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# **Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly**

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**Department of Legislative Services  
Office of Policy Analysis  
Annapolis, Maryland**

**January 2018**

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## Introduction

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The *Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly* is published by the Department of Legislative Services (DLS) to assist those requesting funding from the General Assembly for capital projects through the submission of bond bills. The manual provides a summary of the basic eligibility requirements and evaluation criteria, the legislative process, and the schedule for bond bill consideration by the General Assembly.

Before a bond bill may be scheduled for a hearing, the potential applicant must provide additional information by preparing a “Bond Bill Fact Sheet.” These fact sheets provide important information concerning an organization’s grant request – information required at the time of the bond bill hearing. Since the start of the 2005 session, DLS staff has coordinated the “Bond Bill Fact Sheet” process. The manual provides an outline of the DLS process as well as copies of all forms necessary for a bond bill to be scheduled for a hearing. This manual is also available in electronic format at <http://mgaleg.maryland.gov/pubs-current/current-bond-bill-submission-guidelines.pdf>

Comments and suggestions directed at improving future editions of the *Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly* are welcome.



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# Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly

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The capital budget is funded through several sources. These include bond bills, general funds, special funds, and federal funds. Bond bills include the Maryland Consolidated Capital Bond Loan, revenue bonds, and legislative initiatives.

Legislative initiatives are used to fund individual bond bill requests. They are bond authorization bills filed by members of the General Assembly to support specific local or non-state-owned capital projects. These projects include, but are not limited to, health facilities, historic preservation projects, museums, and sports and recreational facilities. Legislative initiatives are not submitted as part of the Governor's capital budget. However, as they have an impact on State finances, the Department of Legislative Services (DLS) reviews them in accordance with procedures established by the Governor and the General Assembly.

The following instructions and attachments provide guidelines to applicants seeking State grants through the submission of individual bond bills.

## Overview of State Funding of Local Projects Bond Bills

This document is intended to provide basic information on eligibility and priority for State funding of local capital projects (bond bills). Any group may request funding from the General Assembly for a capital project. As a practical matter, the number and type of projects funded by the General Assembly is limited – requests for funding greatly exceed available resources each year. In some years, the total amount requested for local capital projects has exceeded by 10 times the available resources. Thus, after ascertaining a project's basic eligibility, the General Assembly must assess the project's level of priority among the total number of projects requested.

## Eligibility

- **A project must be capital in nature to be eligible for bond bill consideration.** A capital project deals with land and/or structures. Capital projects do not include items such as employee salaries, benefits, expendable equipment (automobiles, for example), or operating costs.
- **A project must have a useful life of 15 years.** Items such as automobiles and computers do not have a useful life of 15 years. A group that is leasing land and/or a structure relating to the proposed capital project must demonstrate that the lease will extend for 15 years or more.

- **A project must not be used for religious purposes.** No portion of the proceeds of a loan or any of the matching fund provided for a project may be used for the (1) furtherance of sectarian religious instruction; (2) in connection with the design, acquisition, construction, or equipping of any building used or to be used as a place of sectarian religious worship or instruction, or (3) in connection with any program or department of divinity for any religious denomination. A grantee may be required to submit evidence that the loan proceeds or matching fund were not used for sectarian religious purposes..
- **Certain structures may be subject to an internal and/or external historic easement.** The applicant may be required to grant an easement to the Maryland Historical Trust as a condition for State funding.

## **Strategies for Achieving Success**

After the General Assembly evaluates the eligibility of a project, all of the projects are evaluated based upon several criteria, including the following:

### **Alternative Funding**

Groups should show that they have explored alternative sources of funding. In addition to requesting alternative funding from agencies, corporations, etc., a group may be asked to show whether a potential revenue source, such as entrance fees, membership fees, or concession profits could cover the cost of the capital project. Please refer to **Attachment IV** of this document for information on potential alternative sources of funding for bond bill requests through State capital grant and loan programs.

### **Delegation Support**

In an effort to leverage legislative initiative funding, the committees will give special consideration to county delegation priorities.

### **Matching Funds**

Groups should provide a matching fund for their projects. A matching fund may be greater than, equal to, or less than the State contribution, though at least an equal match is preferred. Matches may be classified as “hard” or “soft.” A “hard” match is “cash in hand” and may include money from any source, other than State sources. A “soft” match may be made up of real property, in-kind contributions, (donated services or materials) or funds expended for the project prior to the effective date of the bond bill, June 1 of the year the bill is passed. A “soft” match may consist of a combination of the abovementioned elements, including cash. Please note that real property may not be used as a source of matching funds unless the grantee has title to the property.



## **Project Readiness**

Groups will be required to supply the General Assembly with a detailed funding analysis prior to the hearings on their bills. Projects that show a history of adequate fundraising or groups that can provide documentation of adequate future funding (*e.g.*, letters of commitment) will be given priority. Awarding funds to projects that are not ready to move forward reduces the funds that are available for projects that are ready. Shovel ready, high impact projects that can be certified as ready to proceed with design and construction within an 18-month period from the effective date of the 2018 MCCBL (June 1, 2018) will be given priority consideration.

