
Legislative Bond Initiatives and Prior Authorizations



Updated 2025



What Is a Legislative Bond Initiative?

Legislative Bond Initiatives (LBI), are bond authorization requests filed by members of the Maryland General Assembly (MGA) to support specific local or non-State-owned capital projects.

Although not submitted as part of the Governor's capital budget, the authorization to fund an LBI is provided in the State's annual capital budget bill.

The Department of Legislative Services (DLS) reviews LBI requests in accordance with the rules and procedures established by MGA.



Project Eligibility

A project must

1. be capital in nature (land and/or structures),

such as

Real Property Acquisition
Project Planning & Design
Construction & Renovation

2. have a State or local public purpose,

like a

Community Center
Health Facility
Museum

Recreational Facility

3. have a 15-year service life

Funds may not be used for:

Religious/sectarian purposes

Operating expenses

Certain Non-Capital Equipping
or Furnishings

Additionally, a Grantee must own the property to be improved with the grant funds or have a long-term lease of at least 15 years. 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.



Project Prioritization

- **Project Readiness**

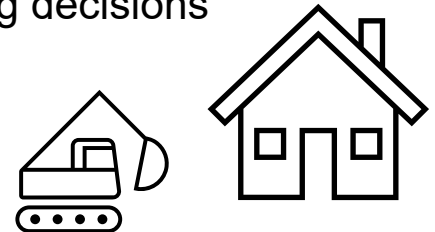
- ⌚ Adequate funding plan that demonstrates the availability and commitment of sufficient non-State funding sources to complete the project
- ⌚ Project schedule that supports the expeditious use of State grant funds. Project requests that can demonstrate that State grant funds will be expended within two years of authorization may be given priority
- ⌚ Encumbrance and expenditures **deadlines can be met within seven years** of authorization unless otherwise specified in an act of the General Assembly

- **Alternative funding sources**

- ⌚ Applicants that can demonstrate the availability of non-State funding sources may be given priority in making funding decisions

- **Employment creation/retention**

- **Delegation support**





LBI Process: Request Form

Initiation of the Process

- Organizations must arrange legislative sponsorship.
<https://mgaleg.maryland.gov/mgaweb/Website/Members/District>
- Members must complete a **Capital Funding Request Form** and submit the form via email to
LegislativeBondInitiative@mga.maryland.gov
- Members receive an email receipt upon submission of the Request Form.
- The request form is available on the MGA website under the Budget tab, then Bond Initiatives and then Documents.
- The **name of the grantee** must match the name that is on record with the State Department of Assessments and Taxation (SDAT).
Legal entity information can be found at
<https://egov.maryland.gov/BusinessExpress/EntitySearch>

Maryland General Assembly Capital Funding Request Form

Read the Guidelines available on the [Maryland General Assembly website](#) for instructions on completing this Form

Type of Request
☐ Legislative Bond Initiative ☐ Prior Authorization Amendment ☐ Other Capital Request

Project Information
Project Name:
Project Location Address: MD
Street City State Zip
Project Location County: Legislative District:
Project Description:

Briefly describe the Scope of the Project:
...for the acquisition, planning, design, construction, expansion, repair, renovation, reconstruction, site improvement, and capital equipping of...

Contact Information
Legal Name of Grantee Organization:
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 official name used for business transactional purposes. Additionally, if a religious organization, be aware that funds may not be used for the furtherance of an essentially religious endeavor. Please see <https://des.maryland.gov/Pages/Capital%20Grants/GrantIntake.aspx> for more information.
Contact Name:
Contact Phone:
Contact Email:
Contact Mailing Address:
Street City State Zip
Legal Name of Property Owner if not the Grantee:
If an LBI applicant does not own the property or have at least a 15-year lease, there is a requirement to have the owner agree to be a co-grantee or a beneficiary in the grant agreement with the State.

Funding Request
If this request is exclusively a Prior Authorization Amendment, do not complete the rest of this section. Move on to the next section.
Total Amount Being Requested: \$
Total Estimated Project Cost: \$



LBI Process: Request Form

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☐ Legislative Bond Initiative ☐ Prior Authorization Amendment ☐ Other Capital Request

Project Information

Project Name:
Project Location Address: MD
Street City State Zip

Funding Request

If this request is exclusively a Prior Authorization Amendment, do not complete the rest of this section. Move on to the next section.

