# Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland

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# Introduction

The *Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland* is published by the Department of Legislative Services to assist those requesting funding from the General Assembly for capital projects through legislative bond initiatives (LBI). The manual provides a summary of the basic eligibility requirements and evaluation criteria, the legislative process, and the schedule for LBI consideration by the General Assembly. Instructions for requesting alterations to an authorization of State debt enacted during a prior session, commonly referred to as a "prior authorization" can be found in the separate *Guidelines for the Submission of Prior Authorization Requests to the General Assembly of Maryland*.

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# Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland

This document is intended to provide basic information on eligibility and priority for State funding of local capital projects, or legislative bond initiatives (LBI). LBI funding is authorized for projects initiated by members of the Maryland General Assembly (MGA). These projects include various cultural, historic, health, educational, and economic development projects not funded by other State capital grant and loan projects.

## Overview of the Capital Budget (Consolidated Capital Bond Loan)

The capital budget bill, synonymous with the Maryland Consolidated Capital Bond Loan bill, is introduced by the Presiding Officer of each chamber of the General Assembly as an Administration bill. The capital budget bill sets forth the amount of State debt to be created and details the amount to be allocated to specific purposes for each proposed capital project. It also specifies the source of funds to pay the debt created – the State property tax. The capital budget bill is assigned to the budget committees and cannot be passed until the operating budget bill has been enacted.

Both legislative budget committees, the Senate Budget and Taxation Committee and the House Appropriations Committee (the committees), review proposed projects in the capital budget bill through separate capital budget subcommittees. The committees bring the capital budget bill to the floor in a manner similar to the operating budget bill, using a committee reprint.

The General Assembly has the power to modify the capital budget bill in any manner since it is a supplementary appropriation bill. The projects proposed by the Governor may be deleted, the amounts allocated for specific purposes of a project may be increased or decreased, or the General Assembly may add specific projects and dollar amounts. Since the 2001 session, the General Assembly has used this power to amend LBI projects into the annual capital budget bill instead of passing individual bond authorization bills.

### State Funding of Legislative Bond Initiatives

With the support of a legislative sponsor, any applicant may request funding from the General Assembly for a capital project. 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 10 times the available resources. Thus, the eligibility and priority of sponsored projects is heavily scrutinized to ensure that State-authorized funds will be expended expeditiously and for project that serve a public purpose in the community in which they are located.

## Project Eligibility and Prioritization Criteria

LBIs are subject to a number of required and suggested criteria that the General Assembly uses to assess each project's eligibility and need for State funding. The General Assembly receives a large volume of requests for funding each year and therefore must determine each project's basic eligibility and level of priority in the context of the total project requests received that year. These criteria are discussed in the following sections and are also summarized in **Appendix 1**.

### Eligibility Criteria

Projects must meet certain criteria in order to be eligible for funding consideration.

- ***A Project Must Be Capital in Nature:*** A capital project deals with land and/or structures. Capital projects do not include items such as employee salaries, benefits, expendable equipment (*i.e.*, automobiles), or operating costs.

- ***A Project Must Have a Useful Life of 15 Years:*** Capital projects, including LBIs, must have a useful life greater than or equal to the life of the bonds sold to finance the project, which are limited by the State Constitution to 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, otherwise, the State will require the property owner either be a co-grantee or agree to be a beneficiary in the grant agreement with the State.

- ***A Project Must Serve a Public Purpose:*** Capital funds may be distributed to private organizations but must be used for projects with a public purpose.

- ***Project Funds May Not Be Used for Religious Purposes:*** No portion of the proceeds of a loan or any of the matching funds provided (if matching funds are required) for a project may be used (1) for the furtherance of sectarian religious instruction; or (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. If the LBI request supports a religious organization, the applicant should be prepared to submit a letter certifying that the funds will not be used to make capital improvements to space where religious instruction will take place.

## Prioritization Criteria

After the General Assembly determines the eligibility of a project, all projects are evaluated based upon several additional criteria from the supporting information provided in the Fact Sheet to prioritize projects in the context of all requests received for that year.

