
Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly

**Department of Legislative Services
Office of Policy Analysis
Annapolis, Maryland**

November 2005

The Office of Policy Analysis
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Maryland General Assembly
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Introduction

The *Guidelines for the Submission of Individual Bond Bill Requests* is published by the Department of Legislative Services (DLS) to assist those requesting funding from the General Assembly for capital projects through the submission of bond bills. The manual provides a summary of the basic eligibility requirements and evaluation criteria, the legislative process, and the schedule for bond bill consideration by the General Assembly.

Before a bond bill can be scheduled for a hearing, the potential grantee must provide additional information by preparing a “Bond Bill Fact Sheet.” These fact sheets provide important information concerning an organization’s grant request – information required at the time of the bond bill hearing. Since the start of the 2005 session, DLS staff has coordinated the “Bond Bill Fact Sheet” process. The manual provides an outline of the DLS process as well as copies of all forms necessary for a bond bill to be scheduled for a hearing. This manual and the Bond Bill Fact Sheet forms are also available in electronic format at <http://mlis.state.md.us/bondbillsub.htm>.

Comments and suggestions directed at improving future editions of the *Guidelines for the Submission of Individual Bond Bill Requests* are welcome.

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Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly

The capital budget is funded through several sources. These include bond bills, general funds, special funds, and federal funds. Bond bills include the Maryland Consolidated Capital Bond Loan, revenue bonds, and legislative initiatives.

Legislative initiatives are used to fund individual bond bill requests. They are bond authorization bills filed by members of the General Assembly to support specific projects. Legislative initiatives are not submitted as part of the Governor's capital budget. However, as they have an impact on State finances, the Department of Legislative Services (DLS) reviews them in accordance with procedures established by the Governor and the General Assembly.

Each legislative session, individual bond bills are introduced by members of the General Assembly seeking State grants to support local projects or other non-state owned construction projects. These projects include, but are not limited to, health facilities, historic preservation projects, museums, and sports and recreational facilities.

The following instructions and attachments provide guidelines to applicants seeking State grants through the submission of individual bond bills.

Overview of State Funding of Local Projects Bond Bills

This document is intended to provide basic information on eligibility and priority for State funding of local capital projects (bond bills). Any group may request funding from the General Assembly for a capital project. As a practical matter, 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 by 10 times the available resources. Thus, after ascertaining a project's basic eligibility, the General Assembly must assess the project's level of priority among the total number of projects requested.

Eligibility

- 1. A project must be capital in nature to be eligible for bond bill consideration.** A capital project deals with land and/or structures. Capital projects do not include items such as employee salaries, benefits, expendable equipment (automobiles, for example), or operating costs.

2. **A project must have a useful life of 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.
3. **A project must not be used for religious purposes.** For example, 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 non-religious uses planned for the building.
4. **Certain structures may be subject to an internal and/or external historic easement.** The grantee must grant the easement to the Maryland Historical Trust as a condition for State funding.

Strategies for Achieving Success

After the General Assembly evaluates the eligibility of a project, all of the projects are evaluated based upon several criteria, including the following:

Alternative Funding

Groups should show that they have explored alternative sources of funding. In addition to requesting alternative funding from agencies, corporations, etc., a group 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.

Delegation Support

The General Assembly will consider the priority a county delegation places upon a project.

Matching Funds

Groups should provide a matching fund for their projects. 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 can be made up of real property, in-kind contributions (donated services or materials) or funds expended for the project prior to the effective date of the bond bill, June 1 of the year the bill is passed. A “soft” match may consist of a combination of the abovementioned elements, including cash.

A matching fund can also be greater than, equal to, or less than the State contribution, though at least an equal match is preferred. Among those projects with unequal matching funds, a grantee providing an unequal matching fund that shows that *at the time of the request*, the group holds or has letters of commitment totaling 25 percent or more of the matching fund will be given priority.

Project Readiness

Groups will be required to supply the General Assembly with a detailed funding analysis prior to the hearings on their bills. Projects that show a history of adequate fund-raising or groups that can provide documentation of adequate future funding (e.g., letters of commitment) will be given priority.

State or Local Purpose

Local projects that serve a wide spectrum of the community or the State as well as an important public purpose are preferred.

