

# Legislative Bond Initiatives – What to Know

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- **How to Request a Legislative Bond Initiative (LBI):** The entire LBI process is explained in the *Guidelines for the Submission of Legislative Bond Initiatives and Prior Authorization Amendments to the General Assembly of Maryland* available on the Maryland General Assembly (MGA) website under the Budget Tab <https://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>.
- **Sponsorship:** Only a member of the Maryland General Assembly may request/sponsor an LBI for a prospective LBI fund recipient. The general public must arrange legislative sponsorship from their representative(s) for projects to be introduced for possible funding.
- **Request Form:** Sponsorship is initiated with the submission of a Capital Funding Request Form. The Capital Funding Request Form is the one form that is used for both LBI requests and prior authorization amendments. There is no separate form for prior authorization amendments as in past years.
- **Request Form Submission:** Requests for the upcoming legislative session will begin being accepted **December 1** prior to the session. The request form is a fillable PDF file that MGA members should submit electronically using the following email address: [LegislativeBondInitiative@mga.maryland.gov](mailto:LegislativeBondInitiative@mga.maryland.gov). (Requests must be sent from a member's email account and **will not be accepted** from prospective LBI fund recipients 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 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@mga.maryland.gov](mailto:LegislativeBondInitiative@mga.maryland.gov) as hand-written changes will not be accepted.
- **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 Questions:** All questions regarding the LBI process can be directed to the Department of Legislative Services. Email correspondence should be sent to [LegislativeBondInitiative@mga.maryland.gov](mailto:LegislativeBondInitiative@mga.maryland.gov).

## **Important Dates and Contacts**

- **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 55<sup>th</sup> day to drop signed LBI request forms with the clerks for introduction. After the 55<sup>th</sup> 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:** The Department of General Services administers the grant process after MGA authorization. They can be reached at <https://dgs.maryland.gov/Pages/Capital%20Grants/index.aspx>.