Total Amount Being Requested: \$
Total Estimated Project Cost: \$

Matching Fund Requirements:

☐ None ☐ Equal or ☐ Unequal \$

If match is required, matching funds may include:

☐ Cash ☐ Real property ☐ In-kind contributions ☐ Prior funds expended

Sponsor Information (Required for Legislative Bond Initiatives)

Lead Senate Sponsor Name: Email:

Senate Co-Sponsors (2 max)

Co-Sponsor 1 Name: Email:

Co-Sponsor 2 Name: Email:

Lead House Sponsor Name: Email:


House Co-Sponsors (2 max)

Co-Sponsor 1 Name: Email:


Co-Sponsor 2 Name: Email:

LBI Process: Request

- A Capital Funding Request Form for an LBI internally generates the next document: the LBI Introduction Document (the “Green Sheet”).
- A set of four copies of each Request Document is provided to the sponsor in each chamber for introduction.
- Sponsor will deliver signed Documents to the Secretary of the Senate/Chief Clerk of the House for introduction during a floor session. (Only “clean” Request Documents are accepted – **no handwritten changes.**)
- LBIs must be requested by the 27th day (Senate) and the 31st day (House). As with Bills, the 55th day is the final day for introduction without suspension of the rules.



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.

	<u>Name</u>	<u>Signature</u>
Sponsor	Delegate John Smith	_____
Co-Sponsor	Co-sponsor1 Name	_____
Co-Sponsor	Co-Sponsor2 Name	_____

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.

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.

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Sponsor	Delegate John Smith	_____
Co-Sponsor	Co-sponsor1 Name	_____
Co-Sponsor	Co-Sponsor2 Name	_____

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

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LBI Process: Introduction

- Upon submission of an LBI, an introductory LBI letter is created to be read across the desk during a floor session and entered into the proceedings
- Once an LBI is entered into the proceedings, it is made available in a report on the MGA website under the Budget tab by selecting Bond Initiatives
- When an LBI is read across the desk and entered the proceedings, an email is sent to the designated contact for the grantee with instructions for completing an LBI Fact Sheet. It is the responsibility of the applicant organization to complete the Fact Sheet and submit it by the submission deadline
- The lead sponsor will only receive an email notifying them that the constituent received the Fact Sheet to complete but should communicate with them to ensure they understand the instructions.



LBI Process: Fact Sheet

- **After** the LBI is introduced, the Fact Sheet is submitted electronically through the fact sheet online system by the applicant around the 55th day of session.
- It provides information to the legislature to make funding decisions – failure to submit a Fact Sheet may result in a decision not to fund a project
- **Applicants** will receive an email from DLS that provides a link and access to the applicant's Fact Sheet.
- Information in fields 1 through 9 are locked and cannot be changed by the applicant.
- Brevity is as important as accuracy

State Of Maryland Bond Initiative Fact Sheet		
1. Name Of Project		
2. Senate Sponsor	3. House Sponsor	
4. Jurisdiction (County or Baltimore City)	5. Requested Amount	
6. Purpose of Bond Initiative		
the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of		
7. Matching Fund		
Requirements:	Type:	
Grant		
8. Special Provisions		
<input type="checkbox"/> Historical Easement		<input checked="" type="checkbox"/> Non-Sectarian
9. Contact Name and Title	Contact Ph#	Email Address
10. Description and Purpose of Organization (Limit length to visible area)		




LBI Process: Tracking

- LBI status can be tracked from the MGA website:
<https://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>
- As each LBI is introduced and entered into the proceedings, the *Introduction of Legislative Bond Initiatives Report* is populated (available on the Budget tab by selecting Bond Initiatives)
- LBI Fact Sheets can be accessed and viewed and funding decisions tracked
- Prior session versions of the *Introduction of Legislative Bond Initiatives Report* can be accessed from the MGA website under the Search & Archives tab, selecting Bond Initiatives, and using the dropdown menu to select a year







LBI Process: Tracking Report



MARYLAND
GENERAL ASSEMBLY

Legislative Services | Legislative Audits

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Sessions2023 Regular Session

Funding

Documents

SponsorsAll

Showing 1 to 1 of 1 entries (filtered from 459 total entries)

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Filter:renovation and Expansion

Project Name	Status	House Sponsors	Senate Sponsors	County	Amount Requested	Senate Initiative	House Initiative	Other Funding	Total Funding
Community Food Pantry Example	Introduced	Name	Name	Baltimore	\$500,000	\$100,000	\$75,000	\$25,000	\$200,000



Legislative Schedule

- **December 1 Until the First Day of Session**

- Sponsors may begin to request LBIs. All LBIs requested before the first day of session will be available to the sponsor once session begins

- **First Day of Session Until Bill Introduction Date**

- LBIs must be requested by the 27th day (Senate) and the 31st day (House) as “guarantee” dates

- **Bill Introduction Date Until the Last Day of Session**

- DLS guarantees the sponsor will have what they need by the 55th day to drop signed LBI Request Forms with the Secretary/Clerk for introduction. After the 55th day, the Secretary/Clerk will accept LBI's, but introduction will require the suspension of the rules



Legislative Schedule (Cont.)

