

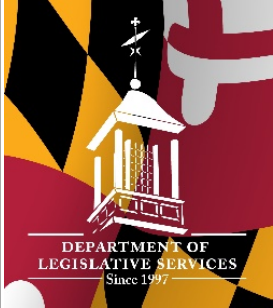
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# How to Request an Amendment to a Prior Authorization

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**2022 Legislative  
Session**



# 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

- Sponsorship of a prior authorization amendment request is initiated when a member completes and submits an official 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
  - Grantee name
  - Sponsor name/co-sponsor
  - Project title
  - Request amount
  - Authorization year
  - Changes the sponsor wants made



# Prior Authorization Request Form (cont.)

## 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: \_\_\_\_\_

### If changing grantee or project name:

New Contact Person: \_\_\_\_\_ New Phone Number: \_\_\_\_\_

New Email Address: \_\_\_\_\_

Please submit this form, and direct any questions to: [Prior.Authorization@mlis.state.md.us](mailto:Prior.Authorization@mlis.state.md.us)

\*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 fund a project
- Submitted
  - Electronically by the Sponsor via the email link sent through the Prior Authorization System
  - Sponsors should coordinate with grantees to ensure that the information in the fact sheet is complete and correct
- Provides information to the legislature to evaluate the project
- Fields 1-9 of the Fact Sheet are automatically generated by the system. If corrections are needed, contact DLS at [Prior.Authorization@mlis.state.md.us](mailto:Prior.Authorization@mlis.state.md.us)
- The legal name of the grantee on record with the State Department of Assessments and Taxation should match the fact sheet



# Prior Authorization Basic Process

- Grantees contact the legislative sponsor to request amendments to prior authorized capital debt projects. Requests for amendments to prior authorizations do not require the introduction of new legislation
- Members must complete a Prior Authorization Request Form (available on the General Assembly Website under the BUDGET tab) 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 committees



# Prior Authorization Process: Introduction

- Requests processed before March 1 are included in the omnibus prior authorization bill as introduced
- Requests received after March 1 are considered by the budget committees as amendments to the omnibus prior authorization bill
- Members should review the Prior Authorization Web Report on the General Assembly website 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 bill is introduced, it can be tracked on the General Assembly 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: MEMBERS | COMMITTEES | MEETINGS | LEGISLATION | **BUDGET** | LAWS | FLOOR ACTIONS | SEARCH & ARCHIVES

Search: i.e. Bill search, keyword

Legislative Services | Legislative Audits

Left Sidebar: 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

125%





# Prior Authorization Process: Tracking (cont.)

- 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 be found in the Prior Authorization Tab in the Budget section of the MGA website by selecting the Status button
- Once the Omnibus Prior Authorization Bill is introduced, it can be tracked on the MGA website by navigating using the Budget tab
- A final report of approved amendments to prior capital grant authorizations will be available on the MGA website upon passage of the bill. 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



# Important Publications and Links

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- *Guidelines for the Submission of Prior Authorization Requests to the General Assembly of Maryland:*  
<https://mgaleg.maryland.gov/pubs-current/current-prior-authorization-submission-guidelines.pdf>
- Prior Authorization Request Form:  
<https://mgaleg.maryland.gov/pubs-current/current-prior-authorization-submission-form.pdf>
- Submit the completed request form to:  
[Prior.authorization@mlis.state.md.us](mailto:Prior.authorization@mlis.state.md.us)
- Department of General Services Grants Guide:  
<https://dgs.maryland.gov/Pages/Grants/index.aspx>
- Maryland Capital Grants Projects Information for State of Maryland Capital Grant Recipients:  
[https://dgs.maryland.gov/Documents/grants/CGL\\_Booklet.pdf](https://dgs.maryland.gov/Documents/grants/CGL_Booklet.pdf)