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
Old and New Grantees must update to this system in order to get federal awards.

Go to [www.sam.gov](http://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?
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

Application

Applicant

Final Response

Clearinghouse Staff

Application and Supporting Documents

Review Coordinator

Review

Maryland Department of Planning
WHAT IS A PRIORITY FUNDING AREA, PFA?
Planning.Maryland.gov

• 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.
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
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?
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)

**Planning.Maryland.gov**

**View Burden Statement**

<table>
<thead>
<tr>
<th>Application for Federal Assistance SF-424</th>
</tr>
</thead>
</table>

**Type of Submission**

- [ ] Preapplication
- [ ] Application
- [ ] Change/Deleted Application
- [ ] Revision

**Date Reserved**

<table>
<thead>
<tr>
<th>1. Date Reserved</th>
</tr>
</thead>
</table>

**Federal Entity Identifier**

<table>
<thead>
<tr>
<th>2. Federal Entity Identifier</th>
</tr>
</thead>
</table>

**State Use Only**

<table>
<thead>
<tr>
<th>5. Date Reserved by State</th>
</tr>
</thead>
</table>

**Applicant Information**

<table>
<thead>
<tr>
<th>1a. Applicant Name</th>
</tr>
</thead>
</table>

**Employer Identification Number (EIN/TIN):**

<table>
<thead>
<tr>
<th>2a. EIN/TIN</th>
</tr>
</thead>
</table>

**Organizational Unit:**

<table>
<thead>
<tr>
<th>3. Organizational Unit</th>
</tr>
</thead>
</table>

**Address:**

<table>
<thead>
<tr>
<th>4. Street1</th>
</tr>
</thead>
</table>

**City:**

<table>
<thead>
<tr>
<th>5. City</th>
</tr>
</thead>
</table>

**State:**

<table>
<thead>
<tr>
<th>6. State</th>
</tr>
</thead>
</table>

**Province:**

<table>
<thead>
<tr>
<th>7. Province</th>
</tr>
</thead>
</table>

**Zip / Postal Code:**

<table>
<thead>
<tr>
<th>8. Zip / Postal Code</th>
</tr>
</thead>
</table>

**Organizational Unit:**

<table>
<thead>
<tr>
<th>9. Organizational Unit</th>
</tr>
</thead>
</table>

**Person to be Contacted:**

<table>
<thead>
<tr>
<th>10. First Name</th>
</tr>
</thead>
</table>

**Last Name:**

<table>
<thead>
<tr>
<th>11. Last Name</th>
</tr>
</thead>
</table>

**Suffix:**

<table>
<thead>
<tr>
<th>12. Suffix</th>
</tr>
</thead>
</table>

**Telephone Number:**

<table>
<thead>
<tr>
<th>13. Telephone Number</th>
</tr>
</thead>
</table>

**Fax Number:**

<table>
<thead>
<tr>
<th>14. Fax Number</th>
</tr>
</thead>
</table>

**Email:**

<table>
<thead>
<tr>
<th>15. Email</th>
</tr>
</thead>
</table>
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

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

<table>
<thead>
<tr>
<th>State Application Identifier</th>
<th>MMC# (for MDOT's projects only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td></td>
</tr>
</tbody>
</table>

## 1) Contact Person of Administering Agency

<table>
<thead>
<tr>
<th>Applicant/ Agency</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>County</th>
<th>Tax Map#</th>
<th>Parcel#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Block#</td>
<td>Date of availability</td>
</tr>
</tbody>
</table>

Tax map & Parcel # & Grid # can be found at MDAT's website: [planning.maryland.gov/RealPropertyPages/default.aspx](https://planning.maryland.gov/RealPropertyPages/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 website: [https://tools.usps.com/go/ZipLookupAction?input.action](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/Maps.shtml](https://planning.maryland.gov/OurProducts/Maps.shtml) by entering the actual street number, street name, and zip code of the property.

EMIRC
**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.
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

EMIRC: Project Submission

User Name:  
Password:  

Remember me next time.

Log In

Forgot my password

• 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 see a screen similar to this. Note the Status column.

<table>
<thead>
<tr>
<th>Add a New Application</th>
<th>Return to Project Listing</th>
<th>Log Out</th>
<th>Manage Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications/Projects Submitted to Clearinghouse</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have not submitted an application.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add a New Application</th>
<th>Return to Project Listing</th>
<th>Log Out</th>
<th>Manage Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications/Projects Submitted to Clearinghouse</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Submitted On</strong></td>
<td><strong>Description of Project/Application Submitted</strong></td>
<td></td>
</tr>
<tr>
<td>View Details</td>
<td>Pending Approval</td>
<td>9/26/2014</td>
<td>Maryland Asthma Control Program: Addressing Asthma From a Public Health Perspective; Interim Report and Year 3</td>
</tr>
<tr>
<td>View Details</td>
<td>Not Submitted</td>
<td></td>
<td>Hospital Preparedness and Public Health Emergency Preparedness</td>
</tr>
<tr>
<td>View Details</td>
<td>MD20140925-0391</td>
<td>9/25/2014</td>
<td>Integrating Routine HIV Testing and Linkage to HIV Care and Treatment in Family Planning Services Grant</td>
</tr>
</tbody>
</table>
# HOW TO SUBMIT AN APPLICATION

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

## Simple Menus

- Add
  - Add a New Application
- Show List
  - Return to Project Listing
- Log Out
  - Log Out
- Account
  - Manage Account

## Applications/Projects Submitted to Clearinghouse

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

## Project List

- [MDP](#) Maryland Department of Planning
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