- ***Alternative Funding:*** Applicants should demonstrate that they have explored alternative sources of funding. In addition to requesting alternative funding from agencies, corporations, etc., an applicant 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 **Appendix 2** of this document for information on potential alternative sources of funding for LBI requests through State capital grant and loan programs.

- ***Delegation Support:*** In an effort to leverage legislative initiative funding, the General Assembly may give special consideration to county delegation priorities.

- ***Matching Funds and Funding Plan:*** Currently, applicants will not be required to provide a matching fund for their project. The committees, however, will review the strength of an applicant's funding plan as set forth in the Fact Sheet submitted in support of the project. A strong application includes adequate non-State funding sources that demonstrate the ability of the applicant to complete the project.

- ***State or Local Purpose:*** Priority for funding may be given to local projects that serve a wide spectrum of the community or the State as well as an important public purpose.

- ***Municipal/Governmental Projects:*** Priority for funding is typically given to projects that do not involve municipal, governmental, local police department, or fire department buildings.

- ***Construction Readiness:*** Projects that show a history of adequate fundraising or documentation of adequate future funding (*e.g.*, letters of commitment) generally are 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 capital budget bill in which they receive funding are typically given priority consideration. 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 through submission of the Fact Sheet. Special consideration may be given to projects that can demonstrate significant employment opportunity.

## Legislative Consideration and Approval Process

The legislative consideration portion of the LBI process begins with identification of a legislative sponsor, typically in the fall or winter preceding a legislative session, and ends with final LBI funding decisions passed in the capital budget bill by early April. Visit the MGA website https://mgaleg.maryland.gov/mgawebsite/Members/District and use the Look Up feature to identify your legislative representatives.

The process requires submission of two forms prior to funding decisions: the Legislative Bond Initiative Request Form; and the Legislative Bond Initiative Fact Sheet. Each of these forms gathers important information required for the consideration of LBIs. This section outlines the typical schedule for legislative consideration of LBIs, details each step, and describes the requirements of the two forms.

### Schedule

LBIs move through the General Assembly under the following schedule:

- ***Mid-January to Early February:*** The deadline for sponsors to send LBI requests to DLS to guarantee that they are prepared by the introduction deadline is the ***27th day of session for Senate members and the 31st day of session for House members***.

- ***Early March:*** The ***55th day*** of session is the deadline for members to introduce LBIs (introduction deadline) without having to request suspension of the introduction rules.

- ***Late March/Early April:*** Each chamber votes on LBIs. Approved LBIs are amended into the capital budget bill.

- ***Mid-April:*** Both chambers vote on the final capital budget bill, which includes the approved LBIs.

- ***June 1:*** Effective date for the capital budget bill.

## Legislative Sponsorship

While any organization may seek funding for a capital project, organizations must arrange for legislative sponsorship of an LBI in order for the Department of Legislative Services (DLS) to begin the process of administering the request. Although not required, LBI projects are encouraged to be cross-filed in both legislative chambers. Failure to obtain a cross-file will preclude an applicant from obtaining funding in both chambers. Organizations, therefore, should arrange for both a senate and delegate sponsor. Please note: A cross-file is for the already established funding amount request, not an additional amount. (*i.e.*, If the Senate requests $50,000, a House cross-file is not for an additional $50,000, equaling $100,000. The total request is still $50,000.)

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 LBI. Each LBI may also have a sponsor and two co-sponsors, should more than one senator or delegate wish to sponsor the same LBI. In some cases, delegates representing the same legislative district may choose to co-sponsor LBIs.

Organizations seeking sponsorship of a project are encouraged to provide the potential sponsor with information demonstrating the merits of the project, including:

- the reason for, justification for, and importance of the project;
- the location, size, and 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 funding sources (private, State, federal, and local government).

This information will be necessary during the course of the LBI request preparation and funding consideration process.

