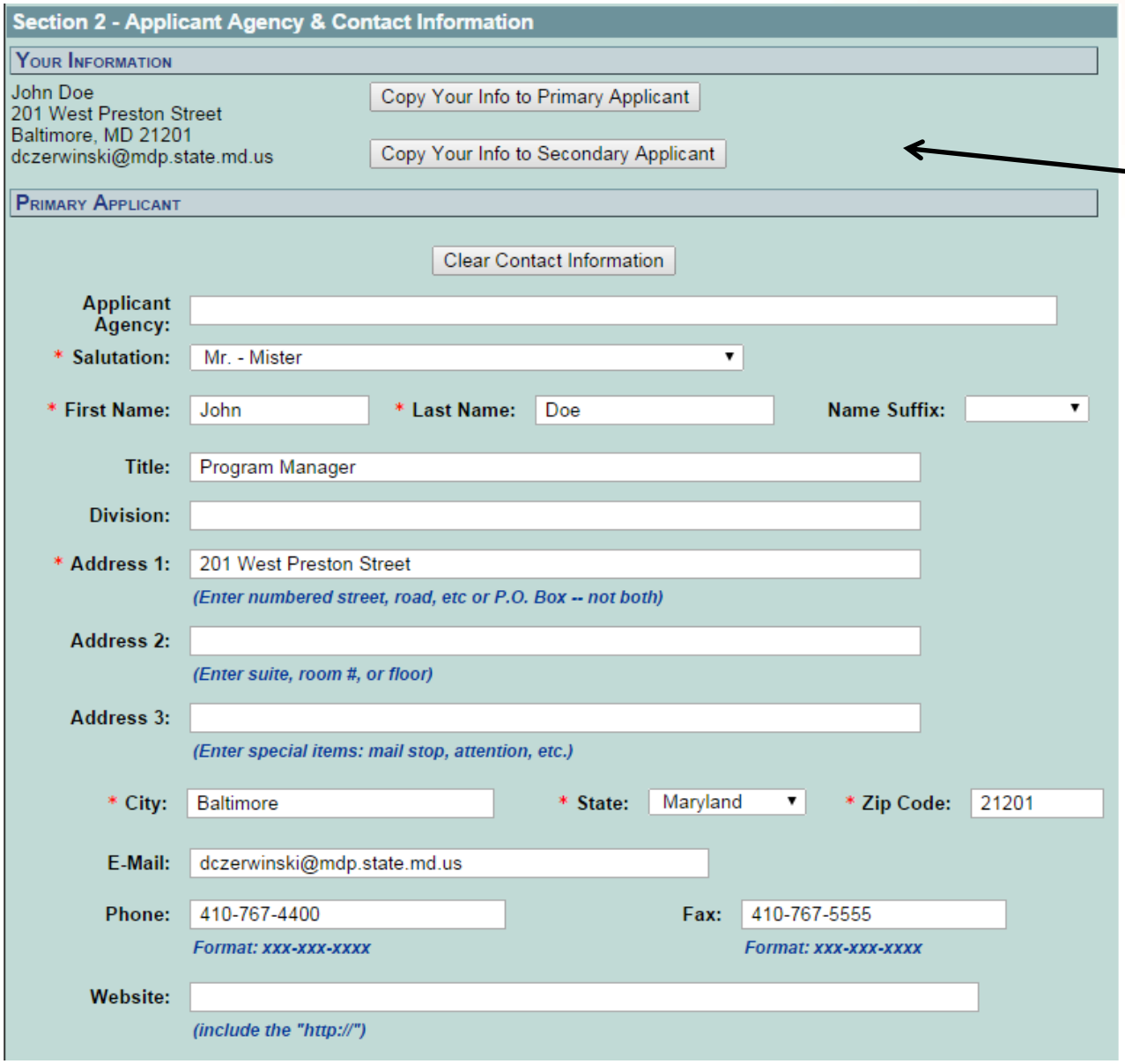
How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake





Above shows a partial list of options to choose from



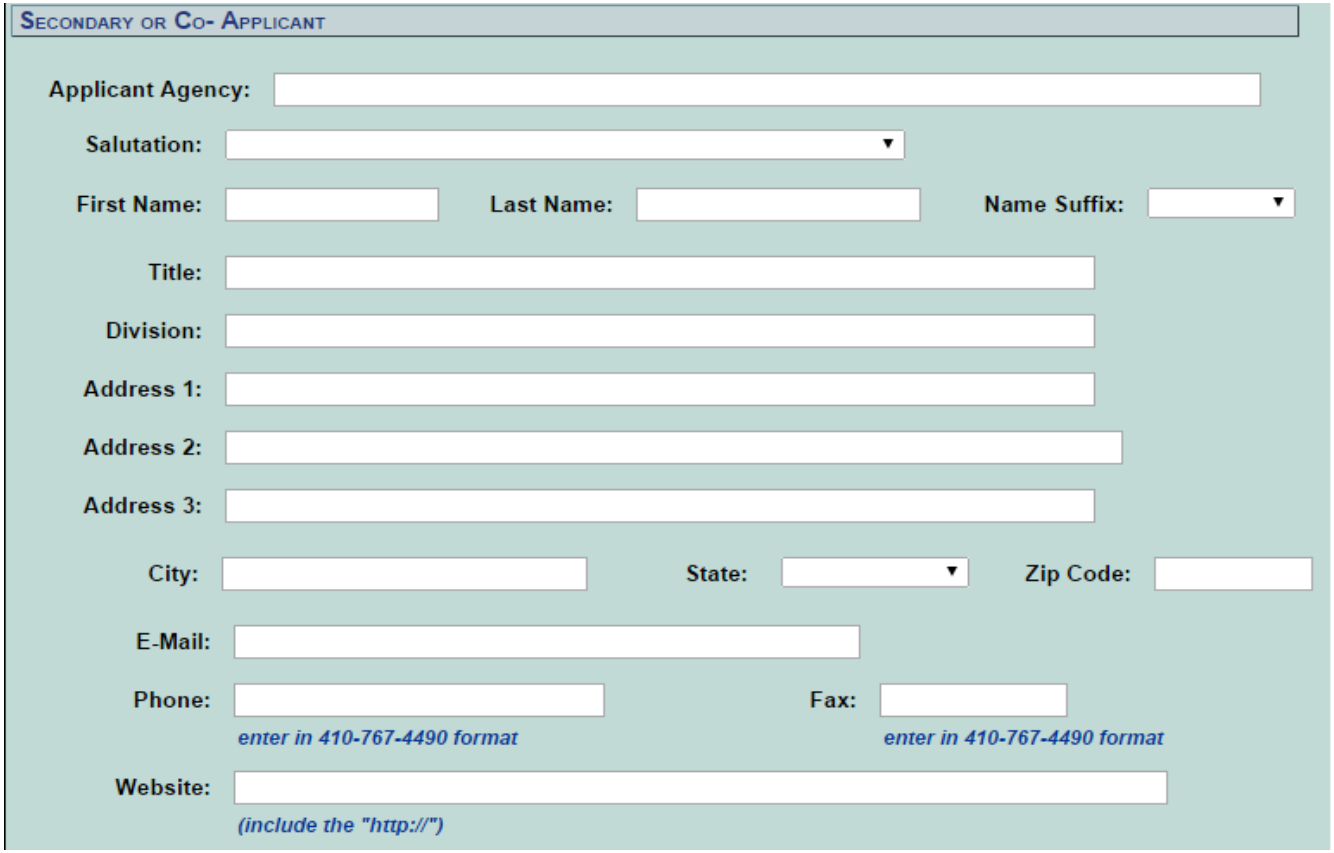
Account holder's information

This section for the primary applicant's information

You may copy the account holder's information to this section by using the copy buttons

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake



Secondary or Co- Applicant

Applicant Agency:

Salutation:

First Name: Last Name: Name Suffix:

Title:

Division:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

E-Mail:

Phone: Fax:

enter in 410-767-4490 format

enter in 410-767-4490 format

Website:

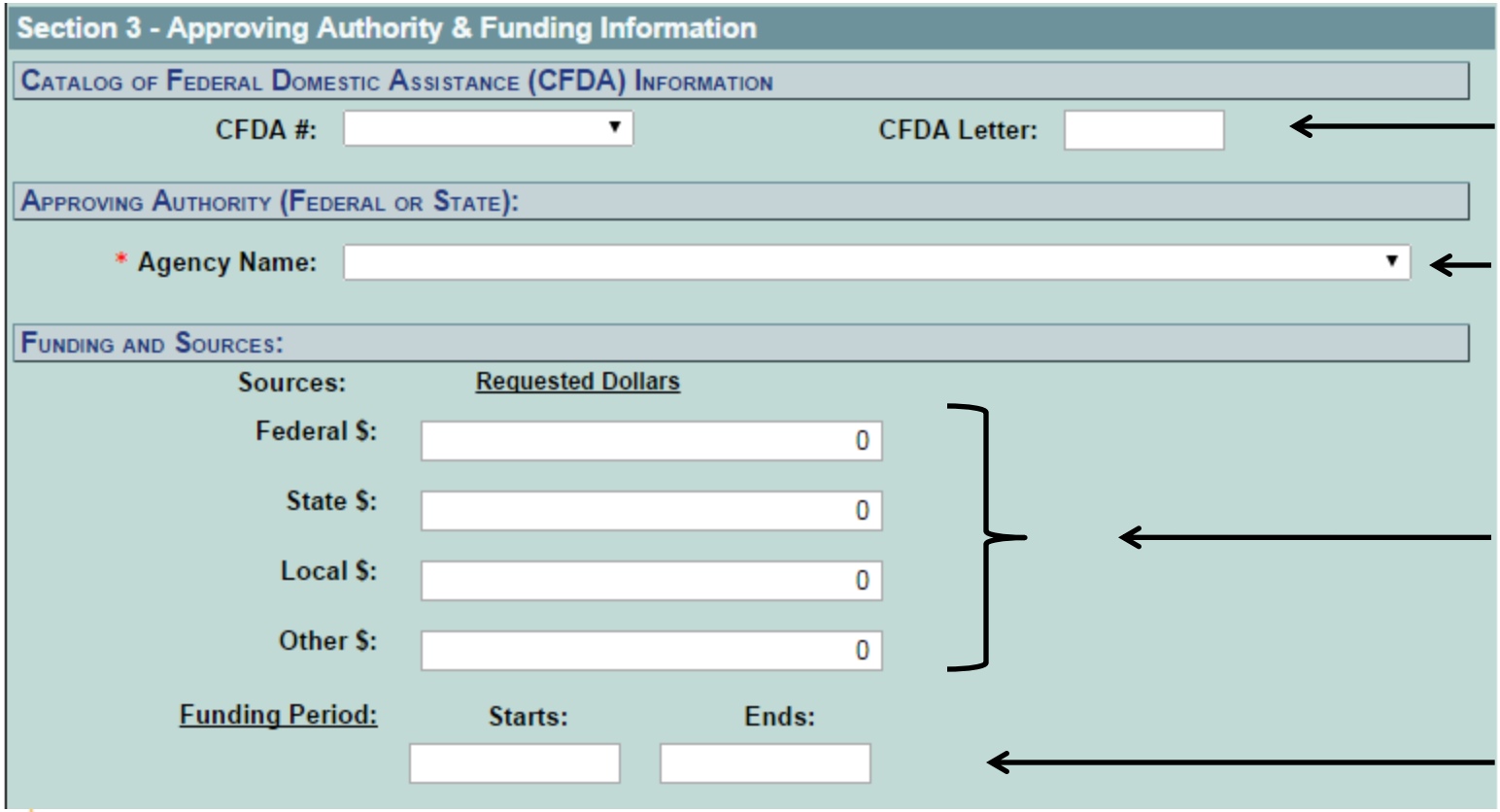
(include the "http://")

Enter co-applicant in this area, if applicable

You may copy the account holder's information to this section by using the copy buttons