Process

Sponsors

Organizations seeking funding must contact a senator and a delegate to sponsor a bond bill that requests funding for their project. Bond bills must be introduced in both the House and the Senate, known as cross-files, so organizations must arrange for a sponsor in each house.

Required Information

DLS needs certain information before drafting a bond bill. The Bond Bill Project Request Form identifies the required information and is available on the Maryland General Assembly website at <http://mlis.state.md.us/bondbillsub.htm>. An organization requesting funding should ensure that their sponsors have the required information when their sponsors request that a bond bill be drafted.

Bond bills must contain certain technical information to legally permit funds to be disbursed. Therefore, after DLS drafts a bond bill, the sponsor and requesting organization should refrain from altering the language in the bill. If a change is necessary, please contact DLS at (410)946-5350/ (301)970-5350 to request the change.

The requesting organization is also required to submit another form called the “Bond Bill Fact Sheet.” This document is also located on the Maryland General Assembly web site at <http://mlis.state.md.us/bondbillsub.htm> and should be downloaded and completed by the grantee. This form provides background information needed by the budget committees at the time of the bond bill hearings. Legislators use this information as they make their funding decisions.

Schedule

Bond bills move through the General Assembly under the following schedule:

July 1	Legislators may begin to pre-file bond bills (except the first year of a new legislature).
---------------	--

Mid-November	Deadline to request that bills be drafted in time to meet the pre-file deadline.
Mid-January	Deadline for bond bills to be requested to guarantee bills are drafted by the filing deadline (known as the guarantee date).
Early February	Deadline for bond bills to be introduced and not assigned to the Rules Committee (filing deadline).
March	Senate Budget and Taxation Committee and House Committee on Appropriations hold hearings on bond bills.
Early April	Each chamber votes on bond bills.
Mid-April	Both chambers vote on final package of bond bills.
June 1	Effective date for bond bills.

Hearings

Bond bill hearings provide an opportunity for organizations to supply information to the budget committees on the need for the project. Because of the large number of bond bills, presentations are generally limited to five minutes or less in each committee. Presentations may include written materials. Organizations should contact each budget committee (Senate Budget and Taxation Committee: (410)841-3690/(301)858-3690; House Committee on Appropriations: (410)841-3407/ (301)858-3407) to learn how and when materials must be submitted. During the hearings, members will want detailed information on all funding sources for the project, including matching funds and the project schedule with dates for planning, beginning construction, and ending construction.

After Enactment

After June 1, the Project Management and Design Division of the Department of General Services (DGS) will contact all organizations whose bond bills were enacted. 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. DGS will disburse bond funds, with approval from BPW. If an organization has questions about receiving bond bill funds after the General Assembly has funded its project, the organization should contact DGS at (410)767-4265.

Instructions

Basic Information and Submission Requirements.

Applicant's Proposal

The applicant should write a clear description of the proposed project. The information in the proposal should be as detailed as possible. As a minimum it should include:

- reason for the project, justification, and importance;
- location, size, 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 fund sources (private, State, federal, and local government).

This information should be presented to the intended sponsors of the bill in order to demonstrate the merits of the project.

Sponsorship/Drafting/Introduction of the Bill

As all bills must be passed by the Maryland Senate and House of Delegates, applicants should arrange sponsorship of their bill with both an individual Senator and an individual Delegate. The 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 bill. Bills may be sponsored by more than one senator or delegate.

The sponsors will request that the bill be drafted by DLS. It is important that the sponsors have a good understanding of the project to ensure that the legislation is properly drafted. **Attachment I** provides a copy of the Bond Bill Project Request Form.

The bond bill applicant should be aware that in the drafting of bond bills, language may be added to require historic easements. If the property includes a religious structure, language may be added to prohibit the project from being used for sectarian religious purposes. Additionally, language will be included specifying matching fund requirements.

The bill may provide for an equal and matching fund, or an unequal and matching fund, or may not require a matching fund at all. 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.