Factors that will be considered will include the public benefit derived from the project, employment increased or preserved in the operation of the facility, and evidence of construction readiness. Construction readiness will be evaluated based on the extent to which project programs and designs are in place, necessary permits are specified, applied for or approved, and a project financing plan is in place, including commitments from other funding partners.

## **Employment Creation/Retention.**

Project funding consideration will include an evaluation of project employment creation and/or retention. Special consideration may be given to projects that can demonstrate significant employment opportunity.

## **State or Local Purpose**

Local projects that serve a wide spectrum of the community or the State as well as an important public purpose are preferred.

## **Process**

### **Sponsors**

Organizations seeking funding must contact a senator and a delegate to sponsor a bond bill that requests funding for their project. Cross-files are encouraged, but not required, so organizations must arrange for a sponsor in each chamber. Failure to obtain a cross-file will preclude a grantee from obtaining funding in both chambers.

### **Required Information**

DLS needs certain information before drafting a bond bill. The “Bond Bill Project Request Form” identifies the required information and is available on the Maryland General Assembly web site at <http://mgaleg.maryland.gov/pubs-current/current-bond-bill-info-sheet.pdf>. An organization requesting funding should ensure that their sponsors have the required information when their sponsors request that a bond bill be drafted.

Bond bills must contain certain technical information to legally permit funds to be disbursed. Therefore, after DLS drafts a bond bill, the sponsor and requesting organization should refrain from altering the language in the bill. If a change is necessary, please contact DLS at (410)946-5350/ (301)970-5350 to request the change.

The most important form is the “Bond Bill Fact Sheet.” This form provides background information needed by the budget committees at the time of the bond bill hearings. Legislators use this information as they make their funding decisions and the failure to complete and submit a Fact Sheet may result in the Legislature not funding the bond bill project request. After DLS drafts a bond bill, the applicant will receive an email from DLS that provides a link and access to the applicant’s specific Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link can be used at any time by the applicant to gain access to their Fact Sheet up until the time that it is formally submitted by the applicant through the provided toolbar. Applicants should ensure that they can receive email from [bondbillapp@MLIS.state.md.us](mailto:bondbillapp@MLIS.state.md.us). The fact sheet form and instructions for completion are provided as a sample (**Attachment III**).

### **Schedule**

Bond bills move through the General Assembly under the following schedule:

<b>Mid-January</b>	Deadline for bond bills to be requested to guarantee bills are drafted by the filing deadline (known as the guarantee date).
<b>Early February</b>	Deadline for bond bills to be introduced and not assigned to the Rules Committee (filing deadline).
<b>March</b>	Senate Budget and Taxation Committee and Appropriations Committee hold hearings on bond bills.
<b>Early April</b>	Each chamber votes on bond bills. Approved bond bills are amended into the capital budget.
<b>Mid-April</b>	Both chambers vote on the capital final package of bond bills.
<b>June 1</b>	Effective date for bond bills.

### **Hearings**

Bond bill hearings provide an opportunity for organizations to supply information to the budget committees on the need for the project. Because of the large number of bond bills, presentations are limited in duration. Be prepared to provide a brief and concise presentation. Presentations may include written materials. Organizations should contact each budget committee (Senate Budget and Taxation Committee: (410)841-3690/(301)858-3690; House Committee on Appropriations: (410)841-3407/ (301)858-3407) to learn how and when materials must be submitted. During the hearings, members will want detailed information on all funding

sources for the project, including matching funds and the project schedule with dates for planning, beginning construction, and ending construction.

### **After Project Authorization**

The State, through the Department of General Services (DGS), requires grantees complete and submit a grant application package. After June 1, the DGS Project Management and Design Division will contact all organizations whose bond bills were included as line item authorizations in the annual Maryland Consolidated Capital Bond Loan (MCCBL). Authorized representatives of organizations that have received a capital grant must complete and sign the documents in the grant package received from DGS. Along with the completed documents, grant recipients must include documentation of matching fund, if required. All of these documents are returned in one package to DGS. Please note that it is very important that the name of the legally incorporated entity that has received a State grant authorization is the same name that is on record with the State Department of Assessments and Taxation. Furthermore, the legally incorporated entity on the capital grant authorization must also match the name listed on the grant application form that must be signed and returned to DGS. Although DGS is responsible for certifying that an organization has met any matching fund requirements, the Board of Public Works (BPW) makes the final determination about the value of any matching fund. Bond funds will only be distributed with the approval of BPW. If an organization has questions about receiving bond bill funds after the General Assembly has funded its project, the organization should contact DGS at (410)767-4265. Information pertaining to the capital grants projects policies and procedures, forms, and contacts can be found at [dgs.maryland.gov/Pages/Grants/index.aspx](https://dgs.maryland.gov/Pages/Grants/index.aspx).

## **Instructions**

Basic information and submission requirements.