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake



Applies to federally funded projects

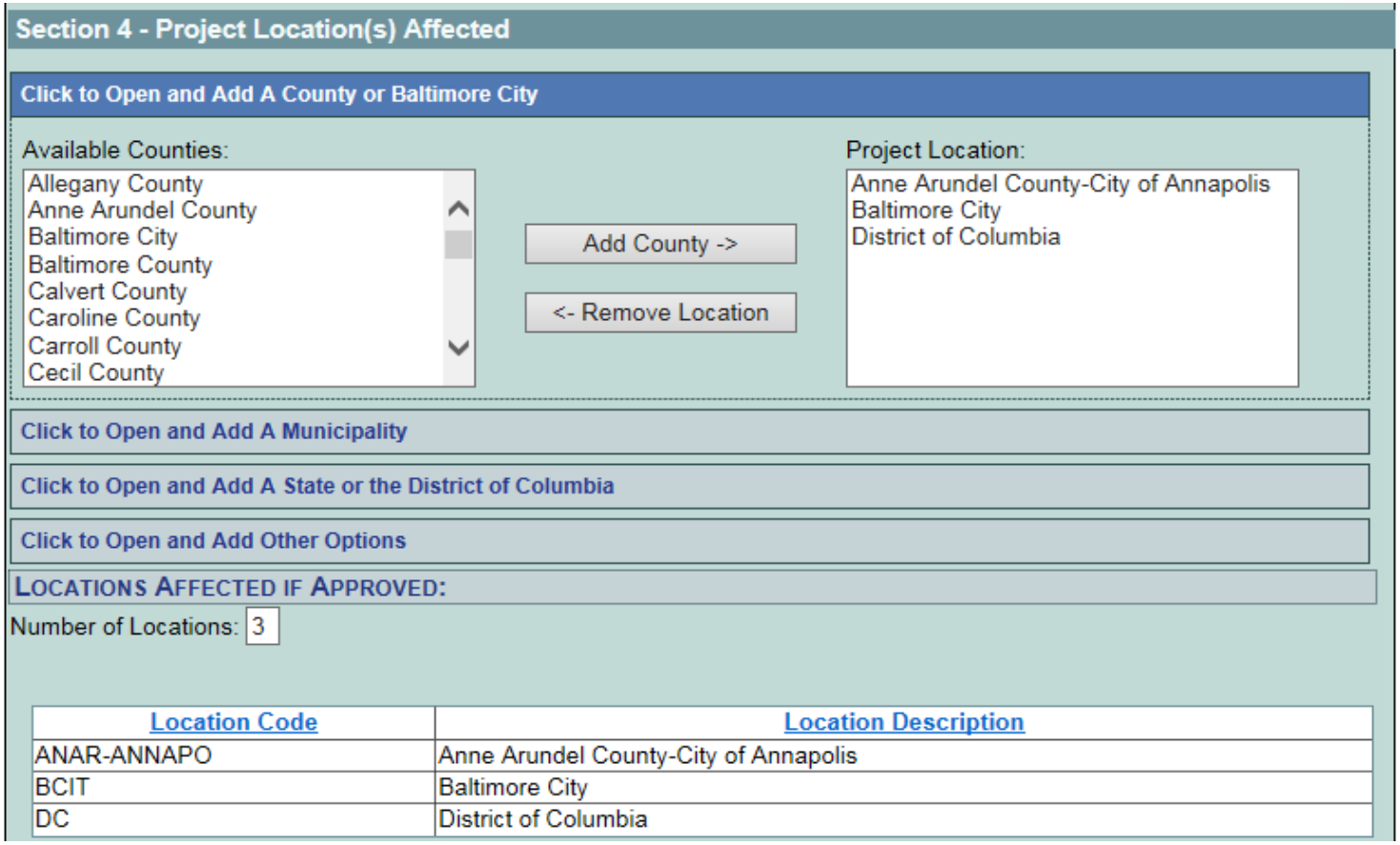
Approving Authority for any project

Dollars requested

Requested funding period

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake



4 panels shown

Click to expand

Select from options on left

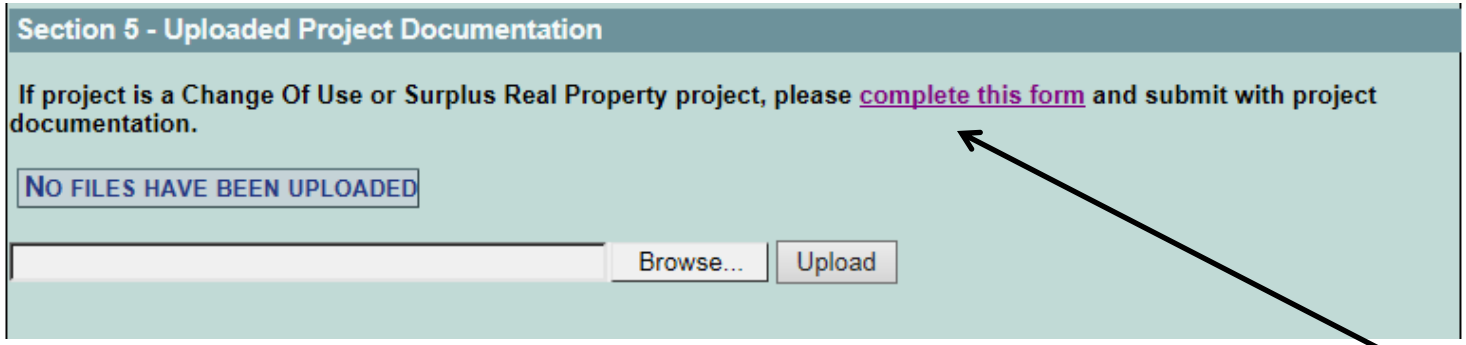
Press “Add”

Your selection on right

For Statewide projects, select Maryland

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake



Upload your project materials

Link to Real Property Report

- Include the same materials submitted to the approving agency
- Preferred document format: PDF
- Preferred upload method is zip file of pdf documents
- If not zipped, each document must be uploaded individually

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake

Form Buttons

Saves the record.

Does not submit it to Clearinghouse.

Record remains editable.

Status is **Not Submitted**.

Cancels changes made.

Does not discard the record.

Record returned to its previous condition.

Record remains editable.

Status remains the same.

Submits project to Clearinghouse.

You receive confirmation via e-mail.

Record cannot be edited.

Status is **Pending**.

Status changes to the **SAI #** when Clearinghouse accepts.

How to submit an Application

https://planning.maryland.gov/Secure/EMIRC_Intake

After Submission, What Happens Next

- Clearinghouse reviews submission for completeness.
- If accepted:
  - E-mail notification is sent the project contacts listed.
  - Review process takes normal track.
- If not accepted:
  - Clearinghouse will notify you of what more is needed
  - Could result in a delay in starting the review process

How to submit an Application

https://planning.mar yland.gov/Secure/EMIRC_Intake

Did You Know Clearinghouse Has A Public Website?

http://planning.maryland.gov/emircpublic

- View any project submitted within the last 3 years
  - Date review opened & closed
  - Which agencies were contacted for comment
  - View project documentation
  - Other processing information
- Site is searchable

How do I review an Application?