Department of Legislative Services Assistance

After a bond bill has been requested by a sponsor, DLS is available to assist the applicant with the “Bond Bill Fact Sheet.” This form requests the applicant to describe and justify the intended project, to provide specific information requested by the legislature to aid in the evaluation of the request, and to supply information required by other State agencies in the event bond bill request is approved. This form and instructions are available in electronic format and should be downloaded from the Maryland General Assembly web page located at <http://mlis.state.md.us/bondbillsb.htm>. These instructions and the form are provided as a sample (**Attachment III**).

After the applicant has completed the Bond Bill Fact Sheet, the form should be electronically returned to DLS by email to bond.bill.fact.sheet@mgadls.state.md.us so that it may be reviewed. DLS will review the form for consistency with the bond bill submitted, completeness, and clarity. Following its review, DLS may contact the applicant to require additional information.

DLS will then arrange for duplication and distribution of this information sheet to the budget committees, which will be voting on the bill. The form will also be placed on the General Assembly web site and accessible for public review.

Approval Notifications

If the bond bill is enacted, the grantee will be contacted and given further instructions on how to proceed by:

Project Management and Design
Department of General Services
301 West Preston Street
Baltimore, Maryland 21201
(410) 767-4107

If the bond bill contains historic preservation easement language, prior to expending any funds, the grantee should contact:

Maryland Historical Trust
Office of Preservation Services
100 Community Place
Crownsville, Maryland 21032
(410) 514-7634

Attachment I

Bond Bill Project Request Form

Name of Project:

Amount Requested:

County:

Contact Person (include address and phone #):

Name of Recipient:

- Legal name (if a corporation, the name should be exactly as it appears in the Articles of Incorporation)
- Legal status (e.g., corporation, local government, etc.)
- If a corporation, is the board a board of directors or a board of trustees?

Address of project and recipient:

If project and recipient have different addresses, include both.

Purpose: Check all that apply:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> acquisition | <input type="checkbox"/> reconstruction |
| <input type="checkbox"/> planning | <input type="checkbox"/> capital equipping |
| <input type="checkbox"/> design | |
| <input type="checkbox"/> construction | Other: |
| <input type="checkbox"/> repair | |
| <input type="checkbox"/> renovation | |

Matching Fund:

Amount:

- ☐ equal
☐ unequal (amount: _____)

Type (check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> money | <input type="checkbox"/> in kind (e.g., donated services) |
| <input type="checkbox"/> real property | <input type="checkbox"/> funds expended before June 1 |

Does the project involve a historic structure?

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

Previous bond bill requests (year and bill number):

Attachment II

SENATE BILL 146

Unofficial Copy
B2

2004 Regular Session
4lr1622

By: **Senators Kasemeyer, Hughes, and McFadden**
Introduced and read first time: January 23, 2004
Assigned to: Budget and Taxation

A BILL ENTITLED

1 AN ACT concerning

2 **Creation of a State Debt - Baltimore City - Baltimore Zoo Trams**

3 FOR the purpose of authorizing the creation of a State Debt in the amount of
4 \$450,000, the proceeds to be used as a grant to the Board of Directors of the
5 Maryland Zoological Society, Inc. for certain development or improvement
6 purposes; providing for disbursement of the loan proceeds, subject to a
7 requirement that the grantee provide and expend a matching fund; establishing
8 a deadline for the encumbrance or expenditure of the loan proceeds; and
9 providing generally for the issuance and sale of bonds evidencing the loan.

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
11 MARYLAND, That:

12 (1) The Board of Public Works may borrow money and incur indebtedness on
13 behalf of the State of Maryland through a State loan to be known as the Baltimore
14 City - Baltimore Zoo Trams Loan of 2004 in the total principal amount of \$450,000.
15 This loan shall be evidenced by the issuance, sale, and delivery of State general
16 obligation bonds authorized by a resolution of the Board of Public Works and issued,
17 sold, and delivered in accordance with §§ 8-117 through 8-124 of the State Finance
18 and Procurement Article and Article 31, § 22 of the Code.

19 (2) The bonds to evidence this loan or installments of this loan may be sold as
20 a single issue or may be consolidated and sold as part of a single issue of bonds under
21 § 8-122 of the State Finance and Procurement Article.

