

Legislative Bond Initiative Post-authorization Process

You are a recipient of a grant requested as a Legislative Bond Initiative sponsored by a State Senator or Delegate that is funded in the Maryland Consolidated Capital Bond Loan of 2020. The Department of General Services (DGS) administers the post-authorization process for most State capital grants and will contact grantee organizations to initiate this process. There are additional steps required in order to access the grant funds as outlined in the process chart (linked below). The entire process can be broken down into five steps. A brief explanation of the process is below.

Step One – Complete and sign the documents in the grant package received from DGS. Along with the completed documents, you must include documentation of your matching fund, if required. All of these documents are returned in one package to DGS. You must also submit your project to the Maryland Historical Trust for review prior to any disbursement of grants funds. DGS will review your submission and will send an official State grant agreement for signature. Upon receipt of your signed grant agreement, DGS will schedule your grant for Board of Public Works approval. (Approximately six weeks from receipt of all required documents.)

Step Two – Submit all eligible contracts. This includes all contracts for matching funds (if required) as well as the contracts that the State is going to pay directly to contractors and vendors. You will need to contact DGS for details concerning this step, which is outlined in the attached DGS capital grants booklet, *Maryland Capital Grants Projects Information for State of Maryland Capital Grant Recipients*.

Step Three – Submit proof of expending your matching fund to the Comptroller's Office, if applicable.

Step Four – Submit your request for payment. The State may pay the approved vendor directly or may reimburse your organization if you have made the payment. Depending if you have a matching or nonmatching grant, you will either contact the Comptroller's Office (matching) or DGS (nonmatching) for payment.

Step Five – Please notify the Comptroller's Office and DGS in writing when your grant-funded project is complete. A close out report is required, along with a site visit.

The names and contact information of the people who will assist you through the process and other documents produced by DGS that are useful in navigating through the capital grants process are located on the DGS website at <https://dgs.maryland.gov/Pages/Grants/index.aspx>. Please contact them to ensure that the process goes smoothly and that your project achieves the success we all want. The links below provide additional information on the capital grants process.

[Capital Grants and Loans Process Chart](#)

[Maryland Capital Grants Projects Information for State of Maryland Capital Grant Recipients](#)

[Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland](#)