## Request Preparation

In order to make an official request, an applicant must send an LBI Request Form, available under the Budget tab on the MGA website (by selecting Bond Initiatives and then Documents) to a legislator for sponsorship. (See **Appendix 3**.) The legislative sponsor must submit the request form via email to LegislativeBondInitiative@mlis.state.md.us. The request form identifies information required by DLS in order to prepare an LBI for introduction. An organization seeking funding should ensure that its sponsor has the information required on the request form in order to make the request. While the initial request for an LBI must come directly from a member or the member's staff, the member must be sure there is a designated local applicant contact for communication for the remaining preparation of the LBI.

It is very important that **the name of the legally incorporated entity to receive a state grant authorization is the same name that is on record with the State Department of Assessments and Taxation (SDAT)**. 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 the Department of General Services (DGS). Legal entity information can be found on the SDAT website at https://egov.maryland.gov/BusinessExpress/EntitySearch

Once the completed request has been entered into the LBI System, the sponsor will receive an email acknowledging receipt of the request, followed by the delivery of four printed copies of the LBI Request Document. (See **Appendix 4**.) Documents for requests submitted before the start of the legislative session will be delivered no earlier than the first day of session.

## Formal Introduction

Introduction of an LBI is accomplished by the sponsor delivering all copies of the LBI Request Document to the Secretary of the Senate or the Chief Clerk of the House. One copy of the document must be signed by the sponsor and all co-sponsors. Documents will be processed for introduction in batches, and the LBIs in each batch will be indicated on sequentially numbered Introductory LBI letters. As each letter is introduced and entered into the proceedings, each corresponding LBI will populate the current session's Bond Initiatives Funding report (available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding) and will also be linked to each sponsor's bill page.

## Fact Sheet Submission

Upon introduction, the applicant organization seeking funding will receive an email containing instructions for submission of the web-based LBI Fact Sheet. (See **Appendix 5** for detailed instructions for completing each field of the fact sheet.) The email will contain a link and access to the applicant's specific fact sheet for submission. The lead sponsor will receive a notification email regarding the applicant's receipt of the fact sheet instructions. It is important that the applicant retain the fact sheet email, as the provided link can be used by the applicant to gain access to the fact sheet at any time up until it is submitted.

The fact sheet describes in detail and justifies the LBI project and provides information required by the General Assembly. The budget committees primarily rely on the information in the fact sheets when making funding decisions.

Please note that fields 1 through 9 of the fact sheet are automatically completed by the system from the information provided to DLS. Fields 1 through 9 are locked and cannot be modified by the organization when completing the fact sheet. If the information contained in fields 1 through 9 is incorrect, please contact DLS to request a change.

After the applicant has completed the fact sheet, the form should be submitted to DLS using the "submit" button available at the top of the fact sheet screen. Once submitted, the form will be linked to the current session's Bond Initiatives Funding report, available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding, and accessible for public review.

### Funding Decisions and Project Tracking

As part of the decision-making process on the capital budget bill, each chamber's selected LBI projects are amended into the capital budget bill and included in the committee report that is presented to the House of Delegates and the Senate. The chambers alternate which acts on the capital budget bill first each year: the Senate acts first in even-numbered years, and the House acts first in odd-numbered years.

Applicants are strongly encouraged to track the progress of their request throughout the committee decision process. Decisions concerning capital projects and amendments to the capital budget bill, including funding for LBIs, generally are not made until committee action on the operating budget bill is completed. The committees bring the capital budget bill to the floor in a manner similar to that for the operating budget bill – *i.e.*, a reprint of the bill incorporating committee amendments and a report explaining each amendment. As the capital budget bill is approved by each chamber, LBI funding decisions will be updated on the current session's Bond Initiatives Funding report, available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding. (See **Appendix 6**.)

## After Project Authorization

The State, through DGS, requires LBI grantees and grantees receiving other miscellaneous capital grants to complete and submit a grant application package to DGS.

