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

**Department of Legislative Services
Office of Policy Analysis
Annapolis, 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. This manual also provides instructions for requesting alterations to an authorization of State debt enacted during a prior session, commonly referred to as a prior authorization.

In prior years, members of the General Assembly sponsored individual bond bills to request bond authorization to support specific local or non-State-owned capital projects. Since the 2001 session, the General Assembly has not passed individual bond bills but has instead included bond bill projects in the annual capital budget. In keeping with this institutionalized process, starting in the 2019 session, bond initiative requests no longer require separate legislation but instead are handled as requests for amendments to the capital budget bill.

Although the LBI process mirrors the bond bill process in many ways, the elimination of individual bond bills produces a more efficient use of resources and a clearer process for members and the public. The basic eligibility requirements and evaluation criteria for bond initiatives have not changed, and the request guarantee date and introduction dates for bills also apply to the LBI process.

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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 General Assembly. 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, 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.

Unlike the operating budget, 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.

Project Eligibility and Prioritization Criteria

LBI's 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 LBI's, 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.
- ***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 fund provided for a project may be used (1) for the 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. 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 in furtherance of sectarian purposes.

Prioritization Criteria

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

- ***Alternative Funding:*** Applicants should show 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:*** Applicants generally are required to 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 typically 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 consisting of donated services or materials, or funds expended for the project prior to the effective date of the capital budget bill – June 1 of the year that the bill is passed. A soft match may consist of a combination of the previously mentioned elements, including cash. Please note that real property may not be used as a source of matching funds unless the grantee has the title to the property.
- ***Construction Readiness:*** Applicants will be required to supply the General Assembly with a detailed funding analysis for their project through submission of a Legislative Bond Initiative Fact Sheet prior to their LBI hearing. 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. Special consideration may be given to projects that can demonstrate significant employment opportunity.
- ***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:** Prioritization for funding is typically given to projects that do not involve municipal, governmental, local police department, or fire department buildings.

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. 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:** Deadline for sponsors to request LBIs to guarantee that LBIs are prepared by the filing deadline (known as the guarantee date).
- **Early February:** Deadline for LBIs to be introduced and avoid being assigned to the Rules Committee (filing deadline).
- **March:** Senate Budget and Taxation Committee and House Appropriations Committee hold hearings on LBIs.
- **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 a senate and delegate sponsor.

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, the legislative sponsor must submit a [Legislative Bond Initiative Request Form](#), available under the “Budget” tab by selecting “Bond Initiatives” and then “Documents” on the General Assembly of Maryland (GAM) website. (See **Appendix 3**, Sample Legislative Bond Initiative Request Form.) The form may be submitted via email to LegislativeBondInitiative@mlis.state.md.us or a hard copy may be submitted to the DLS bill drafting office. 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 also designate a grantee contact for communication for the remaining preparation of the LBI.

Once the completed request has been entered into the Legislative Bond Initiative System, the sponsor will receive an email from the bill drafting office acknowledging receipt of the request, followed by the delivery of four printed copies of the Legislative Bond Initiative Request Document. (See **Appendix 4**, Sample Legislative Bond Initiative Request Document.) 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 Legislative Bond Initiative 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 Legislative Bond Initiatives 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 GAM 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 grantee contact designated by the sponsor during the initial request process will receive an email containing instructions for submission of the web-based Legislative Bond Initiative Fact Sheet. (See **Appendix 5**, Sample Legislative Bond Initiative Fact Sheet.) The email will contain a link and access to the applicant's specific fact sheet for submission. 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. Applicants should ensure that they can receive email from bond.initiatives@mlis.state.md.us.

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. Applicants are strongly encouraged to include all relevant information about their project on the fact sheet. A fact sheet must be submitted before an LBI may be scheduled for a hearing, and failure to complete a fact sheet will likely result in the legislature not funding the LBI request.

Please note that fields 1 through 9 are automatically completed by the system from the information provided to DLS previously. 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 Legislative Bond Initiative 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 GAM website by selecting Bond Initiatives and then Funding, and accessible for public review.

Appendix 5 provides detailed instructions for completing each field of the fact sheet.