### **Applicant's Proposal**

The applicant should write a clear description of the proposed project. The information in the proposal should be as detailed as possible. As a minimum it should include:

- reason for the project, justification, and importance;
- location, size, scope of the project, the type of work required, and a schedule for completion;
- current cost estimates for the entire project with a cost breakdown by phase; and
- anticipated fund sources (private, State, federal, and local government).

This information should be presented to the intended sponsors of the bill in order to demonstrate the merits of the project.

## Sponsorship/Drafting/Introduction of the Bill

As all bills must be passed by the Maryland Senate and House of Delegates, applicants should arrange sponsorship of their bill with both an individual Senator and an individual Delegate. The sponsors are generally from the district where the proposed project is located; however, a legislator who has a personal interest in the project may also be willing to sponsor the bill. Bills may be sponsored by more than one senator or delegate.

The sponsors will request that the bill be drafted by DLS. It is important that the sponsors have a good understanding of the project to ensure that the legislation is properly drafted. The project request form can be found here: <http://mgaleg.maryland.gov/pubs-current/current-bond-bill-info-sheet.pdf>.

The bond bill applicant should be aware that in the drafting of bond bills, if the property includes a religious structure, language may be added to prohibit the project from being used for sectarian religious purposes. Additionally, language will be included specifying matching fund requirements.

The bill may provide for an equal and matching fund, or an unequal and matching fund, or may not require a matching fund at all. The matching fund required may be hard (cash), or soft (allowing for the use of a combination of real property, in-kind contributions, or funds expended prior to the effective date of the Act). In rare instances, there may be no requirement for a matching fund.

## Department of Legislative Services Assistance

After a bond bill has been drafted, DLS will email the applicant. The email will provide a link to the applicant's Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link may be used at any time by the applicant to gain access to their Fact Sheet up until the time that it is formally submitted by the applicant using the "submit" button available at the top of the screen when a Fact Sheet application is opened by the user. This form requests the grantee to describe and justify the intended project, to provide specific information requested by the legislature to aid in the evaluation of the request, and to supply information required by other State agencies in the event the bond bill request is approved. The form and instructions for completion are provided as a sample (**Attachment I**).

After the applicant has completed fields 10 through 28 of the Bond Bill Fact Sheet (*please note that fields 1 through 9 are completed by DLS prior to the applicant receiving access to the Fact Sheet and any changes required in these fields should be brought to the attention of DLS staff*), the form should be submitted to DLS using the "submit" button available at the top of the screen so that it may be reviewed. DLS will review the form for consistency with the bond bill submitted, completeness, and clarity. Following its review, DLS may contact the applicant to require additional information and in some cases may re-post the Fact Sheet so that the applicant can complete and re-submit the document.

DLS will then arrange for duplication and distribution of this information sheet to the budget committees, which will be voting on the bill. The form will also be placed on the General Assembly web site and accessible for public review.

## **Approval Notifications**

If the bond bill is authorized, the grantee will be contacted and given further instructions on how to proceed by:

**Department of General Services**

Cathy Ensor, Capital Grants Program Manager 301  
West Preston Street, Room 1405  
Baltimore, Maryland 21201  
(410) 767-4107

To the extent that your project is deemed to have historical significance, the grantee should contact:

**Maryland Historical Trust**

Office of Preservation Services  
100 Community Place  
Crownsville, Maryland 21032  
(410) 514-7634

## Attachment I

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### Instructions for Completing the State of Maryland Bond Bill Fact Sheet

#### Introduction

The “State of Maryland Bond Bill Fact Sheet” is used to provide information to the Maryland General Assembly on a capital project for which a State grant is being sought by means of a bond bill introduced by one or more senators and delegates. Each organization that applies for such a grant must complete and submit a completed form to the Department of Legislative Services (DLS) Office of Policy Analysis. DLS will review the completed form to determine whether it has been properly prepared.

Brevity is as important as accuracy. The form is designed to be a four-page document and the individual fields will not expand beyond the space provided. If the applicant finds it necessary to provide information that will not fit in a particular field additional space is provided in field 28. However, if you submit a document longer than four pages, it is less likely to be read. Members of the General Assembly are inundated with reading material during each session and, of necessity, limit their reading to documents that are concise.

DLS utilizes a bond bill request database and electronic Fact Sheet procedure. After DLS drafts a bond bill, the applicant will receive an email from DLS that provides a link and access to the applicant’s specific Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link may be used at any time by the applicant to gain access to their Fact Sheet up until the time that it is formally submitted. The system allows the applicant to save the Fact Sheet for completion at a later time/date using the “save” button. The save button can and should be used often to ensure that any work already completed is not lost. In addition, the applicant can exit the document and save all information already completed using the “save/exit” button.

**Note:** If the project was requested in a previous legislative session, the Fact Sheet form will automatically be populated with information already received. The information should be reviewed and updated as necessary before submitting the form in support of the application.