22 (3) The cash proceeds of the sale of the bonds shall be paid to the Treasurer
23 and first shall be applied to the payment of the expenses of issuing, selling, and
24 delivering the bonds, unless funds for this purpose are otherwise provided, and then
25 shall be credited on the books of the Comptroller and expended, on approval by the
26 Board of Public Works, for the following public purposes, including any applicable
27 architects' and engineers' fees: as a grant to the Board of Directors of the Maryland
28 Zoological Society, Inc. (referred to hereafter in this Act as "the grantee") for the
29 purchase of two trams.

30 (4) An annual State tax is imposed on all assessable property in the State in
31 rate and amount sufficient to pay the principal of and interest on the bonds as and

1 when due and until paid in full. The principal shall be discharged within 15 years
2 after the date of issuance of the bonds.

3 (5) Prior to the payment of any funds under the provisions of this Act for the
4 purposes set forth in Section 1(3) above, the grantee shall provide and expend a
5 matching fund of \$225,000. No part of the grantee's matching fund may be provided,
6 either directly or indirectly, from funds of the State, whether appropriated or
7 unappropriated. No part of the fund may consist of real property or funds expended
8 prior to the effective date of this Act. The fund may consist of in-kind contributions.
9 In case of any dispute as to the amount of the matching fund or what money or assets
10 may qualify as matching funds, the Board of Public Works shall determine the matter
11 and the Board's decision is final. The grantee has until June 1, 2006, to present
12 evidence satisfactory to the Board of Public Works that a matching fund will be
13 provided. If satisfactory evidence is presented, the Board shall certify this fact to the
14 State Treasurer, and the proceeds of the loan shall be expended for the purposes
15 provided in this Act.

16 (6) The proceeds of the loan must be expended or encumbered by the Board of
17 Public Works for the purposes provided in this Act no later than June 1, 2011. If any
18 funds authorized by this Act remain unexpended or unencumbered after June 1, 2011,
19 the amount of the unencumbered or unexpended authorization shall be canceled and
20 be of no further effect. If bonds have been issued for the loan, the amount of
21 unexpended or unencumbered bond proceeds shall be disposed of as provided in §
22 8-129 of the State Finance and Procurement Article.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
24 June 1, 2004.

HOUSE BILL 420

Unofficial Copy
B2

2004 Regular Session
4lr2288
CF SB 146

By: **Delegate Proctor**

Introduced and read first time: January 29, 2004

Assigned to: Appropriations

A BILL ENTITLED

1 AN ACT concerning

2 **Creation of a State Debt - Baltimore City - Baltimore Zoo Trams**

3 FOR the purpose of authorizing the creation of a State Debt in the amount of
4 \$450,000, the proceeds to be used as a grant to the Board of Directors of the
5 Maryland Zoological Society, Inc. for certain development or improvement
6 purposes; providing for disbursement of the loan proceeds, subject to a
7 requirement that the grantee provide and expend a matching fund; establishing
8 a deadline for the encumbrance or expenditure of the loan proceeds; and
9 providing generally for the issuance and sale of bonds evidencing the loan.

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
11 MARYLAND, That:

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13 behalf of the State of Maryland through a State loan to be known as the Baltimore
14 City - Baltimore Zoo Trams Loan of 2004 in the total principal amount of \$450,000.
15 This loan shall be evidenced by the issuance, sale, and delivery of State general
16 obligation bonds authorized by a resolution of the Board of Public Works and issued,
17 sold, and delivered in accordance with §§ 8-117 through 8-124 of the State Finance
18 and Procurement Article and Article 31, § 22 of the Code.

19 (2) The bonds to evidence this loan or installments of this loan may be sold as
20 a single issue or may be consolidated and sold as part of a single issue of bonds under
21 § 8-122 of the State Finance and Procurement Article.

22 (3) The cash proceeds of the sale of the bonds shall be paid to the Treasurer
23 and first shall be applied to the payment of the expenses of issuing, selling, and
24 delivering the bonds, unless funds for this purpose are otherwise provided, and then
25 shall be credited on the books of the Comptroller and expended, on approval by the
26 Board of Public Works, for the following public purposes, including any applicable
27 architects' and engineers' fees: as a grant to the Board of Directors of the Maryland
28 Zoological Society, Inc. (referred to hereafter in this Act as "the grantee") for the
29 purchase of two trams.