- **Mid-March**

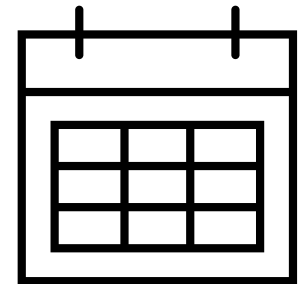
- Senate Budget and Taxation Committee and House Appropriations Committee review LBI requests that have been introduced

- **March/April**

- Budget committees make LBI selections
- Both chambers vote on the final package of LBIs as part of the capital budget

- **June 1**

- Effective date for LBIs





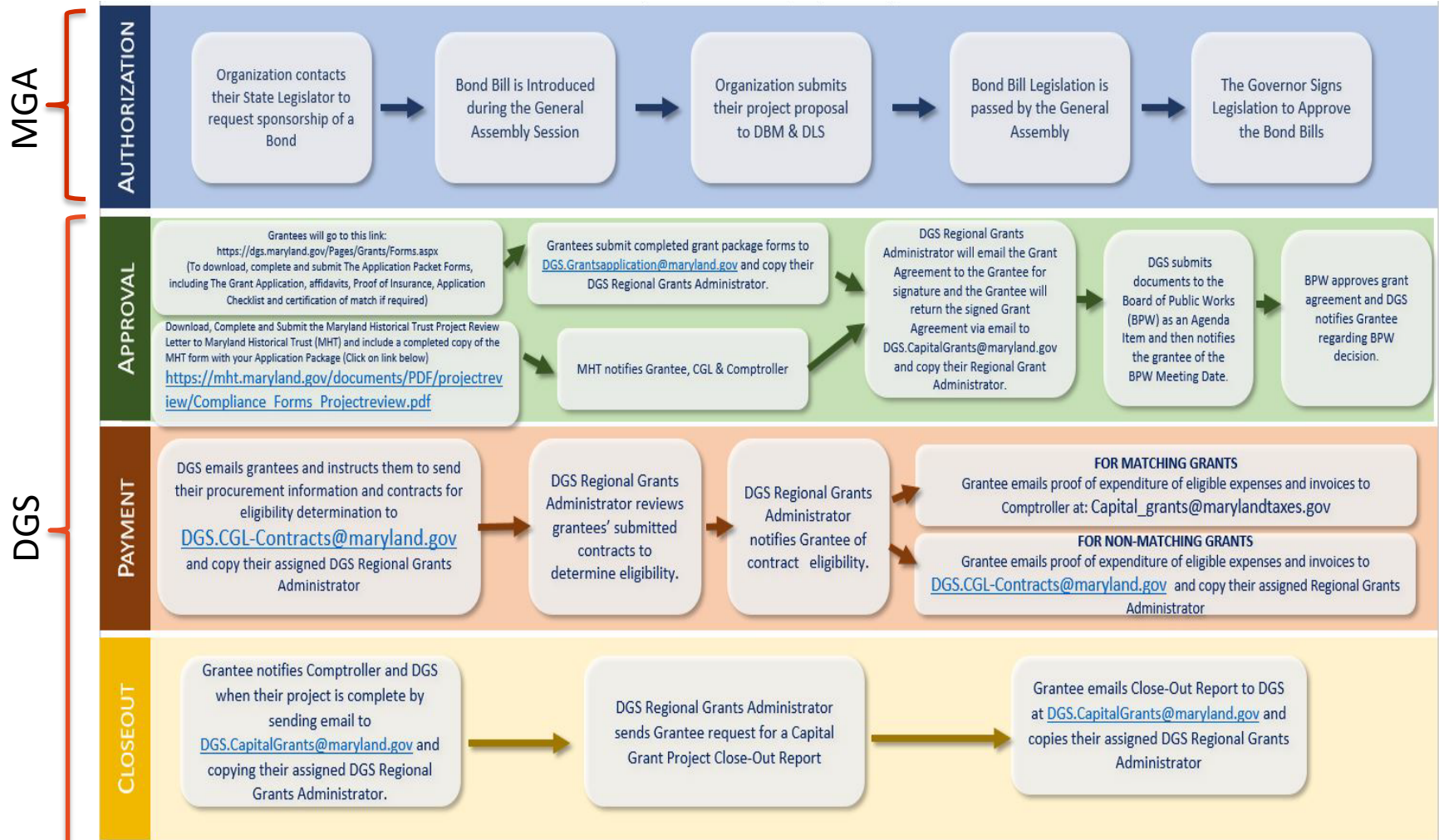
Post Authorization Grant Process

- Following official designation of an LBI as a State capital grant, grantees work with the Department of General Services (DGS) to obtain grant funds
- Grantees must enter into a grant agreement with the State – administered by DGS
- Although the Board of Public Works (BPW) ultimately determines whether a grantee has met all grant requirements, DGS is the point of contact for grantees post legislative authorization