Once completed the applicant should electronically submit the Fact Sheet to DLS using the “submit” button provided. Applicants are encouraged to complete the Fact Sheet within **five days** of being contacted by DLS to allow time for sufficient review, posting on the General Assembly web page, and printing prior to bond bill hearings. DLS staff can be reached at (410) 946-5350 to answer questions and assist in preparing the form and are located at:

90 State Circle  
Annapolis, Maryland 21401

## Explanation of Fields

When you receive the State of Maryland Bond Bill Fact Sheet, items 1 through 9 will have been completed. If you need to make changes to any of these items, please contact DLS. These items are write-protected so only DLS may change these items.

- 10. Description and Purpose of Grantee Organization:** Describe in a paragraph the organization's purpose, goals, activities, and how the project is expected to support them.
- 11. Description and Purpose of Project:** Describe the nature and size of the project and why it is needed, so that the scope of the project is clear, and the reader will understand what problems will be addressed. Include quantifiable data such as square footage, people to be served, or jobs to be created.
- 12. Estimated Capital Costs:**
  - **Acquisition:** List the actual purchase price or the appraised value of the property only if acquired real estate is part of the project cost.
  - **Design:** List only architectural/engineering fees for actual design work. Do not list the costs of any separate feasibility studies, master plans, alternative plan proposals, consultant fees, or lawyer fees.
  - **Construction:** List the estimated cost to complete the construction phase. If design is underway the applicant should consult the architectural/engineering firm under contract for the most up-to-date construction cost estimate possible.
  - **Equipment:** List only the cost of movable equipment expected to last 15 years. Do not include items that can be easily carried away, that can be consumed, are subject to breakage, are electronic in nature such as computers, or that can be driven off site.
- 13. Proposed Funding Sources:** The first item listed should be the amount of the requested State grant. List as many other sources that apply to your project. These might include prior State grants, private fund raising, federal grants, foundation grants, cash reserves, or a mortgage.
- 14. Project Schedule:** List the month and year that each event will take place. If the activity has already taken place or started, state "Completed" or "Underway."
- 15. Total Private Funds and Pledges Raised:** List only the amount raised from private fundraising or pledges that you have in hand. Do not list other grants, reserves, or a mortgage for which you intend to apply. You may insert information at a later date, if more current information is available.

16. **Current Number of People Served Annually at Project Site:** Record the number of people now served and indicate if they are visitors, patients, families, students, etc.
17. **Number of People to Be Served Annually after the Project Is Completed:** Record this in the same manner as item 16.
18. **Other State Capital Grants to Recipients in Past 15 Years:** List the year of legislative approval, amount, and purpose of any prior capital grants your organization has received. If you are a government agency, list only those grants pertaining to the project or project location. If there have been no other State capital grants, simply state “None.”
19. **Legal Name and Address of the Grantee and Project Address if Different:** Record the legal name of the grantee – the legal name of the grantee must match the legally incorporated name that is on file with the State Department of Assessments and Taxation and be the same legal entity that will be recorded on the grant application with the State. Record the address of the grantee. If the project is located at a different site, record the project address to the right. The address should be specific enough so that the site could be visited. An instance when two addresses might be listed is if the headquarters offices of an organization are different from the site of the project.
20. **Legislative District:** List the legislative district number in which the project is located selected from the drop down menu.
21. **Legal Status of Grantee:** Select one of the options listed.
22. **Name, Address, and Telephone Number of Attorney:** Supply the information requested.
23. **If the Match Includes Real Property:** Supply the information requested.
24. **Impact of Project on Staffing and Operating Costs at Project Site:** Projected number of employees – include current employees plus those attributable to the project. Operating budget figures should be rounded to the nearest thousand dollars.
25. **Ownership of Property:** Supply the information requested. When asked if the grantee will own or lease the property to be improved please select either “own” or “lease.”
26. **Building Square Footage:** Provide the gross square footage of existing space and areas to be renovated and/or constructed.
27. **Year of Construction of Any Structures Proposed for Renovation, Restoration, or Conversion:** Provide the age of the structure being renovated, restored, or converted.



28. **Comments:** Additional space provided for general comments or where space provided for a particular field is insufficient.

## State of Maryland Bond Bill Fact Sheet

Save

Submit

Print

### State of Maryland YEAR Bond Bill Fact Sheet

1. Senate		House		2. Name of Project
LR #	Bill #	LR #	Bill #	
lr1075		lr1074		
3. Senate Bill Sponsors			House Bill Sponsors	
Young			Clagett	
4. Jurisdiction (county or Baltimore City)			5. Requested Amount	
Frederick County				
6. Purpose of Bill				
the acquisition, planning, design, construction, repair, renovation, reconstruction, and capital equipping of the				
7. Matching Fund				
Requirements:		Type:		
Equal		The matching fund may consist of real property.		
8. Special Provisions				
<input type="checkbox"/> Historical Easement		<input type="checkbox"/> Non-Sectarian		
9. Contact Name and Title		Contact Phone	Email Address	
1				