30 (4) An annual State tax is imposed on all assessable property in the State in
31 rate and amount sufficient to pay the principal of and interest on the bonds as and

1 when due and until paid in full. The principal shall be discharged within 15 years
2 after the date of issuance of the bonds.

3 (5) Prior to the payment of any funds under the provisions of this Act for the
4 purposes set forth in Section 1(3) above, the grantee shall provide and expend a
5 matching fund of \$225,000. No part of the grantee's matching fund may be provided,
6 either directly or indirectly, from funds of the State, whether appropriated or
7 unappropriated. No part of the fund may consist of real property or funds expended
8 prior to the effective date of this Act. The fund may consist of in-kind contributions.
9 In case of any dispute as to the amount of the matching fund or what money or assets
10 may qualify as matching funds, the Board of Public Works shall determine the matter
11 and the Board's decision is final. The grantee has until June 1, 2006, to present
12 evidence satisfactory to the Board of Public Works that a matching fund will be
13 provided. If satisfactory evidence is presented, the Board shall certify this fact to the
14 State Treasurer, and the proceeds of the loan shall be expended for the purposes
15 provided in this Act.

16 (6) The proceeds of the loan must be expended or encumbered by the Board of
17 Public Works for the purposes provided in this Act no later than June 1, 2011. If any
18 funds authorized by this Act remain unexpended or unencumbered after June 1, 2011,
19 the amount of the unencumbered or unexpended authorization shall be canceled and
20 be of no further effect. If bonds have been issued for the loan, the amount of
21 unexpended or unencumbered bond proceeds shall be disposed of as provided in §
22 8-129 of the State Finance and Procurement Article.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
24 June 1, 2004.

Attachment III

Instructions for Completing the State of Maryland Bond Bill Fact Sheet

Introduction

The “State of Maryland Bond Bill Fact Sheet” is used to provide information to the Maryland General Assembly on a capital project for which a State grant is being sought by means of a bond bill introduced by one or more senators and delegates. Each organization that applies for such a grant must complete and submit a completed form to the Maryland Department of Legislative Services (DLS) Office of Policy Analysis. DLS will review the completed form to determine whether it has been properly prepared. You should fill in the form provided to you by DLS on a computer in 12-point type using Microsoft Word. If you are completing the form before you have a copy of your bill, complete the form based upon your request.

Brevity is as important as accuracy. The form is designed to be a four-page document. If you submit a document longer than four pages, it is less likely to be read. Members of the General Assembly are inundated with reading material during each session and, of necessity, limit their reading to documents that are concise.

A DLS analyst is will available to answer questions and assist in preparing the form. In addition, an example of a properly completed form is included with these instructions to help you with your own form.

Please complete and electronically return this form to DLS by email to bond.bill.fact.sheet@mgadls.state.md.us within **five days** of being contacted by DLS. Should you have any questions, DLS staff can be reached at (410) 946-5350 and are located at 90 State Circle, Annapolis, Maryland 21401.

Explanation of Fields

- 1. Senate and House Legislative Request (LR) and Bill Numbers:** List the Senate Bill number and House Bill number if known at the time of submission. When submitting a completed “State of Maryland Bond Bill Fact Sheet” either the Senate or House LR number **MUST** be provided in the proper space provided in the form. The LR number can be obtained by contacting DLS staff at (410) 946-5530.