Hearings

Most LBI projects are heard by the capital budget committees during what is commonly referred to as “LBI Saturday,” which typically takes place in early March. LBI hearings provide an opportunity for organizations to supply information and respond to questions on the need, funding sources, and timeline for each project. Because of the large number of LBI requests, presentations are strictly limited in duration and should be brief and concise. Presentations may include written materials; however, organizations are strongly encouraged to incorporate all relevant information and comments through the use of all fields of the required fact sheet. Organizations may contact each budget committee to learn how and when materials may be submitted:

- Senate Budget and Taxation Committee: (410) 841-3690/(301) 858-3690
- House Appropriations Committee: (410) 841-3407/(301) 858-3407

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.

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 GAM website by selecting Bond Initiatives and then Funding (See **Appendix 6**, Legislative Bond Initiative Tracking).

Applicants should be aware that the language in the capital budget bill authorizing funding for each project will likely provide for an equal and matching fund or an unequal and matching fund. 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. Applicants should be aware that the committees may require a matching fund that is different from what was originally requested by the sponsor or other changes to the project authorization language, including adding co-grantees where appropriate. Applicants are therefore encouraged to track the progress of their request throughout the committee decision process. Additionally, if the project property includes a religious structure, language may be added to the authorization to prohibit the project from being used for sectarian religious purposes.

After Project Authorization

The State, through the Department of General Services (DGS), requires LBI grantees to complete and submit a grant application package.

Grant Application Notification and Package

After June 1, DGS' Project Management and Design Division will contact all organizations whose LBIs were included as line item funding authorizations in the annual capital budget bill. If funding for an LBI is authorized, the grantee will receive further instructions on how to proceed from:

Department of General Services
Capital Grants Program Manager
301 West Preston Street, Room 1405
Baltimore, Maryland 21201
(410) 767-4107

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 funds, if required.

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. LBI funds will only be distributed with the approval of BPW.

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) 767-4265. Information pertaining to the capital grants projects policies and procedures, forms, and contacts can be found at <https://dgs.maryland.gov/Pages/Grants/index.aspx>.

Projects Subject to Historical Easement

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. To the extent that a 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

Prior Authorization Requests

Occasionally, organizations may receive legislative authorization for funding of an LBI 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 seek a prior authorization. A prior authorization is a request to alter an authorization of State debt enacted during a prior session. Alterations can 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;
- adding, removing, or modifying the grantee organization; and
- correcting the text of an authorization, which will result in a nonsubstantive change.

Request and Consideration Process

Many of the required steps and forms in the prior authorization request and consideration process are similar to those of the LBI request and consideration process. **Please note that unlike the LBI process, there is no formal legislative introduction required for prior authorization consideration.**

Legislative Sponsorship

Organizations must arrange for a prior authorization to be requested by a legislative sponsor. Generally, legislative sponsors are from the district where the project is located.

Initial Request

In order to make an official request, the legislative sponsor must submit a Prior Authorization Request Form, as shown in **Appendix 7**, to the bill drafting room (Room 110 of the DLS building) or directly email the form to Matthew B. Jackson. The request form identifies information required by DLS in order to prepare a prior authorization request. An organization seeking a prior authorization should ensure that its sponsor has the information required on the request form in order to make the request. While the initial request for a prior authorization must come directly from a member or the member's staff, the member must also designate a grantee contact for communication for the remaining preparation of the prior authorization.

Fact Sheet Completion

After the completed request has been entered into the Prior Authorization System, the grantee contact designated by the sponsor during the initial request process will receive an email containing instructions for submission of the web-based Prior Authorization Fact Sheet. (See the Sample Prior Authorization Fact Sheet in **Appendix 8**.) The email will contain a link and access to the applicant's specific fact sheet for submission. 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 provides important information required by the budget committees during the decision process. Failure to complete and submit a fact sheet prior to March 1 using the online submission form may result in the legislature not approving an organization's request. Detailed instructions for completing the Prior Authorization Fact Sheet can be found in Appendix 8.