<b>10. Description and Purpose of Grantee Organization</b> (Limit length to visible area)	
<b>11. Description and Purpose of Project</b> (Limit length to visible area)	
<i>Round all amounts to the nearest \$1,000. The totals in Items 12 (Estimated Capital Costs) and 13 (Proposed Funding Sources) must match. The proposed funding sources must not include the value of real property unless an equivalent value is shown under Estimated Capital Costs.</i>	
<b>12. Estimated Capital Costs</b>	
Acquisition	
Design	
Construction	
Equipment	
<b>Total</b>	

13. Proposed Funding Sources (list all funding sources and amounts)	
Source	Amount
<b>Total</b>	

<b>14. Project Schedule</b> (Enter a date or one of the following in each box: N/A, TBD, or Complete)			
<b>Begin Design</b>	<b>Complete Design</b>	<b>Begin Construction</b>	<b>Complete Construction</b>
<b>15. Total Private Funds and Pledges Raised</b>	<b>16. Current Number of People Served Annually at Project Site</b>	<b>17. Number of People to be Served Annually After the Project is Complete</b>	
<b>18. Other State Capital Grants to Recipients in Past 15 Years</b>			
<b>Legislative Session</b>	<b>Amount</b>	<b>Purpose</b>	
<b>19. Legal Name and Address of Grantee</b>		<b>Project Address (if different)</b>	
<b>20. Legislative District in Which Project is Located</b>		▼	
<b>21. Legal Status of Grantee</b> (Please check one)			
<b>Local Govt.</b>	<b>For Profit</b>	<b>Non Profit</b>	<b>Federal</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>22. Grantee Legal Representative</b>		<b>23. If Match Includes Real Property:</b>	
<b>Name:</b>		<b>Has an Appraisal Been Done?</b>	<b>Yes/No</b>
<b>Phone:</b>			▼
<b>Address:</b>		<b>If Yes, List Appraisal Dates and Values</b>	

[illegible]

E. If property is leased by grantee, provide the following:		
Name of Leaser	Length of Lease	Options to Renew

26. Building Square Footage	
Current Space GSF	
Space to Be Renovated GSF	
New GSF	

27. Year of Construction of Any Structures Proposed for Renovation, Restoration, or Conversion.	

28. Comments (limit length to visible area)

## Attachment II

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### **State Capital Grant and Loan Programs: Potential Sources of Funding for Bond Bill Requests**

#### **Department of Aging**

##### *Senior Centers Grant Program*

This program provides financial assistance to local governments for the acquisition, design, construction, renovation, and equipping of senior centers. These centers provide programs and services to support seniors with health screening, congregate meals, continuing education, recreational programs, information, and assistance. The State may provide a grant of up to 50% of the project cost, not to exceed \$800,000. Local governments are required to match State funds on a dollar-for-dollar basis.

Contact: Ami Patel 410-767-1088

#### **Department of Commerce**

##### *Maryland Economic Development Assistance Authority*

The Maryland Economic Development Assistance Fund provides loans, grants, conditional loans, conditional grants, and direct investment to subdivisions and specific growth industry sector businesses locating or expanding in a priority funding area. Funds may be used for current business needs including property acquisition, construction, or renovation of buildings, including leasehold improvements, and capital equipment. This program may also provide financial assistance to economically distressed jurisdictions for infrastructure and real estate development projects.

Contact: Greg Cole 410-767-6376

#### **Maryland State Library Agency**

##### *Public Library Capital Grant Program*

This program provides grants to local governments to acquire land, design, construct, and equip public library facilities. Grants may not exceed 50% of the eligible capital cost of the project. Grant funding will be allocated based on criteria outlined in the Education Article, § 23-510.

Contact: Irene Padilla 410-767-0435

## **Maryland Energy Administration**

### *Jane E. Lawton Conservation Loan Program (JELLP)*

The Jane E. Lawton Conservation Loan Program, which replaced the Community Energy Loan Program and the Energy Efficiency and Economic Development Loan Program, provides low-interest loans for energy conservation project design and installation. These loans are made to nonprofit organizations, local governments, and businesses. Loans are repaid from energy savings from the project. These loans have an interest rate that is determined reasonable and necessary for the project and may be as low as 0%. In fiscal 2016 interest rates for these loans are expected to be 2.0%.

Contact: Rachel Weaver 410 260-2615

## **Department of Health**

### *Community Health Facilities Grant Program*

This program provides capital grants for the acquisition, design, construction, renovation, and equipping of facilities to provide mental health (MH), developmental disabilities (DD), and substance abuse (SA) treatment services. The program is essential for the deinstitutionalization of the mentally ill and developmentally disabled, and for preventing institutionalization of the addicted. The funding of residential facilities within the community helps to minimize the number of persons who must be institutionalized. The State may fund up to 75% of the cost of each project.

Contact: Ahmed Awad 410-767-6816

### *Federally Qualified Health Centers Grant Program*

The Federally Qualified Health Centers (FQHC) Program provides grants to private nonprofit organizations that have been designated by the federal government as FQHCs. Federally Qualified Health Centers, which must offer services to all persons regardless of ability to pay, provide primary and preventive health care services in medically underserved areas throughout the United States. The State provides grants for up to 75% of eligible costs for the acquisition, construction, renovation, and equipping of FQHC buildings. All of the projects provide preventive and primary health care services, and may include dental and mental health services as well. The FQHC Program enhances access to care by increasing the development of health care facilities in underserved areas, which, in turn, helps maintain the health status of the client population.