### Grant Application Notification

Authorized representatives of organizations that have received a capital grant must complete and sign the documents from DGS. After June 1, DGS' Project Management and Design Division will contact all organizations whose LBIs or other capital miscellaneous grants were included as line item funding authorizations in the annual capital budget bill. Although the Board of Public Works ultimately determines whether all requirements have met to receive a grant, DGS is the point of contact and grantees will receive further instructions from them on how to proceed through their web portal because DGS administers the Capital Grants Program on behalf of the Board of Public Works.

If an organization has questions about receiving LBI funds after the General Assembly has authorized funding for its project, the organization should contact DGS at (410) 767-4530. Information pertaining to the capital grants projects policies and procedures, forms, and contacts can be found at https://dgs.maryland.gov/Pages/Capital%20Grants/index.aspx.

## Projects Subject to Historical Easement

Grantees awarded State grant funding are required to comply with DGS procedures, which includes project review by the Maryland Historical Trust (MHT). Certain structures may be subject to an preservation easement. The applicant may be required to grant such an easement to the MHT as a condition for State funding. Again, questions regarding MHT review should be directed to DGS at (410)767-4530 and https://dgs.maryland.gov/Pages/Grants/index.aspx.

## Prior Authorization Amendment Requests

Occasionally, organizations may receive legislative authorization for funding of an LBI or other miscellaneous State capital grant but then discover that certain information in the authorizing language needs to be changed in order for the organization to access the funding. Under those circumstances, the organization should consult with their DGS grant manager to determine if an administrative change can be made pursuant to Section 1(9) of their enabling act or seek a "prior authorization amendment." A prior authorization amendment is a request to alter an authorization of State debt enacted during a prior session. More information regarding prior authorizations can be found in the Prior Authorizations Guidelines located at https://mgaleg.maryland.gov/pubs-current/current-prior-authorization-submission-guidelines.pdf

**Appendix 1**

# Legislative Bond Initiative Funding Eligibility

- Projects should be ready to move forward ("shovel ready"), including having sufficient other source funds immediately available, to be considered eligible for receiving legislative bond initiative (LBI) funds. Applicants should briefly outline the project funding plan and provide letters of support from organizations and local governments listed as supporting the project funding plan.

- LBI funds may not be used to fund projects with sectarian purposes. If the request supports a religious organization, the applicant must provide a letter certifying that the funds will not be used in furtherance of sectarian purposes. Grantees must also sign an affidavit not to use any authorized State grant funds for religious purposes.

- LBI funds should be used only to fund projects that benefit the public. Applicants should briefly describe the public purpose or benefit of their project within the Fact Sheet submitted in support of the project request.

- LBI funds are not prioritized for municipal buildings, government buildings, local police department buildings, and local fire department buildings.

- An LBI applicant must own the property or have at least a 15-year lease. Applicants must be able to provide certification of property ownership or a letter from the property owner indicating that the owner agrees to be a co-grantee or a beneficiary in the grant agreement with the State.

- LBI's will be authorized as nonmatching fund grants unless otherwise specified in the project authorization. Applicants should, however, document in the required Fact Sheet submission a strong project financing plan that includes the availability of non-State funding sources.

- LBI funds should not be used to fund projects eligible for other State capital funding. Applicants should be able to demonstrate that they have explored funding opportunities through other State capital grant and loan programs.

# Legislative Bond Initiative Funding Considerations

| YES | NO | |
|---|---|---|
| ☐ | ☐ | **Does the project have a public purpose or benefit?** |
| ☐ | ☐ | **Does the project support a nonsectarian purpose?** State funds may not be used to construct a building in which religious services, Sunday school, or religious education will be held, regardless of other nonreligious uses planned for the building. |
| ☐ | ☐ | Legislative bond initiative funding should not be used to fund municipal, governmental, local police department, or fire department buildings. **Does the project meet this criteria?** |
| ☐ | ☐ | **Does the applicant own or have a minimum 15-year lease for the property where the project is taking place? If the property is not owned by the applicant a letter from the applicant indicating that the property owner agrees to either be a co-grantee or a beneficiary in the grant agreement must be provided.** |
| ☐ | ☐ | **Has the applicant explored whether the project may be eligible for State funds available through other State capital grant and loan programs?** Appendix 2 contains information on potential alternative sources of State funding. |
| ☐ | ☐ | **Has the applicant applied for funding through other State capital grant and loan programs?** |
| ☐ | ☐ | **Does the applicant have sufficient funding available to fully support the project?** |
| ☐ | ☐ | **Is the project able to begin construction immediately?** Construction readiness includes 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. |