New Clearinghouse Project Review: MD20151103-0970

From: <laverne.gray@maryland.gov>
Date: Tue, Nov 17, 2015 at 12:00 PM
Subject: New Clearinghouse Project Review: MD20151103-0970
To: amanda.degen@maryland.gov, david.dahlstrom@maryland.gov, debczer@hotmail.com, dlyford@mdp.state.md.us, environmentalreview.dnr@maryland.gov, ggolden@dnr.state.md.us,john.leocha@maryland.gov, keith.lackie@maryland.gov, tracey.gordy@maryland.gov, peter.conrad1@maryland.gov
Cc: laverne.gray@maryland.gov

TO: State Clearinghouse E-MIRC Reviewers

Clearinghouse has received the following project which you are requested to review and submit comments on or before 12/3/2015. A summary of information appears below. A link (**http://planning.maryland.gov/EMIRC_Files/MD20151103-0970.zip**) to an electronic version of the project is available for your review. This is a 1 MB file. **No hard copy will be sent**.

Please enter your comments into the E-MIRC database through the website at **https://planning.maryland.gov/secure/xemirc/** . If you cannot submit comments by the due date, please notify the Clearinghouse contact person listed.

Reviewer Comments Due No Later Than: 12/3/2015
Open Date: 11/6/2015
Applicant(s): University of Maryland, Center for Environmental Science

Project Description: Stock Structure and Migration Response by Northwest Atlantic Silver Hake to Climate Change

Location(s): Calvert County;

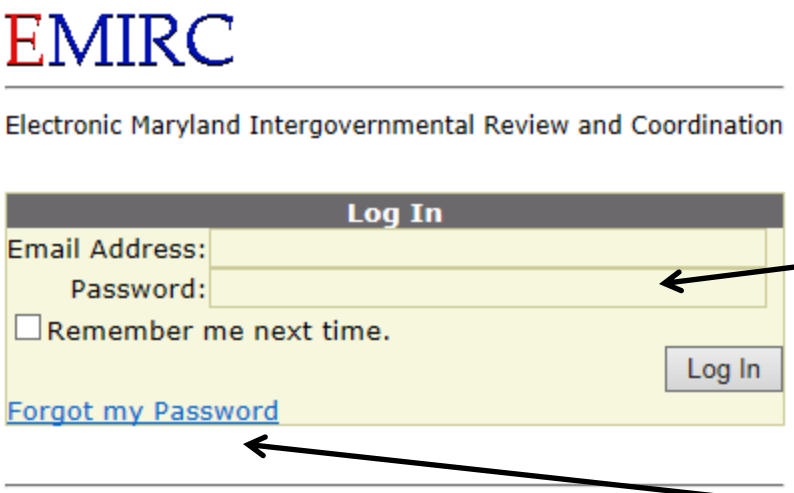
Your attention to the Maryland Intergovernmental Review and Coordination (MIRC) process helps assure that this project will be consistent with the plans, programs, and objectives of State agencies and local governments, and helps us to provide the applicant and the approving authority with a State of Maryland recommendation. Issues resolved through this process enhance the opportunities for project funding and minimize delays during project implementation. The Clearinghouse MIRC process is the primary vehicle for insuring transparency in that it provides the opportunity to be made aware of and to comment on direct development in the State of Maryland.

It is essential that you advise the Clearinghouse as soon as possible of the need for additional information, of any adverse comments, and/or inconsistencies with plans programs or objectives, or ***if you are not able to complete the review by December 03, 2015***. Otherwise we may assume the reviewer has no comments.

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Log In Screen



- At least 8 characters long
- Must include 1 character that is not a letter or number

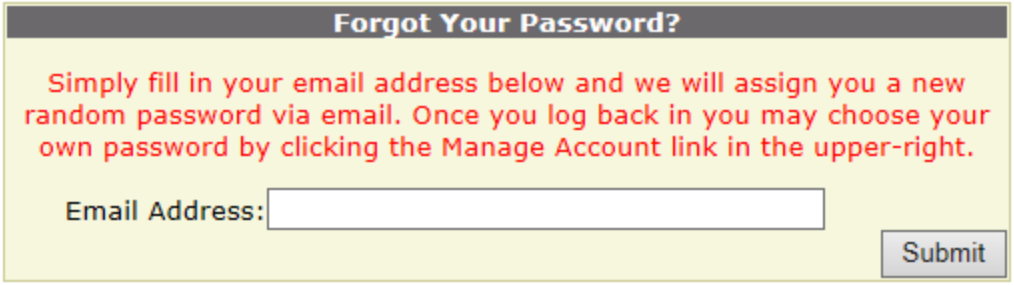
- We do not store passwords
- Use “Forgot my Password” link
- New Password will be sent to the authorized e-mail address