Information regarding the DGS grant process is available from their website at:

<https://dgs.maryland.gov/Pages/Capital%20Grants/index.aspx>

Flow Chart of Process





Post Authorization: DGS

HOMEPROCUREMENTCONSTRUCTIONREAL ESTATECAPITAL GRANTSFUEL MANAGEMENT

MARYLAND
Department of General Services

General Information

About DGS

Meet the Secretary

Executive Staff

Human Resources

Employee of the Month

Caught DGS

Annual Reports

For State Agencies

Surplus Property

Energy and Sustainability

Capital Grants and Loans

The Maryland Department of General Services (DGS) Capital Grants and Loans Program administers state funding to support capital projects sponsored by nonprofit organizations and local governments. These projects are typically authorized through legislative bond initiatives and are designed to enhance community infrastructure, expand public services, and improve quality of life for Maryland residents.

Navigating the Capital Grants and Loans Program

If you are seeking to better understand how the Capital Grants and Loans Program works, this page connects you to key resources that outline the grant process and provide practical support for managing a state-funded project.

Understanding the Process

For a detailed overview of the steps involved in managing a capital grant—from initial intake through project closeout—please visit the process pages:

Grant IntakeGrant ManagementGrant Closeout

Contact Us

[Government Official & Legislator Inquiries](#)

[Grantee Inquiries](#)

Grants Navigation

[Welcome Page](#)

[General Information](#)

[Grant Intake Process](#)

[Grant Management](#)

[Grant Closeout](#)

[Grantee Resources Page](#)

[Grant Legislation and Awards](#)

[Capital Grants Insights Dashboard](#)

Grants System Access

[Create an Account](#)

[Activate a Grant](#)



Termination Provisions

- Authorizations may terminate in whole or in part
 - if the grantee fails to enter into a grant agreement with the State within two years
 - if the grantee fails to certify a matching fund, if required, within two years
 - if funds remain unencumbered and unexpended seven years after authorization unless otherwise specified in an act of the General Assembly



What Is a Prior Authorization Request?

An organization may find that a State capital grant authorized in a prior legislative session requires changes in order to access the grant funds.

If this is the case, the organization should seek legislative sponsorship of an amendment to their authorization (commonly referred to as a prior authorization amendment request).

A prior authorization amendment is a request to alter an authorization of State debt enacted in a prior legislative session. **These are not requests for new funding.**

Alterations may include:

- extending the time to present evidence of a matching fund
- modifying the types of funds that can be used as a matching fund
- modifying the amount of matching funds
- extending the time to expend or encumber the funds
- modifying the scope and/or purpose of the project; and
- adding, removing, or modifying the grantee organization

If the reason for a prior authorization amendment is to use the funds for a different purpose than originally intended, thus creating a new project, it will be required that the prior authorized funds be deauthorized and reprogrammed for the new project.



Prior Authorization Amendment Request Process

Initiation of the Process

- Organizations must arrange legislative sponsorship.
<https://mgaleg.maryland.gov/mgawebwebsite/Members/District>
- Members must complete a Capital Funding Request Form and submit the form via email to Prior.Authorization@mga.maryland.gov
- This is the same form that is used to submit an initial LBI funding request.
- As with a funding request, the form must include:
 - Sponsor name/co-sponsor
 - Project title
 - Request amount
 - Authorization year
 - Changes the sponsor wants made
 - Grantee legal name on record with the SDAT (State Department of Assessments and Taxation)

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Project Information
Project Name:
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Project Location County: Legislative District:
Project Description:

Briefly describe the Scope of the Project:
...for the acquisition, planning, design, construction, expansion, repair, renovation, reconstruction, site improvement, and capital equipping of...

Prior Authorization (For Prior Authorization Amendments Only)
Complete this section only if you have previously received funding and need to amend its terms. If this creates a new project please be sure to select both "Prior Authorization Amendment" and "Other Capital Request" in the "Type of Request" Section

Year(s) Authorized:
Original Amount of Prior Authorization Funding: \$
Original Bond Authorization(s):
Include as much detail as possible, i.e., chapter number, section, year, bill number, etc.

Request Details:
Briefly indicate how the sponsor would like the Prior Authorization changed/amended



Important Publications and Links

- Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland:
https://mgaleg.maryland.gov/pubs-current/LBI_PA_Submission_Guidelines.pdf
- (LBI) Capital Funding Request Form:
https://mgaleg.maryland.gov/pubs-current/Capital_Request_Form.pdf
- Submit the completed request form to:
LegislativeBondInitiative@mga.maryland.gov
- Department of General Services Grants Guide:
<https://dgs.maryland.gov/Pages/Capital%20Grants/index.aspx>