**Appendix 2**

# State Capital Grant and Loan Programs: Potential Sources of Funding for Legislative Bond Initiative Requests

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## The Governor's Grants Office

https://grants.maryland.gov/Pages/grants.aspx

The Governor's Grants Office provides resources, training, research, and guidance to state agencies, local governments, nonprofit organizations, businesses, and academia on all aspects of federal grants and federal funds. The Governor's Grants Office website offers contacts and resources to answer many questions about grants available in Maryland.

## Below are a few links to a sampling of Maryland funding programs:

**Department of Aging**
https://aging.maryland.gov/pages/programsandservices.aspx

**Department of Health**
https://health.maryland.gov/mchrc/Pages/CHRC-Grants.aspx

**Department of Housing and Community Development**
https://dhcd.maryland.gov/Pages/default.aspx

**Department of Natural Resources**
https://dnr.maryland.gov/ccs/Pages/funding/grantsgateway.aspx

**Department of Planning, Maryland Historical Trust**
https://mht.maryland.gov/Pages/funding/funding.aspx

**Maryland Energy Administration**
https://energy.maryland.gov/govt/Pages/incentives.aspx

**Maryland Hospital Association**
https://www.mhaonline.org/advocacy/legislative/hospital-bond-program

**Maryland Independent College and University Association**
https://micua.org/services/resources

**Maryland State Library Agency**
https://www.marylandlibraries.org/Pages/Grants.aspx

**Appendix 3**

# Maryland General Assembly Legislative Bond Initiative Request Form

**Click here for *Guidelines***

## Project Information

Project Name: _____

Project Location County: _____

Project Location Address: _____ *(Street)*

_____ *(City, MD Zip)*

Please list the year of any previous bond bills or initiatives for this project:

_____

Total Amount Requested: $_____

Briefly describe the purpose and reason for the project:

_____

## Applicant Information

Legal Name of Grantee: _____

*(If a corporation or non-profit organization, give name exactly as registered with the State Department of Assessments and Taxation: https://egov.maryland.gov/BusinessExpress/EntitySearch. If a local government, give legal name as chartered.)*

Legal Status of Grantee: ☐ Corporation ☐ Non-profit ☐ Local government ☐ Other

If other, please explain: _____

Grantee is governed by: ☐ Board of Directors ☐ Board of Trustees ☐ Other

If other, please explain: _____

Does the project, project property or recipient have any religious affiliation or involvement? ☐ Yes ☐ No

Project Contact Information:

Project Contact Name: _____ Address: _____

Project Contact Email: _____

Project Contact Phone: _____

**Please submit this form to your Legislator for approval.**

SAMPLE

## Sponsor Information – TO BE FILLED-IN BY SPONSOR STAFF ONLY

Sponsor ☐ Senator or ☐ Delegate

Sponsor Name: _____ Email: _____

Co-Sponsors Information *(2 max)*

Co-Sponsor 1 Name: _____ Email: _____

Co-Sponsor 2 Name: _____ Email: _____

***(Opposite Chamber)***

Cross-File Sponsor Name: _____ Email: _____

Cross-File Sponsor 2 Name: _____ Email: _____

Cross-File Sponsor 3 Name: _____ Email: _____

**Legislators, please submit this form to LegislativeBondInitiative@mlis.state.md.us.**

**Appendix 4**

# Legislative Bond Initiative

The following Legislative Bond Initiative is submitted for the General Assembly's consideration for funding.