This form requests that the organization complete fields 10 through 16. Please note that some fields may not be applicable to every organization's request. In addition, fields 1 through 9 are automatically completed by the system from the information provided to DLS previously. Fields 1 through 9 are locked and cannot be modified by the organization in 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 all applicable fields of the Prior Authorization Fact Sheet, the form should be submitted to DLS using the submit button at the bottom of the fact sheet screen. DLS will review the form for consistency, completeness, and clarity. Following its review, DLS may contact the organization to require additional information and, in some cases, may require the fact sheet to be resubmitted by the organization.

Hearings

Prior authorization requests will be compiled and presented to the budget committees by DLS as part of a larger miscellaneous capital project analysis. This analysis is usually scheduled to be presented to the budget committees in early March. Grantee organization representatives will be notified of the hearing date in the email that they receive from DLS providing the organization with the link to their Prior Authorization Fact Sheet. However, grantees are not required to attend the hearing. The budget committees do not generally hold hearings on individual prior authorizations unless there are extenuating circumstances. In the event that the budget committees request a hearing on a specific prior authorization, the grantee organization will be notified by the committees.

Approval Notification

Approved prior authorizations will be amended into the capital budget bill. A list of approved prior authorizations will be available on the General Assembly website upon passage of the capital budget bill.

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.
- LBI funds should be used only to fund projects that benefit the public. Applicants should briefly describe the public purpose or benefit.
- LBI funds should *not* be used to fund 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 will be a co-grantee or a beneficiary in the grant agreement with the State.
- Except in extenuating circumstances, applicants for LBI funds are expected to provide equal matching funds for the project. Applicants should provide evidence that they have matching funds available.
- 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**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the project have a public purpose or benefit? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the applicant own or have a minimum 15-year lease for the property where the project is taking place? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the applicant applied for funding through other State capital grant and loan programs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the applicant have sufficient funding available to fully support the project? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the applicant able to provide bank statements, letters of commitment, or other evidence of available matching funds? Matching funds may be “hard” (money from any source, other than State sources) or “soft” (real property, in-kind contributions, or funds expended prior to the effective date of the Act). |
| <input type="checkbox"/> | <input type="checkbox"/> | 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

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

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

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%.

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, developmental disabilities, and substance abuse treatment services. The program is essential for the deinstitutionalization of the mentally ill and developmentally disabled and for preventing the 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. FQHCs, 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 (CDBG) 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 that 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 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 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) makes 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 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 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 partner.

Contact: Kevin Baynes (410) 209-5823

Strategic Demolition and Smart Growth Impact Fund

The Strategic Demolition and Smart Growth Impact Fund seeks 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, 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 that 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% to 4% for up to 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 Rental Housing Programs 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 provides deferred payment loans to local governments to construct or rehabilitate rental housing to be occupied by households with incomes of 50% or less of the statewide median income. In 2008, the program was expanded to enable private and nonprofit 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 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) that 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, that 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 that is offered as a 0% 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, Community Partner Incentive Program, Base Realignment and Closure Match, and a bonus match of \$1,000 under the Smart Keys 4 Employees Program (a subprogram under HK4E) 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 0% 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. They may be offered at an interest rate as low as 2.25% below the current interest rate for a greater than 95% loan-to-value conventional loan for a term not to exceed 40 years. MHFP funds may be blended with Community Development Administration 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 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. POS 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 that 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 §§ 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, and 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 the 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- 8409

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, §§ 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 or eligible for listing on the National Register of Historic Places. Nonprofit organizations and local jurisdictions may also receive funding for predevelopment 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 MHT 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 or eligible for listing on the National Register of Historic Places. 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 MHT.

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 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 that improve patient care, particularly access to primary and preventive 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

This program provides 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. The Maryland Independent College and University Association-aided institutions account for 17% of full-time equivalent enrollment in statewide higher education.