Limited to 5 unsuccessful attempts before being locked out

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

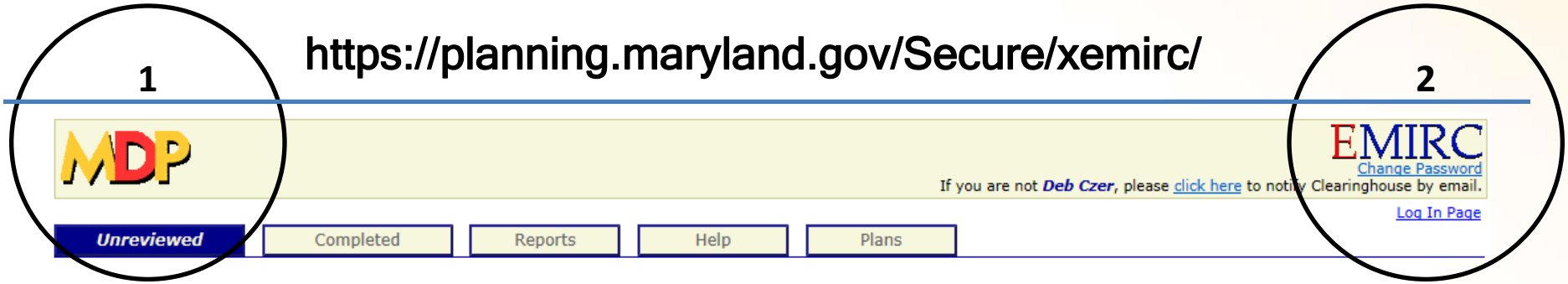
Forgot Password Screen



- Enter your e-mail address
- Click submit
- New password is sent
- Passwords sent ONLY to valid, authorized e-mail address

How to review an Application

https://planning.maryland.gov/Secure/xemirc/



1) Menu Items

- Un-reviewed projects
- Completed projects
- Reports
- Help
- Plans

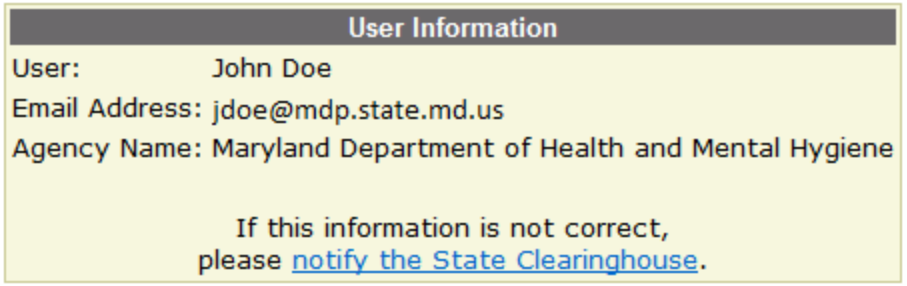
2) Account Items

- Identifies logged in user
- Provides e-mail link to request reviewer change
- Change password link
- Link to log In page

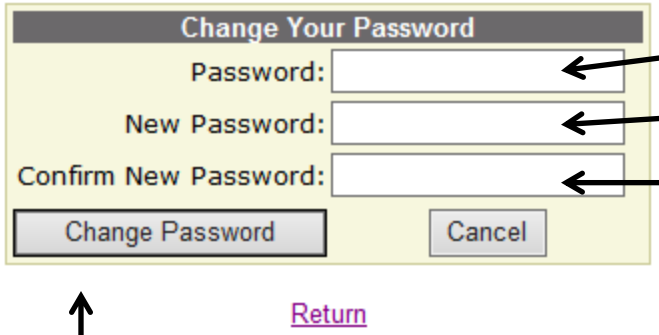
How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Change Password Screen



Pre-filled with identifying information



Enter current password

Enter new password

Enter new password again to confirm

Click to save new password

Password requirements:

- Must be at least **8 characters** long
- Must include **1 character not a letter nor number**
- Example: 0#Em1RzY

Maryland Department of Planning

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Help Menu Items

- Frequently Asked Questions
- How to change password
- Explanation of the screen where comments are entered
- Response code definitions

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Unreviewed Projects Screen

	SAI #	DAYS	DUE DATE	APPLICANT	PROJECT DESCRIPTION	LOCATION	DOCUMENTS
Select	MD20140804-0661	18	9/11/2014	Maryland Department of Housing and Community Development	Phase I Environmental Review for Park View: To Acquire and Rehabilitate 81 Affordable Elderly Housing Units Located at 8720 Ridge Road, Ellicott City, Howard County, MD	HOWD	Get Documents
Select	MD20140804-0662	18	9/11/2014	Maryland Department of Housing and Community Development	Phase I Environmental Review for Berger Square: To Construct 48 Affordable Rental Housing Units located at 1475, 1480 & 1484 Berger Street, Odenton, MD, Anne Arundel County (Prior: MD20140618-0517)	ANAR	Get Documents
Select	MD20140904-0724	-2	10/1/2014	Maryland Aviation Administration	Final Environmental Assessment and Hazardous Materials Report: Proposed Demolition of Sheraton Four Points Hotel at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall), Linthicum, Maryland (Prior: MD20140602-0443)	ANAR	Get Documents
Select	MD20140904-0725	-2	10/1/2014	United States Postal Service	Land Exchange between the State and The U.S. Postal Service: contingent upon at the State taking an option to purchase land, and constructing a new Vehicle Maintenance Facility: State to receive +/- 2.562 acres with improvements	BCIT	Get Documents
Select	MD20140912-0743	-10	10/9/2014	URS Corporation	Removal of Obstructions to the 14 CFR Part 77 Surfaces of Runway 4-22 (Construction) at Easton/Newnam Field Airport (CFR - Code of Federal Regulations)	TLBT-EASTON	Get Documents
Select	MD20140912-0744	-10	10/9/2014	Department of Information Technology (DOIT)	Proposed Construction of One (1) New 348-foot Self Supporting Microwave/Radio Tower and Two (2) 12x38x10-ft Equipment Shelters at the Blooming Rose Road SHA Tower Site - Intersection of I-68 & Blooming Rose Road,	GRRT-FRIEND	Get Documents

