

Amendments to Prior Authorizations – What to Know

- **How to Request an Amendment to a Prior Authorized Capital Grant (Prior Authorization Amendment):** The entire Prior Authorization Amendment process is explained in the [Guidelines for the Submission of Prior Authorization Requests to the General Assembly of Maryland](#) available on the Maryland General Assembly (MGA) web site.
- **Sponsorship:** Only a member of the Maryland General Assembly may request/sponsor an amendment to prior authorizations of State debt.
- **Request Form:** Sponsorship is initiated with the submission of a [Prior Authorization Request Form](#).
- **Request Form Submission:** The request form is a fillable PDF file that members should submit electronically using the following email address, Prior.Authorization@mlis.state.md.us.
- **Prior Authorization Introduction:** Sponsors should carefully review the Prior Authorization Web Report to ensure that it accurately reflects the requested amendment. If changes are required, please email Prior.Authorization@mlis.state.md.us. Requests are compiled into an omnibus bill that is introduced late in session and further amended with additional requests as needed. Unlike LBIs, individual amendments to prior authorizations are not introduced.
- **Prior Authorization Tracking:** Once the omnibus prior authorization bill is submitted, the bill can be tracked on the MGA website under the Budget tab.
- **Prior Authorization Fact Sheet:** The Sponsor will receive an email from the Department of Legislative Services (DLS) with a link to their specific project Fact Sheet Form. This form must be completed and submitted in accordance with the guideline instructions. Once submitted, the fact sheet will be linked as part of the [tracking report](#).

Important Dates and Contacts

- **Contacts:** Katylee Cannon and Brett Ogden are the primary Prior Authorization contacts with the Department of Legislative Services. Email correspondence should be sent to <mailto:Prior.Authorization@mlis.state.md.us>.
- **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 committee decisions are made. Failure to submit a fact sheet could result in the decision not to amend a project.
- **Effective Date:** Prior Authorizations selected for amendment are passed via an omnibus prior authorization bill and are effective June 1 of the year in which the authorization is amended.
- **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>.