<table>
<thead>
<tr>
<th>Applicant Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation:</td>
<td>Mr. - Mister</td>
</tr>
<tr>
<td>* First Name:</td>
<td>John</td>
</tr>
<tr>
<td>* Last Name:</td>
<td>Doe</td>
</tr>
<tr>
<td>Title:</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Division:</td>
<td></td>
</tr>
<tr>
<td>* Address 1:</td>
<td>201 West Preston Street</td>
</tr>
<tr>
<td></td>
<td>* Enter numbered street, road, etc or P.O. Box -- not both</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Enter suite, room #, or floor</td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Enter special items: mail stop, attention, etc.</td>
</tr>
<tr>
<td>* City:</td>
<td>Baltimore</td>
</tr>
<tr>
<td>* State:</td>
<td>Maryland</td>
</tr>
<tr>
<td>* Zip Code:</td>
<td>21201</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:dczerwinski@mdp.state.md.us">dczerwinski@mdp.state.md.us</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>410-767-4400</td>
</tr>
<tr>
<td>Fax:</td>
<td>410-767-5555</td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(include the “http://”)</td>
</tr>
</tbody>
</table>
HOW TO SUBMIT AN APPLICATION

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

Enter co-applicant in this area, if applicable

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

(include the "http://")
**How to Submit an Application**

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

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### Section 3 - Approving Authority & Funding Information

<table>
<thead>
<tr>
<th>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFDA #: [Dropdown]</td>
</tr>
<tr>
<td>CFDA Letter: [Field]</td>
</tr>
</tbody>
</table>

**APPROVING AUTHORITY (FEDERAL OR STATE):**

- *Agency Name: [Field]*

### FUNDING AND SOURCES:

<table>
<thead>
<tr>
<th>Sources</th>
<th>Requested Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal $</td>
<td>0</td>
</tr>
<tr>
<td>State $</td>
<td>0</td>
</tr>
<tr>
<td>Local $</td>
<td>0</td>
</tr>
<tr>
<td>Other $</td>
<td>0</td>
</tr>
</tbody>
</table>

**Funding Period:**

- Starts: [Field]
- Ends: [Field]
**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

- 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

**SAVE Changes**
- Saves the record.
- **Does not** submit it to Clearinghouse.
- Record remains editable.
- Status is **Not Submitted**.

**Cancel Changes**
- Cancels changes made.
- **Does not** discard the record.
- Record returned to its previous condition.
- Record remains editable.
- Status remains the same.

**Submit to Clearinghouse**
- 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.

MDP
Maryland Department of Planning
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.maryland.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, dilyford@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

Simply fill in your email address below and we will assign you a new random password via email. Once you log back in you may choose your own password by clicking the Manage Account link in the upper-right.

Email Address: [Enter your email address]  
Submit

Return to the Login Page

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

https://planning.maryland.gov/Secure/xemirc/
HOW TO REVIEW AN APPLICATION

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

Change Password Screen

Enter current password
Enter new password
Enter new password again to confirm

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

Click to save new password
HOW TO REVIEW AN APPLICATION

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

Help Menu Items

- Unreviewed
- Completed
- Reports
- Help
- Plans

- 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/](https://planning.maryland.gov/Secure/xemirc/)

## Unreviewed Projects Screen

<table>
<thead>
<tr>
<th>SAI #</th>
<th>DAYS</th>
<th>DUE DATE</th>
<th>APPLICANT</th>
<th>PROJECT DESCRIPTION</th>
<th>LOCATION</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select MD20140804-0661</td>
<td>18</td>
<td>09/11/2014</td>
<td>Maryland Department of Housing and Community Development</td>
<td>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</td>
<td>HOWD</td>
<td>Get Documents</td>
</tr>
<tr>
<td>Select MD20140804-0662</td>
<td>18</td>
<td>09/11/2014</td>
<td>Maryland Department of Housing and Community Development</td>
<td>Phase I Environmental Review for Berger Square: To Construct 48 Affordable Rental Housing Units located at 1475, 1480 &amp; 1484 Berger Street, Odenton, MD, Anne Arundel County (Prior: MD20140518-0517)</td>
<td>ANAR</td>
<td>Get Documents</td>
</tr>
<tr>
<td>Select MD20140904-0725</td>
<td>-2</td>
<td>10/1/2014</td>
<td>United States Postal Service</td>
<td>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</td>
<td>BCIT</td>
<td>Get Documents</td>
</tr>
<tr>
<td>Select MD20140912-0743</td>
<td>-10</td>
<td>10/9/2014</td>
<td>URS Corporation</td>
<td>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)</td>
<td>TLBT-Easton</td>
<td>Get Documents</td>
</tr>
<tr>
<td>Select MD20140912-0744</td>
<td>-10</td>
<td>10/9/2014</td>
<td>Department of Information Technology (DOIT)</td>
<td>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 1-68 &amp; Blooming Rose Road</td>
<td>GRRT-FRIEND</td>
<td>Get Documents</td>
</tr>
</tbody>
</table>

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**
  - Reviewer Comments
  - General Project Information
  - Applicant Information
  - Project Location
  - Response Code Look Up

**Response Codes**

**Agencies requested to review**
- DNR
- MDE
- MDOT
- MDPLL
- MHT
- TLBT

**Clearinghouse assigned review**
- Assigned Date: 9/12/2014
- Date Reviewed: 9/25/2014

**Response codes used**
- C2
- C7

**Text comments submitted**
- Project site lies within a Pre-defined Priority Funding Area (Municipality)
HOW TO REVIEW AN APPLICATION

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

Edit Screen

Enter additional text comments in this box

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

- 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

Available Reports:

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

It's QUESTION TIME!!