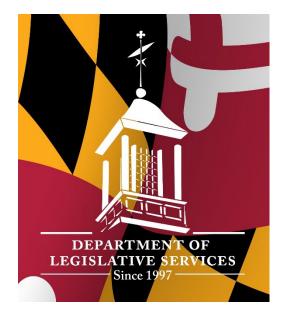
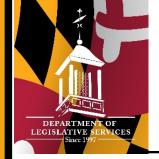
How to Request an Amendment to a Prior Authorization



Updated 2022



What Is a Prior Authorization Request?

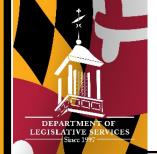
An organization may find that a State capital grant authorized in a prior legislative session requires changes in order to access the grant funds. If this is the case, the organization should seek legislative sponsorship of an amendment to their prior authorized grant (commonly referred to as a prior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

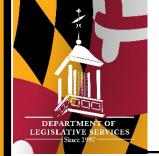


Prior Authorization Request Form

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 <u>https://mgaleg.maryland.gov/pubs-current/</u> <u>current-prior-authorization-submission-form.pdf</u>
- Member Sponsors should submit completed request forms to the Department of Legislative Services (DLS) at <u>Prior.Authorization@mlis.state.md.us</u>
- 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 2022 Prior Authorization Guidelines
Name of Project:
Name of Grantee:
Year Authorized: Original Bond Amount:
County: Counties
Requestor(s):
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:Those Mander
If changing grantee or project name:
New Contact Person:New Phone Number:
New Email Address:
Please submit this form, and direct any questions to: <u>Prior.Authorization@mlis.state.md.u</u>
*Requests processed after March 1 will be considered as Committee Amendments to the Bill in each Chamber.



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 <u>Prior.Authorization@mlis.state.md.us</u>

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
(10) Senate Chapter		(ob) House Chapter
(7c) Senate Prior Authorization		(8c) House Prior Authorization
(9a) Misc Chapter		(9b) Misc Prior Authorization
(10) In your own words, prior authorization.	please describe in deta	il the project's background and your need for a
	d of Public Works, ple	ate upon which evidence of a matching fund must ase explain the need for the extension. When do ching funds, if at all?
kind contributions, or pr	ior funds expended) th fund requirement be c	type of matching funds (e.g., real property, in- tat can be used to meet your match, or are changed from an equal match to unequal match or ange is necessary.
	oard of Public Works,	ate upon which the bond funds must be expended please explain the need for an extension. When do
(14) If you are requesting	g to use the funds for a	nother purpose or to expand the scope of the

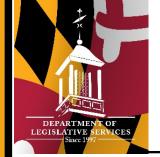
project, please explain the reason and need for the change.



Prior Authorization Process: Introduction

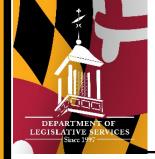
Grantees contact the sponsor to request amendments to prior authorized capital debt projects. Requests do not require the introduction of new legislation Members must complete a Prior Authorization Request Form and submit the form via email to <u>Prior.authorization</u> @mlis.state.md.us DLS enters the 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



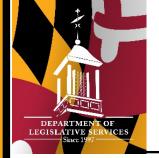
Prior Authorization Process: Introduction (cont.)

- 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 <u>https://mgaleg.maryland.gov/mgawebsite/Budget/PriorAuthorizations</u> to ensure that it is consistent with the request.
- If changes are needed, including adding sponsors, the member must email DLS at <u>Prior.authorization@mlis.state.md.us</u>. 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

🙀 🕘 Maryland Clipper 🛧 Speaker Picks More Memb 🕘 dat UCC and Charter Search 🕘 Prior Auth 🕘 Search 📓 💌 🖂 👘 💌 Page 💌 Safet	ty ▼ Tools ▼ 💽 ▼ 🎽
MARYLAND Legislative Services Legis	slative Audits
	YOD MY Iube MGA
MEMBERS COMMITTEES MEETINGS LEGISLATION <u>BUDGET</u> LAWS FLOOR ACTIONS SEARCH & ARCH	IVES
Charts Prior Authorizations	
Analyses Status Documents	
Legislation Sponsors All	
Bond Initiatives Showing 1 to 32 of 32 entries Filter:	
Prior Authorizations ^{↑↓} ^{↑↓} ^{↑↓} House Senate ^{↑↓} Project Name Jurisdiction Requestor ^{↑↓} Requestor ^{↑↓} Purpose Authorizations Final Action	îon
Publications American Legion Prince George's Sen. Peters Change the grantee 737 2019 1(3) ZA03 This langu	Jage
Related Links Enterprises, LLC" to authorization	amends a prior authorization to
About "BOARD OF change the DIRECTORS OF This langu THE GREEN amends a BRANCH authorizati MANAGEMENT change the	uage a prior tion to



Prior Authorization Process: Tracking (cont.)

https://mgaleg.maryland.gov/mgawebsite/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.