2. **Name of Bill:** List the name of the bill as it appears in the short title of the bill, or, if you do not yet have a copy of your bill, as you indicated in your request - e.g., Creation of State Debt – Baltimore City – Baltimore Zoo Trams.
3. **Senate Bill Sponsor(s) and House Bill Sponsor(s):** Record all the names at the top of each respective bill. Each request must have a sponsor who has agreed to sponsor your request for a State grant. Do not submit the completed form without a sponsor or sponsors. Your request will not be considered until you have a sponsor. You are encouraged to obtain a sponsor and submit your request prior to the November 15, pre-filed bill statutory deadline for members of the General Assembly to introduce a bill on the first day of the session. In any case, except under extraordinary circumstances, your request should be prepared to meet the Senate and House bill request guarantee date which is day 14 of the session (January 24 for the 2006 Legislative Session) to insure that the bill is introduced before the introduction deadline in each chamber. Bills introduced after the deadline and after the guarantee date are referred to the House or Senate Rules Committee, which could make passage more difficult.
4. **Jurisdiction:** List the name of the county (or Baltimore City) in which the project is located, regardless of where the headquarters of the grantee organization is located.
5. **Requested Amount:** Enter the dollar amount as it appears in Section 1, paragraph (1) of the bill. If you do not have a copy of your bill, use the amount requested.
6. **Purpose of Bill:** This is a summary of how the State grant will be used. The applicant should paraphrase the last part of the last sentence of Section 1 Paragraph (3) of the bill. If you do not have a copy of your bill, describe the project as you presented it to the sponsor.
7. **Matching Fund Requirement:** The matching fund requirement is usually found in Section 1, Paragraph (5) of the bill. If the bill requires an equal and matching fund with no part of the match being provided from State funds, and no part of the match consisting of real property, in-kind contributions, or funds expended prior to the effective date of the Act state, "This bill requires a standard match;" otherwise state, "This bill requires a matching fund which may consist of ...(whatever the bill says)." If you do not have a copy of your bill, describe the matching fund you discussed with the sponsor.
8. **Special Provisions:** There are only two special provisions that need to be listed: (1) notification if the bill requires a historical easement, in which case state, "This bill requires the grantee to convey to the Maryland Historical Trust a perpetual preservation easement to the extent of its interest in the property;" and (2) notification if the bill contains a nonsectarian religious clause, in which case state, "No part of the proceeds of the bonds or the matching funds may be used for sectarian religious purposes." If the bill contains neither provision, state, "None."

9. **Description and Purpose of Grantee Organization:** Describe in a paragraph the organization's purpose, goals, activities, and how the project is expected to support them.
10. **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.
11. **Estimated Capital Costs:**
- **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 architect/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.
 - **Equipment:** List only the cost of movable equipment expected to last 15 years. Do not include items that can be easily carried away, that can be consumed, are subject to breakage, are electronic in nature such as computers, or that can be driven off site.
12. **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 fund raising, federal grants, foundation grants, cash reserves, or a mortgage.
13. **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."
14. **Total Private Funds and Pledges Raised as of January 2006:** List only the amount raised from private fund raising 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.
15. **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, etc.
16. **Number of People to Be Served Annually After the Project Is Completed:** Record this in the same manner as item 15.
17. **Other State Capital Grants to Recipients in 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."

18. **Legal Name and Address of the Grantee and Project Address if Different:** Record the legal name if it is different from what is stated in the bill. Record the address of the grantee. If the project is located at a different site, record the project address to the right. The address should be specific enough so that the site could be visited. An instance when two addresses might be listed is if the headquarters offices of an organization are different from the site of the project.
19. **Contact's Name and Title, Phone Number, and Email Address:** List the name(s) and title(s) of the appropriate contact person(s) and the phone number and email address where each may be easily reached.
20. **Legislative District:** List the legislative district number in which the project is located.
21. **Legal Status of Grantee:** Select one of the options listed.
22. **Name, Address, and Telephone Number of Attorney:** Supply the information requested.
23. **If the Match Includes Real Property:** Supply the information requested.
24. **Impact of Project on Staffing and Operating Costs at Project Site:** Projected number of employees - include current employees plus those attributable to the project. 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 and areas to be renovated and/or 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 provided for general comments or where space provided for a particular field is insufficient.

State of Maryland

2006 Bond Bill Fact Sheet

[illegible]

Total					
13. Project Schedule					
Begin Design	Complete Design	Begin Construction	Complete Construction		
14. Total Private Funds and Pledges Raised as of January 2006		15. Current Number of People Served Annually at Project Site		16. Number of People to be Served Annually After the Project is Complete	
17. Other State Capital Grants to Recipients in Past 15 Years					
Legislative Session	Amount	Purpose			
18. Legal Name and Address of Grantee		Project Address (If Different)			
19. Contact Name and Title		Contact Phone	Email Address		
20. Legislative District in Which Project is Located					
21. Legal Status of Grantee (Please Check one)					
Local Govt.	For Profit	Non Profit	Federal		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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 issuance purposes)					
A. Will the grantee <u>own</u> or <u>lease</u> (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 any 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: (3000 characters maximum)			