

Legislative Bond Initiatives – What to Know

- **How to Request a Legislative Bond Initiative (LBI):** The entire LBI process is explained in the *Guidelines for the Submission of Legislative Bond Initiative Requests to the Maryland General Assembly* available on the Maryland General Assembly (MGA) web site under the Budget Tab <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf>
- **Sponsorship:** Only a member of the Maryland General Assembly may request/sponsor an LBI.
- **Request Form:** Sponsorship is initiated with the submission of an LBI Request Form. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-info-sheet.pdf>
- **Request Form Submission:** The request form is a fillable PDF file that members should submit electronically using the following email address, LegislativeBondInitiative@mlis.state.md.us
- **LBI Document:** Once a member submits an LBI request form to DLS, it is entered into a database for tracking purposes and generates an official LBI document. See linked sample. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf#page=29>
- **LBI Introduction:** Sponsors should carefully review their LBI document 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:** members who need changes to an LBI should contact Valarie Kwiatkowski at legislativebondinitiative@mlis.state.md.us to request a new LBI be generated and delivered to the member for signature and introduction. Due to the COVID-19 pandemic members are advised not to leave LBI documents with the staff in the Bill Request room in the DLS building.
- **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:** LBI Sponsor will receive an email from DLS with a link to their specific project Fact Sheet Form, the Sponsor will be responsible to send to the grantee. This form must be completed and submitted in accordance with the guideline instructions. Once submitted, the Fact Sheet will be linked on the tracking report. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf#page=30>

- **LBI Hearings and Testimony:** *Due to the Covid-19 pandemic the budget committees will not hold hearing on LBI's in the 2021 session.* Applicants should provide all relevant and important project information in the Fact Sheet submission.

Important Dates and Contacts

- Valarie Kwiatkowski is the primary LBI contact with the Department of Legislative Services. Email correspondence should be sent to LegislativeBondInitiative@mlis.state.md.us
- **LBI Introduction Deadlines:** LBIs must be introduced by 27th day (Senate) and 24th day (House) as “guarantee” dates whereby DLS guarantees the members will have what they need by the 55th day to drop signed LBI request forms with the clerks for introduction. After the 55th 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 project Fact Sheet by March 1 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 410-767-4530 – <https://dgs.maryland.gov/Pages/Grants/index.aspx>