

Legislative Bond Initiatives – What to Know

- **How to Request a Legislative Bond Initiative (LBI):** The entire LBI process is explained in the *Guidelines for the Submission of Legislative Bond Initiative Requests to the Maryland General Assembly* available on the Maryland General Assembly (MGA) web site under the Budget Tab <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf>
- **Sponsorship:** Only a member of the Maryland General Assembly may request/sponsor an LBI for a prospective LBI fund recipient.
- **Request Form:** Sponsorship is initiated with the submission of an LBI Request Form. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-info-sheet.pdf>
- **Request Form Submission:** Request for the upcoming session will **begin December 1** prior to that session. The request form is a fillable PDF file that MGA members should submit electronically using the following email address, LegislativeBondInitiative@mlis.state.md.us. (Requests must be sent from a member's legislative email and **will not be accepted** if they are sent from a prospective LBI fund recipient directly to the above email address.)
- **LBI Document:** Once a member/sponsor submits an LBI request form through email to the Department of Legislative Services (DLS), it is entered into a database for tracking purposes and generates an official LBI document (a “green sheet”).
- **LBI Introduction:** Members/Sponsors should carefully review their LBI document green sheet to ensure that it accurately reflects the request. If no changes are required and all signatures acquired, the document should be delivered to the Secretary of the Senate or the Chief Clerk of the House of Delegates for formal introduction during a floor session. **IMPORTANT:** Sponsors who need changes to an LBI should contact DLS at LegislativeBondInitiative@mlis.md.us to request a new LBI document be generated and delivered to the member for signature and introduction.
- **LBI Tracking:** Once an LBI is entered into the proceedings, the project can be tracked on the MGA web page <http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>.
- **LBI Fact Sheet:** Applicants will receive an email from DLS with a link to their specific project Fact Sheet form once the LBI document is presented during session proceedings. The applicant will be responsible for completion of the form. This form must be completed and submitted online in accordance with the guideline instructions. Once submitted, the Fact Sheet will be linked on the tracking report.
- **LBI Hearings and Testimony:** The Senate and House budget committees may schedule hearings on LBI's in early March, with pertinent information posted to the MGA website. Applicants should provide all relevant and important project information in the Fact Sheet submission to be referenced during any LBI hearings.

Important Dates and Contacts

- **LBI contact with the Department of Legislative Services.** Email correspondence should be sent to LegislativeBondInitiative@mlis.state.md.us.
- **LBI Introduction Deadlines:** LBIs must be introduced by 27th day (Senate) and 31st day (House) as “guarantee” dates whereby DLS guarantees the members will have what they need by the 55th day to drop signed LBI request forms with the clerks for introduction. After the 55th day the clerks will accept LBI’s for introduction but require the rules be suspended to introduce during a floor proceeding.
- **Fact Sheet Submission:** Grantees are encouraged to submit their subsequent project Fact Sheet by the 55th day of session so they can be posted on the MGA website and available when funding decisions are made by the committees. The failure to submit a Fact Sheet could result in the decision not to fund a project.
- **Effective Date:** LBIs selected for funding are amended into the annual capital budget bill and are effective June 1 of the year in which they are authorized.
- **Post Authorization:** DGS administers the grant process after MGA authorization. They can be reached at 410-767-4530, <https://dgs.maryland.gov/Pages/Grants/index.aspx>