**Sponsor** **Delegate John Smith**

**Synopsis** Requesting the creation of a State Debt in the amount of $400,000, the proceeds to be used as a grant to the Board of Directors of Residential Continuum, Inc. for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of RCI group homes, located in Harford County.

| | **Name** | **Signature** |
|---|---|---|
| **Sponsor** | Delegate John Smith | |
| **Co-Sponsor** | Co-sponsor1 Name | |
| **Co-Sponsor** | Co-Sponsor2 Name | |

SAMPLE

**Instructions:** This is an official Legislative Bond Initiative (LBI) document.

Please sign where indicated and obtain the signatures of any cosponsors.

Please note there is a maximum of three sponsors per LBI.

Once all signatures have been obtained, the document can be delivered to the Secretary of the Senate/Chief Clerk for formal introduction.

**NOTE:** If you need changes made to the LBI document before it is introduced, the **changes must be approved** and entered into the LBI System **by the Department of Legislative Services (DLS)**. The Secretary of the Senate/Chief Clerk will NOT accept a document for introduction that includes changes not approved by DLS. To have any necessary changes approved, please email legislativebondinitiative@mlis.state.md.us Once changes have been made a new LBI document will be reprinted and delivered to the sponsor.

**Appendix 5**

# Instructions for Completing the State of Maryland Legislative Bond Initiative Fact Sheet

## Introduction

The Maryland General Assembly (MGA) uses the Legislative Bond Initiative Fact Sheet to collect important information about legislative bond initiative (LBI) grant funding requests that have been introduced for legislative consideration by one or more legislators. The fact sheet describes the project in detail, justifies the LBI project, and is the primary document that the budget committees rely on when making funding decisions. Each organization that applies for LBI funding must complete and submit a fact sheet to the Department of Legislative Services (DLS) prior to the LBI being scheduled for a hearing.

## Fact Sheet Procedure

DLS utilizes an LBI request database and electronic fact sheet procedure. Upon formal legislative introduction of a Legislative Bond Initiative Document by a legislator, the local applicant contact will receive an email from DLS that provides a link and access to the applicant's specific fact sheet for completion.

Brevity is as important as accuracy in completing the form. The form is designed to be a four-page document, and the individual fields are character limited. 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, applicants should keep in mind that important information may get lost in lengthy documents, particularly in the context of legislators' compressed work time during the 90-day legislative session.

The system allows the applicant to save the fact sheet for completion at a later time or date using the "save" button. The save button can and should be used often to ensure that any completed work is not lost. In addition, the applicant can save completed work and exit the document using the "save/exit" button.

Once completed, the applicant should submit the fact sheet electronically using the "submit" button. Applicants are encouraged to complete the fact sheet within ***five days*** of receiving the fact sheet email to allow time for sufficient review and posting on the MGA website. Completed fact sheets will be accessible to the public via the Bond Initiative Funding report, located on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding.

Questions concerning the preparation of the Fact Sheet should be sent via email to LegislativeBondInitiative@mlis.state.md.us.

## Explanation of Fields

The following provides instructions for completing each field of information in the fact sheet. Please note that fields 1 through 9 of the fact sheet will be automatically completed and are locked. If an applicant needs to make changes to fields 1 through 9, the applicant should contact DLS.

| Field | Explanation |
|---|---|
| 10 | **Description and Purpose of Organization:** Describe in a paragraph the grantee organization's purpose, goals, and 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. (Additional space is available for an extended answer in Field 28.) |
| 12 | **Estimated Capital Costs:**<br>• ***Acquisition:*** List the actual purchase price or the appraised value of the property only if acquired real estate is part of the project cost.<br>• ***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.<br>• ***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.<br>• ***Equipment:*** List only the cost of movable equipment expected to last 15 years. Do not include items that can be easily carried away, can be consumed, are subject to breakage, are electronic in nature (such as computers), or can be driven offsite. |
| 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 fundraising, 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. |

| Field | Explanation |
|---|---|

18 **Other State Capital Grants to Recipients in the 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 site other than that of the grantee, record the project address to the right. For example, two addresses might be listed if an organization's headquarters office is different from the site of the project. The project address should be specific enough so that the site could be visited.