Contact: Ahmed Awad 410-767-6816



## **Department of Housing and Community Development**

### *Community Development Block Grant Program*

The Community Development Block Grant Program provides federally funded grants to local governments in rural areas of the State for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, and/or improving community facilities and services. These “non-entitlement” areas do not have their own CDBG programs. Entitlement areas which administer their own CDBG funds include Anne Arundel, Baltimore, Harford, Howard, Montgomery and Prince George's counties and the cities of Annapolis, Baltimore, Bowie, Cumberland, Frederick, Gaithersburg, Hagerstown, and Salisbury. Entitlement areas receive a direct allocation from the U.S. Department of Housing and Urban Development (HUD) and are not eligible for the State program. CDBG activities are to primarily benefit low and moderate income persons.

Contact: Cindy Stone 301-429-7519

### *Community Legacy Program*

The Community Legacy Program (CL) provides funding to assist in the revitalization of neighborhoods that are at risk of physical, economic, or social deterioration but are also in the process of launching a revitalization strategy that will reposition the community for new private investment. Priority is given to communities whose residents, businesses, and institutions are committed to revitalization through demonstrated leadership and action.

Funds may be used for capital improvements such as streetscape and facade improvements, recreational amenities, improvement of community gathering places, and other improvements to improve the desirability of the community. Program recipients may be local governments, groups of local governments, and community development organizations. Funding is awarded through a competitive process.

Contact: Kevin Baynes 410-209-5823

### *Baltimore Regional Neighborhoods Initiative*

The Baltimore Regional Neighborhoods Initiative (BRNI) is making strategic investment in local housing and businesses in order to lead to healthy, sustainable communities with a growing tax base and enhanced quality-of-life. The pilot initiative targeted communities located in either Baltimore City and/or the Inner Baltimore Beltway communities of Anne Arundel and Baltimore Counties where modest investment and a comprehensive strategy can have an appreciable neighborhood revitalization impact. Created as a pilot during the 2013 session of the Maryland General Assembly, BRNI is a recommendation of the House Regional Revitalization Workgroup.

Awards are made available on a competitive basis. Lead applicants are nonprofit community development organizations (CDCs or Coalitions) that are implementing a clear revitalization

strategy in a specific neighborhood or set of neighborhoods. In addition to other partners, eligible applicants are encouraged to apply along with a nonprofit Community Development Financial Institution (CDFI) partner.

Contact: Kevin Baynes 410-209-5823

#### *Strategic Demolition and Smart Growth Impact Fund*

The Strategic Demolition and Smart Growth Impact Fund is seeking to catalyze activities that accelerate economic development, job creation and smart growth in existing Maryland communities. Eligible projects must be in Sustainable Communities, and include site acquisition and assembly, demolition, site development, and architectural and engineering designs. Grants and loans are made available on a competitive basis. Lead applicants are local governments or nonprofit community development organizations.

Contact: Kevin Baynes 410-209-5823

#### *Neighborhood Business Development Program*

The Neighborhood Business Development Program (NBDP), operating publicly as Neighborhood BusinessWorks (NBW), provides grants and loans to fund community-based economic development activities in revitalization areas designated by local governments. The program provides gap financing to small businesses who are unable to finance 100% of a project's total costs through a traditional lender. NBW's assistance does not exceed 50% of the project cost and requires 5% in an equity contribution from the borrower. Loans are made on a rolling basis and loan terms range from 5 to 15 years, with interest rates ranging from 4% to 6%.

Contact: Michael Haloskey 301-429-7523

#### *Rental Housing Programs*

The Rental Housing Programs provide low-interest loans or deferred-payment loans to housing developers for the financing of affordable rental housing developments. The maximum loan amount is generally \$2,000,000, with an interest rate of 0%-4% for as m as 40 years. The goal of the programs is to rehabilitate and create new affordable rental housing for low- and moderate-income households. Typical projects supported by RHP include energy efficient and green mixed-income rental housing, either new construction or rehabilitation, with an average size of 115 units.

Contact: Elaine Cornick 301-429-7777

*Partnership Rental Housing Program*

The Partnership Rental Housing Program (PRHP) provides deferred payment loans to local governments to construct or rehabilitate rental housing to be occupied by households with incomes of 50% of the statewide median income or less. In 2008, the Program was expanded to enable private and non-profit borrowers to access financing for the creation of housing restricted to occupancy for persons with disabilities. Repayment is not required as long as the borrower continues to own and lease the housing to income eligible households or persons with disabilities, as appropriate. The loan amount may not exceed the higher of: \$75,000 per unit, or the actual cost of the project (less the cost of the land). The goal of the program is to expand the supply of affordable housing for low-income households through a partnership between the State and local governments, as well as to increase housing opportunities for persons with disabilities.