Click “Select” to view details and/or edit

Link to review documents

How to Review an Application

https://planning.maryland.gov/Secure/xemirc/

Unreviewed Projects Screen

Projects listed in order of when the response is due: Overdue, Current, Approaching

Review Overdue or Due Today

- Review is overdue
- Review is due today
- Late review comments may result in responding to the applicant late with an overall determination of the project

Due Date Approaching

- Review is due with the next 10 days
- "Days" column will show negative number

How to review an Application

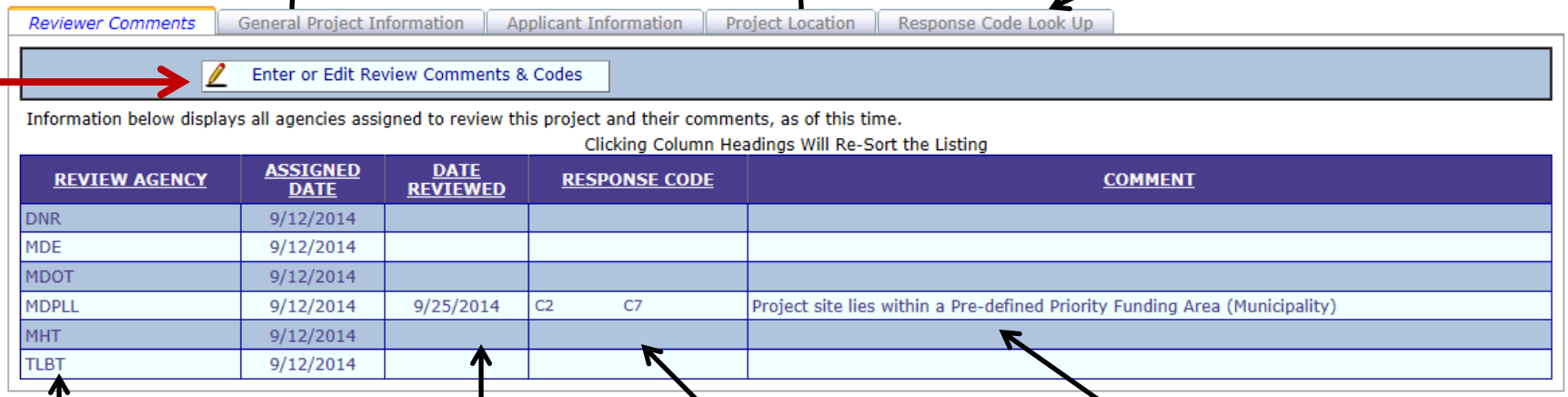
https://planning.maryland.gov/Secure/xemirc/

Details -- View of Reviewers Selected & Comments Submitted

Click to enter comments

Project Detail Tabs

Response Codes



REVIEW AGENCY	ASSIGNED DATE	DATE REVIEWED	RESPONSE CODE	COMMENT
DNR	9/12/2014			
MDE	9/12/2014			
MDOT	9/12/2014			
MDPLL	9/12/2014	9/25/2014	C2 C7	Project site lies within a Pre-defined Priority Funding Area (Municipality)
MHT	9/12/2014			
TLBT	9/12/2014			