20 **Legislative District:** From the drop-down menu, select the legislative district number in which the project is located. District information can be found at https://mgaleg.maryland.gov/mgawebsite/Members/District

21 **Legal Status of Grantee:** Select one of the options listed.

22 **Grantee Legal Representative:** Supply the name, phone number, and address of the organization's legal representative.

23 **If Match Includes Real Property:** Complete this field if the matching funds include real property. Indicate whether an appraisal has been done and, if so, list the appraisal dates and value. **IMPORTANT NOTICE: Currently, LBI's grants will not require grantees to provide a matching fund.**

24 **Impact of Project on Staffing and Operating Cost at Project Site:** The projected number of employees should include current employees as well as additional employees attributable to the project. Current and projected 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, space to be renovated, and space to be 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 that may be used to provide general comments or additional comments that would not fit into another field.

**Sample Legislative Bond Initiative Fact Sheet**

# State of Maryland

# Bond Initiative Fact Sheet

| **1. Name Of Project** | | |
|---|---|---|
| SAMPLE PROJECT NAME | | |
| **2. Senate Sponsor** | **3. House Sponsor** | |
| | | |
| **4. Jurisdiction** (County or Baltimore City) | **5. Requested Amount** | |
| Statewide | $900,000 | |
| **6. Purpose of Bond Initiative** | | |
| the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of YOUR PROJECT | | |
| **7. Matching Fund** | | |
| Requirements:<br><br>Grant | Type: | |
| **8. Special Provisions** | | |
| [ ] Historical Easement | [ X ] Non-Sectarian | |
| **9. Contact Name and Title** | **Contact Ph#** | **Email Address** |
| | | |
| | | |
| | | |
| **10. Description and Purpose of Organization** (Limit length to visible area) | | |
| | | |

SAMPLE

| **11. Description and Purpose of Project** (Limit length to visible area) |
|---|
| |

*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.*

| **12. Estimated Capital Costs** | |
|---|---|
| **Acquisition** | |
| **Design** | |
| **Construction** | |
| **Equipment** | |
| **Total** | $0 |

| **13. Proposed Funding Sources - (List all funding sources and amounts.)** | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| **Total** | $0 |

SAMPLE

| **14. Project Schedule** (Enter a date or one of the following in each box. N/A, TBD or Complete) | | | |
|---|---|---|---|
| **Begin Design** | **Complete Design** | **Begin Construction** | **Complete Construction** |
| | | | |

| **15. Total Private Funds and Pledges Raised** | **16. Current Number of People Served Annually at Project Site** | **17. Number of People to be Served Annually After the Project is Complete** |
|---|---|---|
| | | |

| **18. Other State Capital Grants to Recipients in the Past 15 Years** | | |
|---|---|---|
| **Legislative Session** | **Amount** | **Purpose** |
| | | |
| | | |
| | | |
| | | |

| **19. Legal Name and Address of Grantee** | **Project Address** (If Different) |
|---|---|
| | |

| **20. Legislative District in Which Project is Located** | 99 - Statewide |
|---|---|

| **21. Legal Status of Grantee** (Please Check One) | | | |
|---|---|---|---|
| **Local Govt.** | **For Profit** | **Non Profit** | **Federal** |
| [ ] | [ ] | [ ] | [ ] |

| **22. Grantee Legal Representative** | | **23. If Match Includes Real Property:** | |
|---|---|---|---|
| **Name:** | | **Has An Appraisal Been Done?** | Yes/No |
| **Phone:** | | | |
| **Address:** | | **If Yes, List Appraisal Dates and Value** | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SAMPLE

| 24. Impact of Project on Staffing and Operating Cost at Project Site | | | |
|---|---|---|---|
| **Current # of Employees** | **Projected # of Employees** | **Current Operating Budget** | **Projected Operating Budget** |
| | | | |