Contact: Brien O'Toole 301-429-7761

*Special Loan Programs*

The Special Loan Programs provide preferred-interest-rate loans and grants to low- and moderate-income families, sponsors of rental properties occupied by limited income families, and nonprofit sponsors of housing facilities, including group homes. These programs include: the Federal HOME Investment Partnership Program; Maryland Housing Rehabilitation Program; Accessible Homes for Senior Homeowners Grant Program; Indoor Plumbing Program; Lead Hazard Reduction Grant and Loan Program; and the Group Home Financing Program.

Funds may be used to provide loans to acquire and rehabilitate existing residential properties for group homes or shelters, to eliminate residential property health, safety and maintenance deficiencies, to make accessibility-related renovation activities for senior and disabled homeowners, and to ensure compliance with applicable housing codes and standards. The programs are designed to bring housing up to code and to remediate lead paint hazards that are present in Maryland's homes.

Contact: Amy Shiman 301-514-7763

*Homeownership Programs*

The Homeownership Programs provide low interest rate mortgage loans to first-time homebuyers who lack the resources to purchase a home. The programs include the Down Payment and Settlement Expense Loan Program (DSELP), which provides funds for down payment and settlement expenses, as well as the Maryland Home Financing Program (MHFP), including the Homeownership for Individuals with Disabilities Program (HIDP), which makes direct loans to households to purchase homes. The current maximum loan amounts are: (1) \$5,000 (limits may be higher for special initiatives) for DSELP which is offered as a zero percent deferred loan due at the earlier of maturity or prepayment of the first mortgage, sale or transfer of the property or

default; (2) up to \$2,500 through a Partner Match Initiative Program that includes House Keys 4 Employees (HK4E), Builder/Developer Incentive Program (BDIP), the Community Partner Incentive Program (CPIP) and the BRAC Match, and a bonus match of \$1,000 under the Smart Keys 4 Employees (SK4E) Program (a sub-program under the HK4E Program) if the borrower is buying a property in a Priority Funding Area and their place of employment is located in the same jurisdiction as their new residence or within a 10 mile distance if it is not in the same jurisdiction – these programs are offered as zero percent deferred loans due at the earlier of maturity or prepayment of the first mortgage, sale or transfer of the property or default; and (3) up to 105% of the lesser of the purchase price or appraised value for MHFP, and may be offered at an interest rate as low as two and one-quarter percent below the current interest rate for a greater than 95% LTV conventional loan for a term not to exceed 40 years. MHFP funds may be blended with Community Development Administration (CDA) bond funds to maximize the use of limited State resources under MHFP.

Contact: Amy Shiman 301-514-7763

### *Housing and Building Energy Program*

The Housing and Building Energy Program provides loans and grants to promote energy efficient improvements either through renovation of existing facilities, the construction of new properties or the installment of equipment and materials for single family and rental housing properties, using multiple funding sources.

Contact: Joe Seehusen 301-429-7731

## **Department of Juvenile Services**

### *Juvenile Services Facilities Grant Program*

This program provides grants to nonprofit providers of services to youth between the ages of 11 and

18. The grants may be used for the acquisition, design, construction, and equipping of facilities. As used for residential and nonresidential programs. Projects include community residential facilities providing the least restrictive setting and nonresidential facilities that contribute to the treatment, control, and prevention of delinquency. These facilities also provide an alternative to placing youth in a State-operated detention or commitment facility. The State may fund up to 50% of the eligible costs of each project.

Contact: Errol G. Hurtt 410-230-3162

## **Department of Natural Resources**

### *Program Open Space - Local*

Maryland's Program Open Space (POS) – Local allocation provides counties with up to 100% of the cost for the acquisition of open space areas throughout the State and up to 75% of the cost for the development of both indoor and outdoor recreation and open space purposes, including the construction of indoor nature centers and indoor aquatic, golf, and community facilities. Program Open Space was established in 1969 as the Outdoor Recreation Land Loan and funding comes from the collection of a 0.5% State property transfer tax.

Contact: Emily Wilson 410-260-8436

### *Waterway Improvement Program*

This program provides funds to local jurisdictions to finance projects which expand and improve recreational boating throughout the State consistent with the State Boat Act. The funds appropriated for this purpose are administered in accordance with Sections 8-707 through 8-709 of the Natural Resources Article. Financial support for the fund comes primarily from a 5% excise tax on the sale of motorized vessels within the State and 0.5% of the motor vehicle fuel tax.

Contact: Mark O'Malley 410-260-8462

### *Rural Legacy Program*

The Rural Legacy Program provides targeted funding for the preservation of the natural resources and resource-based economies of Maryland through the purchase of conservation easements and fee simple acquisition of land located in designated protection areas. These areas include prime agricultural and forest lands, wildlife habitats, cultural resources that, if conserved, will promote resource-based economies and maintain the fabric of rural life.

Contact: Emily Wilson 410-260-8436

### *Community Parks and Playgrounds*

This program provides funding for the restoration of existing, and creation of new, park and green systems in Maryland's cities and towns. The program provides flexible grants to local governments to respond to the unmet need for assistance to rehabilitate, expand, or improve existing parks, create new parks, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the State.

