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# How to Request an Amendment to a Prior Authorization

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**Updated 2022**



# What Is a Prior Authorization Request?

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An organization may find that a State capital grant authorized in a prior legislative session requires changes in order to access the grant funds. If this is the case, the organization should seek legislative sponsorship of an amendment to their prior authorized grant (commonly referred to as a prior authorization amendment request).

A prior authorization amendment is a request to alter an authorization of State debt enacted in a prior legislative session.

## **These are not requests for new funding**

Alterations may 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; and
- ❖ adding, removing, or modifying the grantee organization



# Prior Authorization Request Form

## Initiation of the Process

- Sponsorship is initiated when a member completes and submits a Prior Authorization Request Form. The request form is available on the Maryland General Assembly (MGA) website at <https://mgaleg.maryland.gov/pubs-current/current-prior-authorization-submission-form.pdf>
- Member Sponsors should submit completed request forms to the Department of Legislative Services (DLS) at [Prior.Authorization@mlis.state.md.us](mailto:Prior.Authorization@mlis.state.md.us)
- The request form provides information to DLS to properly draft requested amendments for inclusion in the omnibus prior authorization bill.
  - Sponsor name/co-sponsor
  - Project title
  - Request amount
  - Authorization year
  - Changes the sponsor wants made
  - **Grantee legal name on record with the State Department of Assessments and Taxation**

Prior Authorization Request Form	
<a href="#">2022 Prior Authorization Guidelines</a>	
Name of Project:	_____
Name of Grantee:	_____
Year Authorized:	_____ Original Bond Amount: _____
County:	Counties _____
<b>Requestor(s):</b>	
Senate:	_____
House:	_____
Request Details (Briefly indicate how the sponsor would like the Prior Authorization Changed):	
_____	
_____	
_____	
Original Bond Bill Request(s): (Include as much detail as possible i.e. chapter number, section, year, bill number, etc.)	
_____	
_____	
Previous Prior Authorization Request(s)/Bill(s): (Include as much detail as possible i.e. chapter number, section, year, bill number, etc.)	
_____	
_____	
Project/Grantee Contact Person:	
Name:	_____ Phone Number: _____
Email Address:	_____
<b>If changing grantee or project name:</b>	
New Contact Person:	_____ New Phone Number: _____
New Email Address:	_____
Please submit this form, and direct any questions to: <a href="mailto:Prior.Authorization@mlis.state.md.us">Prior.Authorization@mlis.state.md.us</a>	
<b>*Requests processed after March 1 will be considered as Committee Amendments to the Bill in each Chamber.</b>	



# Prior Authorization Fact Sheet

- Sponsors **must** work with the grantee organization to complete and submit a *Prior Authorization Fact Sheet* to DLS through an automated system similar to the LBI Fact Sheet process .
  - ✓ The Fact Sheet provides information needed by the budget committees to evaluate the amendment request.
  - ✓ Legislators use this information to make decisions – failure to submit a Fact Sheet may result in a decision not to approve requested amendments.
- Fact Sheets are submitted electronically by the Sponsor via the email link sent through the Prior Authorization System.
- Fields 1-9 of the Fact Sheet are automatically generated by the system. If corrections are needed, contact DLS via email at [Prior.Authorization@mlis.state.md.us](mailto:Prior.Authorization@mlis.state.md.us)

Appendix 3 Sample Prior Authorization Fact Sheet State of Maryland 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.		



# Prior Authorization Process: Introduction

Grantees contact the sponsor to request amendments to prior authorized capital debt projects. Requests do not require the introduction of new legislation

Members must complete a Prior Authorization Request Form and submit the form via email to [Prior.authorization@mlis.state.md.us](mailto:Prior.authorization@mlis.state.md.us)

DLS enters the prior authorization request into a database, and sponsors receive an email with the link to the Fact Sheet to complete

DLS compiles the prior authorization requests into an omnibus bill for consideration by the budget committees



# Prior Authorization Process: Introduction (cont.)

- Requests processed **before March 7** are included in the Omnibus Prior Authorization Bill as introduced
- Requests received after March 7 are considered by the budget committees as amendments to the Omnibus Prior Authorization Bill
- Members should review the Prior Authorization Web Report on the MGA website at <https://mgaleg.maryland.gov/mgaweb/Budget/PriorAuthorizations> to ensure that it is consistent with the request.
- **If changes are needed, including adding sponsors, the member must email DLS at [Prior.authorization@mlis.state.md.us](mailto:Prior.authorization@mlis.state.md.us). Once changes have been made, the Web Report will reflect the changes**
- Once the Omnibus Prior Authorization Bill is introduced, it can be tracked on the MGA website for the remainder of the process



# Prior Authorization Process: Tracking

Browser address bar: <https://mgaleg.maryland.gov/mgaweb/Budget/PriorAuthorizations>

Page title: Budget - Prior Authorizations

Navigation menu: MEMBERS, COMMITTEES, MEETINGS, LEGISLATION, **BUDGET**, LAWS, FLOOR ACTIONS, SEARCH & ARCHIVES

Search bar: Search i.e. Bill search, keyword

Legislative Services | Legislative Audits

Left sidebar menu:

- Charts
- Analyses
- Legislation
- Bond Initiatives
- Prior Authorizations**
- Publications
- Related Links
- About

## Prior Authorizations

Status Documents

Sponsors All

Showing 1 to 32 of 32 entries

Print

Filter:

Project Name	Jurisdiction	House Requestor	Senate Requestor	Purpose	Authorizations	Final Action
American Legion Post 381 Annex	Prince George's County		Sen. Peters	Change the grantee from "HWV Enterprises, LLC" to "BOARD OF DIRECTORS OF THE GREEN BRANCH MANAGEMENT	737 2019 1(3) ZA03 (BL)	This language amends a prior authorization to change the grantee. This language amends a prior authorization to change the name of



# Prior Authorization Process: Tracking (cont.)

<https://mgaleg.maryland.gov/mgaweb/Budget/PriorAuthorizations>

- The instructions, forms, and other documents needed to successfully navigate the prior authorization amendment process can be found in the Prior Authorization Tab in the Budget section of the MGA website by selecting the Documents button
- Information about individual requests can also be found in the Prior Authorization Tab in the Budget section of the MGA website by selecting the Status button
- Upon passage of the Omnibus Prior Authorization Bill, a final report of approved amendments to prior capital grant authorizations will be available on the MGA website. This report includes links to submitted prior authorization fact sheets.
- Archived prior authorization reports can be found using the search and archives tab on the MGA website.