**25. Ownership of Property** (Info Requested by Treasurer's Office for bond purposes)

| | |
|---|---|
| **A. Will the grantee own or lease (pick one) the property to be improved?** | |
| **B. If owned, does the grantee plan to sell within 15 years?** | |
| **C. Does the grantee intend to lease any portion of the property to others?** | |

**D. If property is owned by grantee and space is to be leased, provide the following:**

| Lessee | Terms of Lease | Cost Covered by Lease | Square Footage Leased |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**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** | |

SAMPLE

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

**28. Comments**

SAMPLE

Appendix 6

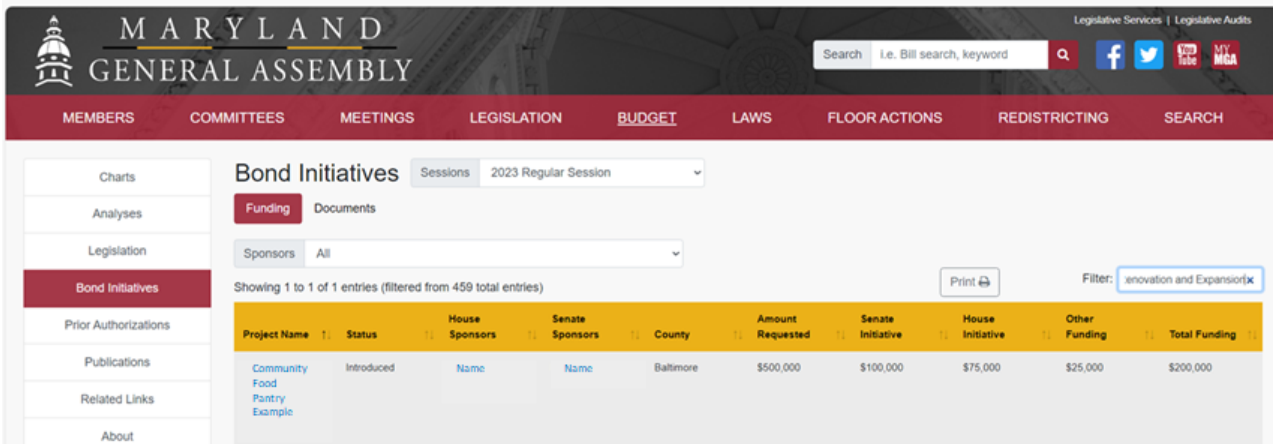
# State of Maryland Legislative Bond Initiative Tracking

## Introduction

Legislators, applicants, and the general public can track the status of an LBI from the MGA website. At the time each LBI is introduced and entered into the proceedings, the current session's Bond Initiatives Funding report (available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding) will be populated. This report will also be linked to each sponsor's bill page.

From this report, all submitted LBI fact sheets are linked and can be accessed and viewed by the public. As the capital budget bill is approved by each chamber, LBI funding decisions will also be updated on the Bond Initiatives Funding report. Prior session versions of the report are maintained on the MGA website under the Search & Archives tab and then select Bond Initiatives.

## Sample View from MGA Website



**Appendix 7**

# Helpful Links

## Maryland General Assembly Legislative Bond Initiative Program

Maryland General Assembly Legislative Bond Initiative Request Form:
http://mgaleg.maryland.gov/pubs-current/LBI_Request_Form.pdf

Submit the completed request form to:
LegislativeBondInitiative@mlis.state.md.us

Sponsored Bond Initiatives:
http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives

Bond Initiatives funded in prior sessions of the General Assembly can also be found by using the drop down menu to select the year of authorization:
http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives

## DGS Capital Grants Program and Regional Assignments

Department of General Services – Capital Grants Project:
https://dgs.maryland.gov/Pages/Capital%20Grants/index.aspx