Contact: Jennifer Frank (410) 269-0306

Appendix 3

Maryland General Assembly Legislative Bond Initiative Request Form

Project Name:

Amount Requested:

Contact Person

Project Location:

Name:

Address:

Phone Number:

Email:

Legal Name of Recipient (If a corporation, please give name exactly as it appears in the Articles of Incorporation as registered with the State Department of Assessments and Taxation):

Legal Status of Recipient (e.g., corporation, local government):

If the recipient is a non-governmental entity, is it governed by:

Board of Directors

Board of Trustees

Other. If other, please explain:

Address of Project and Recipient (If project and recipient have different address, include both)

Briefly describe the purpose and reason for the project:

Amount of Matching Fund:

Equal match (this also includes an amount higher than that of the bond requested)

Unequal match (less than the amount of the bond requested)

Amount of unequal match:

No match

Type of Matching Fund:

Money

In kind (e.g., donated services)

Real property

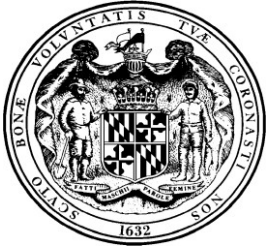
Funds expended before June 1

Does the project or recipient have any religious affiliation or involvement?

Yes

No

Please list the year of any previous bond bills or initiatives.



Appendix 4 2020 Legislative Bond Initiative



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

Sponsor Delegate Kirill Reznik

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 Montgomery County.

	<u>Name</u>	<u>Signature</u>
Sponsor	Delegate Kirill Reznik _____	_____
Co-Sponsor	Co-sponsor1 _____	_____
Co-Sponsor	Co-Sponsor2 _____	_____

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 return all copies to Valerie Kwiatkowski (Room 200 in the Legislative Services Building) or deliver to the Bill Drafting Office (Room 110 in the Legislative Services Building).

Hand written changes approved by DLS: _____

Valerie Kwiatkowski

Appendix 5

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

Introduction

The General Assembly of Maryland (GAM) 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 grantee contact 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 the fact sheet up until it is formally submitted. Applicants should ensure that they can receive email from bond.initiatives@mlis.state.md.us.

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 from DLS to allow time for sufficient review and posting on the GAM website prior to LBI hearings. Completed fact sheets will be accessible to the public via the Bond Initiative Funding report, located on the "Budget" tab of the GAM website by selecting "Bond Initiatives" and then "Funding."

DLS staff can be reached at (410) 946-5350 to answer questions and assist in preparing the fact sheet.

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.

<u>Field</u>	<u>Explanation</u>
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.
12	Estimated Capital Costs: <ul style="list-style-type: none">• 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, 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, <i>etc.</i>

Field

Explanation

- 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 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.
- 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.
- 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
2020 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:	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)		

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	

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			

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 a legislative bond initiative (LBI) from the General Assembly of Maryland (GAM) 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 GAM 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 GAM website under the “Search & Archives” tab and then select Bond Initiatives.

Sample View from GAM Website

The screenshot shows the Maryland General Assembly website's "Bond Initiatives" page for the 2019 Regular Session. The page features a navigation menu with options like MEMBERS, COMMITTEES, MEETINGS, LEGISLATION, BUDGET, LAWS, FLOOR ACTIONS, and SEARCH & ARCHIVES. A search bar is present with the text "Bill Search i.e. SB1, HB45 ... etc.". The main content area displays a table of bond initiatives with the following data:

Project Name	Status	House Sponsors	Senate Sponsors	County	Amount Requested	House Initiative	Senate Initiative	Other Funding	Total Funding
40 West Assistance and Referral Center	Introduced	Attar Bridges Rosenberg	Carter Nathan-Pulliam	Baltimore City	\$325,000			\$500	\$500
A Wider Circle Community Service Center	Introduced	Carr Shelty Solomon	Waldstreicher	Montgomery	\$250,000				\$0
Academv Art	Introduced	Adams	Eckardt	Talbot	\$250,000				\$0

Appendix 7

Prior Authorization Request Form

Name of Project:

County:

Requestor(s):

Senate:

House:

Request Details (briefly indicate what is being requested):

Original Bond Bill Request(s):

Previous Prior Authorization Request(s)/Bill(s):

Contact Person:

Name:

Phone Number:

Email Address:

Appendix 8

Instructions for Completing the Prior Authorization Fact Sheet

Introduction

The General Assembly of Maryland (GAM) uses the Prior Authorization Fact Sheet to collect important information about prior authorizations that have been requested by one or more legislators. Each organization that applies for a prior authorization must complete and submit a fact sheet to the Department of Legislative Services (DLS) by March 1. DLS will review completed fact sheets to determine whether they have been properly prepared.