Contact: John Braskey 301-777-2030; Margaret Lashar 410-260-8427; Carrie Lhotosky 410-260- 840936

### *Shore Erosion Control Loan Program*

This program provides loans to businesses, communities, municipalities, counties, and nonprofit organizations to complete living shore erosion control projects pursuant to the Natural Resources Article, Section 8-1001 through 8-1008. The loans made under this program are interest-free for terms not to exceed 25 years and for the purpose of providing design and construction of nonstructural (living) shore erosion control projects. The special funds shown for this program are derived from loan repayments, administrative charges, and Waterway Improvement Fund appropriations.

Contact: Bhaskar Subramanain 410-260-8786

## **Department of Planning**

### *Maryland Historical Trust Capital Grant Fund*

The Maryland Historical Trust (MHT) Capital Grant Fund provides grants to nonprofit organizations, local jurisdictions, business entities, and individuals to assist with acquisition, rehabilitation, or restoration of properties listed on, or eligible for listing on, the National Register of Historic Places. Nonprofit organizations and local jurisdictions may also receive funding for pre- development costs directly associated with a project to rehabilitate or restore historic properties. Successful applicants must convey a perpetual preservation easement to the trust prior to their receipt of funds. The maximum grant offered by MHT is \$50,000.

Contact: Anne Raines 410-514-7634

### *Maryland Historical Trust Revolving Loan Fund*

The Maryland Historical Trust Revolving Loan Fund provides loans to nonprofit organizations, local jurisdictions, business entities, and individuals to assist in the protection of historic property. Loan funds can be used to acquire, rehabilitate, or restore historic property listed on, or eligible for, the National Register of Historic Places. As of July 1, 2004, loan funds can also be used to refinance historic properties if it can be demonstrated that this is in the best interest of the property for proper preservation. Funds may also be used for short-term financing of studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to preconstruction work required or recommended by the trust. Successful applicants must convey a perpetual historic preservation easement to the trust. The maximum amount of the loan is based on a percentage of appraised value or purchase price for acquisition loans, and a percentage of after- rehabilitation appraised value or project costs for

rehabilitation loans, a percentage of appraised value for refinancing projects, and a percentage of the project costs for pre-development projects.

Contact: Anne Raines 410-514-7634

### *African American Heritage Preservation Program*

The legislature established the African American Heritage Preservation Program to identify and preserve buildings, communities, and sites of historical and cultural importance to the African American experience in Maryland. The program is administered by the Maryland Historical Trust (MHT) in partnership with the Commission on African American History and Culture. Beginning in fiscal 2012 and each year thereafter, the Governor must include \$1.0 million in the annual capital budget submission for program grant projects. Program applications must be submitted to the joint partnership of MHT and the commission by a date established annually by MHT and the commission to be eligible to receive a grant for the next fiscal year. Applications must include a description of the scope and purpose of the project, a building plan that includes the total cost of the project, and any other information required by MHT and the commission. Program grants to businesses, individuals, or political subdivisions require matching funds from any combination of federal, county, municipal, or private sources; and may not exceed 50% of a project's total cost. Grantees must enter into an agreement to preserve and maintain the property. If a grant is for an historic real property, grantees must establish a recordable historic preservation easement.

Contact: Anne Raines 410-514-7634

## **Maryland Hospital Association**

### *Private Hospital Grant Program*

This program provides grants to assist private hospitals in the construction and renovation of facilities which improve patient care, particularly access to primary and preventative services, focus on unmet community health needs, and encourage collaboration with other community partners where appropriate. Specific projects included in the recommendation have been selected by a committee of hospital trustees and executives from all regions of the State.

Contact: Jennifer Witten 410-379-6200

## **Maryland Independent College and University Association**

### *Private Higher Education Facilities Grant Program*

Provide grants to assist the State's private colleges and universities with the costs of constructing and renovating academic facilities and infrastructure. The grants leverage private

donations and help the recipients maintain financial stability. The institutions benefit the State by offering a diversity of learning opportunities and by easing enrollment pressures at State-owned institutions. MICUA-aided institutions account for 17% of full-time equivalent enrollment in statewide higher education.

Contact: Jennifer Frank 410-269-0306



## Attachment III

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### Helpful Links

Bond Bill Request Form:

<http://mgaleg.maryland.gov/pubs-current/current-bond-bill-info-sheet.pdf>

Department of General Services Grants Guide:

[dgs.maryland.gov/Pages/Grants/index.aspx](http://dgs.maryland.gov/Pages/Grants/index.aspx)

Bond Bills sponsored in the 2017 General Assembly Session:

<http://mgaleg.maryland.gov/webmga/frmMain.aspx?id=B2&stab=01&pid=broadsubpage&tab=subject3&ys=2017rs>

Bond Bill funds in the 2017 General Assembly Session:

<http://mgaleg.maryland.gov/Pubs/BudgetFiscal/2017rs-budget-docs-Bond-Bill-Funding.pdf>