Agencies requested to review

Clearinghouse assigned review

Date submitted

Response codes used

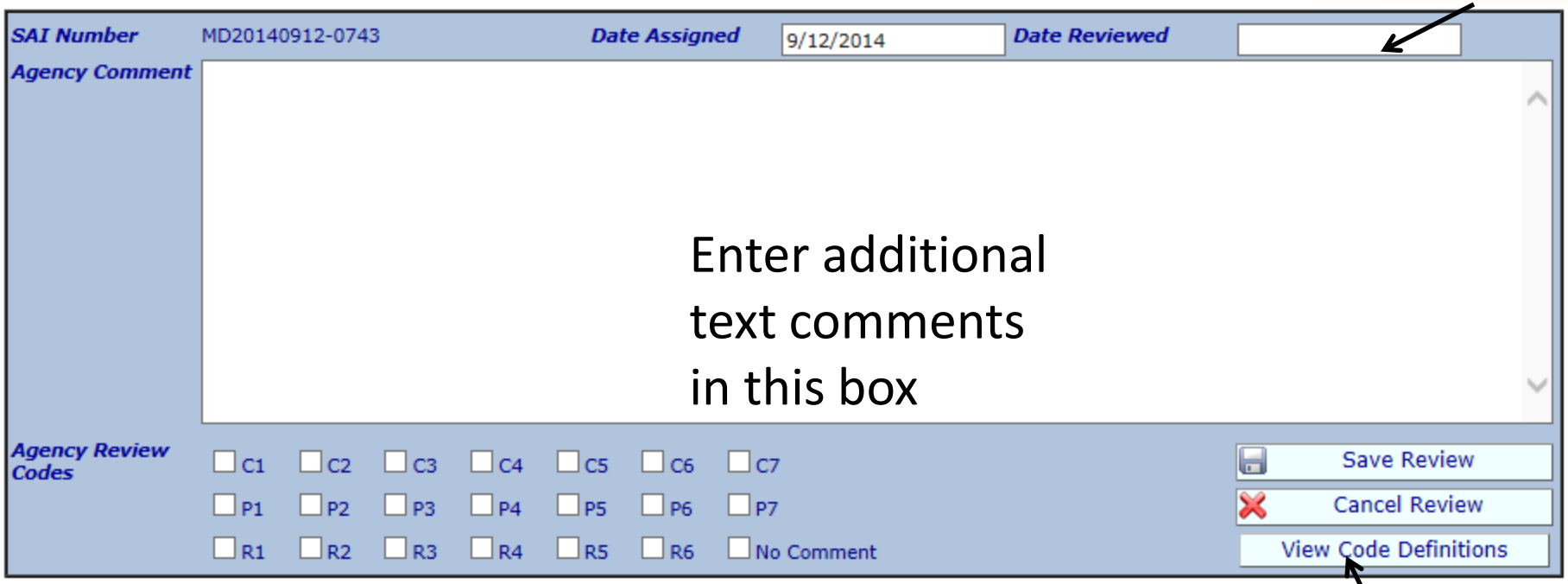
Text comments submitted

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Edit Screen

Auto filled



REQUIRED

Choose only 1 of these response codes

Once review is saved, the project moves to "Completed"

Response code definitions available

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Completed Screen

Unreviewed | **Completed** | Reports | Help | Plans

Projects Assigned - Review Completed **or** Closed

To filter list, click a button: (•) Completed or Closed ( ) Reviewed ( ) Not Reviewed

To change calendar year, select: 2014

	SAI#	APPLICANT	PROJECT DESCRIPTION	REVIEWED	CLOSED	LOCATION	DOCUMENTS
View	MD20140825-0712	National Capital Planning Commission	United States Holocaust Memorial Museum: Designing and Planning the Construction of a new Conservation and Collections Center: replaces facilities that are leased with a facility that is owned	9/24/2014	9/29/2014	PGEO	Get Documents
View	MD20140825-0711	Department of the Air Force	Draft Environmental Assessment and Finding of No Significant Impact / Finding of No Practicable Alternative: Construction and Operation of a New 21 Point, Fully Enclosed Firing Range at Joint Base Andrews-Naval Air Facility (Prior: MD20130920-0701)	9/24/2014	9/26/2014	PGEO	Get Documents

- Similar to Unreviewed screen
- Select “View” to see project details
- List can be filtered by
  - Completed, Reviewed or Not Reviewed
  - Calendar Year
- Record can be edited until Clearinghouse closes the review process

How to review an Application

https://planning.maryland.gov/Secure/xemirc/

Reports Screen

Unreviewed | Completed | **Reports** | Help | Plans

Available Reports:

REPORT NAME	REPORT DESCRIPTION
Database Instructions (PDF format)	Print version of database instructions
Location Codes	List of codes and their definitions
Frequently Asked Questions (PDF format)	Fact sheet for reviewers
Response Code Definitions (PDF format)	Standard response codes and their definitions
Reviewer Contacts	List of reviewers and their contact information

Test Time

- Show Us What You Learned!

- When is a secondary applicant needed?

  When you partner with an agency outside of your own.

  Example:

  Primary – MD Department of Transportation

  Secondary – State Highway Administration

- Which web browser should you use for intake or review?

  Internet Explorer

- T/F It is okay to use abbreviations and acronyms.

  False

- T/F Timeliness in responding to project reviews is important.

  True

- When should you express your opinion in a review?

  NEVER

- T/F Saving your information in EMIRC Intake submits it to Clearinghouse.

  False

WHERE DO I GET HELP?

WHERE TO GET MORE INFORMATION

The Maryland State Clearinghouse for

Intergovernmental Assistance

Maryland Department of Planning

301 W. Preston Street Suite 1104

Baltimore, MD 21201-2305

410-767-4490 (v) 410-767-4480 (f)

MDP.Clearinghouse@Maryland.gov

http://planning.maryland.gov/OurWork/GrantResources.shtml

Q & A