Fact Sheet Procedure

DLS utilizes a prior authorization request database and electronic fact sheet procedure. After a completed request for a prior authorization has been entered in to the Prior Authorization System, the grantee contact 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 the fact sheet until it is formally submitted.

Brevity is as important as accuracy in completing the form. Individual fields are character limited, and 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 from DLS to allow time for sufficient review and posting on the GAM website prior to hearings. DLS will review submitted forms for consistency, completeness, and clarity. Following its review, DLS may contact the organization to require additional information and, in some cases, may require the fact sheet to be resubmitted by the organization. Completed fact sheets will be accessible to the public via the Authorization Amendment Requests to the Capital Budget report, located on the "Budget" tab of the GAM website by selecting "Bond Initiatives" and then "Funding."

DLS staff can be reached at (410) 946-5350 to answer questions and assist in preparing the fact sheet.

Explanation of Fields

Please note that some fields may not be applicable to every organization's request. Additionally, fields 1 through 9 of the fact sheet will be automatically completed and are write-protected. If an applicant needs to make changes to fields 1 through 9, the applicant should contact DLS.

<u>Field</u>	<u>Explanation</u>
10	In your own words, please describe in detail the project's background and your need for a prior authorization. Describe the reason for the prior authorization request. This field should be used to generally describe the history of the project and any issues the project has encountered. Some overlap may occur in fields 10 through 15.
11	If you are requesting an extension of the date upon which evidence of a matching fund must be presented to the Board of Public Works (BPW), please explain the need for the extension. When do you expect to raise the requisite amount of matching funds, if at all? Unless approved as a grant, the original bond authorization required your organization to show evidence of an equal or unequal matching fund. When answering this question, please include any funding issues that your organization has encountered. If your organization has ascertained a date when matching funds will be available, please note that date; however, if your organization is not able to raise the requisite amount or has yet to ascertain a date when such funds will be available, please indicate as such and the reasons you are unable to raise the requisite amount.
12	If you are requesting a modification of the type of matching funds (e.g., real property, in-kind contributions, or prior funds expended) that can be used to meet your match or are requesting the matching fund requirement be changed from an equal match to unequal match or removed altogether, please explain why the change is necessary. Matching funds may come in two forms: (1) hard match, which is cash-in-hand and may include money from any source other than State sources; and (2) soft match, which can be made up of any combination of cash, real property, in-kind contributions, or funds expended for the project prior to the effective date of the Act. The type of matching fund that may be used depends upon bond authorization language. If your organization is requesting to use a type of matching fund in addition to what was previously authorized, please explain what you are requesting and the benefit to your organization if the change is made. If you are unable to meet the matching fund requirement and need something less than an equal match, please explain in detail why your organization needs the change.

- 13 **If you are requesting an extension of the date upon which the bond funds must be expended or encumbered by BPW, please explain the need for an extension. When do you expect to expend or encumber the funds?** Organizations are required to expend or encumber project funds prior to a certain date. If your organization’s deadline for fund expenditure or encumbrance is approaching and you need an extension, please explain the need for an extension. In addition, please provide a date when you expect the funds to be expended or encumbered.
- 14 **If you are requesting to use the funds for another purpose or to expand the scope of the project, please explain the reason and need for the change.** Within the scope of the project for which the bond funds were authorized, organizations may use their funds for the acquisition, planning, design, construction, repair, renovation, reconstruction, and capital equipping of a particular project. If you are requesting to use bond funds for a purpose other than what was authorized or are requesting to change the scope of the project, please explain the reason and need for the expansion and/or alterations of the purpose and scope.
- 15 **If you are requesting to modify the name of the grantee organization, add another grantee organization, or remove a grantee organization, please explain the reason and need for the change. If applicable, do those organizations being added or removed as grantee consent to the change?** The original bond authorization language indicates an organization to which bond funds are distributed. If the name of the grantee organization needs to be changed, please explain why the change is necessary. In addition, if you are requesting that an organization be added or removed as grantee, please explain the need for the change and if the applicable organizations consents to the addition or removal.
- 16 **If this is an emergency bill, please explain the need for such action.** Please explain why your organization’s situation needs emergency action.

Sample View from GAM Website

Authorization Amendment Requests to the Capital Budget

Project Name	Jurisdiction	House Requestor	Senate Requestor	Purpose	Authorizations	Final Action
Cumberland Investment Plan <i>Bond Bill Fact Sheet</i> <i>Prior Auth Fact Sheet</i>	Allegany County		Sen. Edwards	Remove the matching fund requirement.	22 2017 1(3) ZA00 (F) PA-Ch. 9, 2018	This language amends a prior authorization to remove the matching fund requirement.
Frostburg Museum Relocation Project Bond Bill Fact Sheet <i>Prior Auth Fact Sheet</i>	Allegany County	Del. Buckel	Sen. Edwards	Authorize the funds to be used for heating, ventilation, and air conditioning.	9 2018 1(3) ZA03 (C) / 9 2018 1(3) ZA02(F)	This language amends a prior authorization to expand the scope of the project.
Belvoir-Scott's Plantation Historic Manor House Bond Bill Fact Sheet <i>Prior Auth Fact Sheet</i>	Anne Arundel County		Sen. Reilly	Repurpose the grant funds to the Anne Arundel County Fairgrounds.	27 2016 1(3) ZA02 (D) PA-Ch. 9, 2018	This language amends a prior authorization to repurpose the grant.
Resiliency and Education Center at Kuhn Hall Bond Bill Fact Sheet <i>Prior Auth Fact Sheet</i>	Anne Arundel County		Sen. Beidle	Remove the matching fund requirement.	22 2017 1(3) ZA03 (B)	This language amends a prior authorization to remove the matching fund requirement.

Sample Prior Authorization Fact Sheet
State of Maryland
2020 Prior Authorization Fact Sheet

(1) Senate Sponsor	(2) House Sponsor	(3) Project Name
(4) Jurisdiction		(5) Contact Information
		Name: Email: Phone:
(6) Legislator Request		
(7a) Original Senate Bond Bill		(8a) Original House Bond Bill
(7b) Senate Chapter		(8b) House Chapter
(7c) Senate Prior Authorization		(8c) House Prior Authorization
(9a) Misc Chapter		(9b) Misc Prior Authorization
(10) In your own words, please describe in detail the project's background and your need for a prior authorization.		
(11) If you are requesting an extension of the date upon which evidence of a matching fund must be presented to the Board of Public Works, please explain the need for the extension. When do you expect to raise the requisite amount of matching funds, if at all?		
(12) If you are requesting a modification of the type of matching funds (e.g., real property, in-kind contributions, or prior funds expended) that can be used to meet your match, or are requesting the matching fund requirement be changed from an equal match to unequal match or removed altogether, please explain why the change is necessary.		
(13) If you are requesting an extension of the date upon which the bond funds must be expended or encumbered by the Board of Public Works, please explain the need for an extension. When do you expect to expend or encumber the funds?		
(14) If you are requesting to use the funds for another purpose or to expand the scope of the project, please explain the reason and need for the change.		

(15) If you are requesting to modify the name of the grantee organization, add another grantee organization, or remove a grantee organization, please explain the reason and need for the change. If applicable, do those organizations being added or removed as grantee consent to the change?

(16) If this is an emergency bill, please explain the need for such action.

SAMPLE

Appendix 9 Helpful Links

Maryland General Assembly Legislative Bond Initiative Request Form:

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

Submit the completed request form to:

LegislativeBondInitiative@mlis.state.md.us

Department of General Services – Capital Grants Project:

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

Sponsored Bond Initiatives:

<http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>

Bond Initiatives Funded in the 2019 General Assembly Session:

<http://mgaleg.maryland.gov/Pubs/BudgetFiscal/2019rs-budget-docs-Bond-Initiative-Funding.pdf>