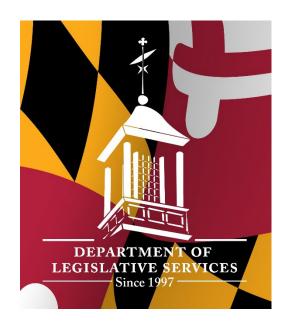
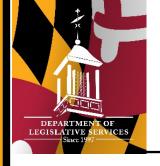
## How to Request an Amendment to a Prior Authorization



Updated 2024



# What Is a Prior Authorization Request?

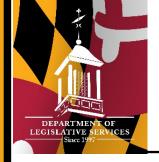
An organization may find that a State capital grant authorized in a prior legislative session requires changes in order to access the grant funds. If this is the case, the organization should seek legislative sponsorship of an amendment to their prior authorized grant (commonly referred to as a prior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

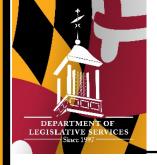


### **Prior Authorization Request Form**

#### **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 <a href="https://mgaleg.maryland.gov/pubs-current/prior-authorization-request-form.pdf">https://mgaleg.maryland.gov/pubs-current/prior-authorization-request-form.pdf</a>
- Member Sponsors should submit completed request forms to the Department of Legislative Services (DLS) at 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

Name of Project:	
Name of Grantee:	
	Original Bond Amount:
County: Counties	
Requestor(s):	
Senate:	
House:	
	e how the sponsor would like the Prior Authorization Changed)  (Include as much detail as possible i.e. chapter number, section,
Previous Prior Authorization Renumber, section, year, bill numb	equest(s)/Bill(s): (Include as much detail as possible i.e. chapter per, etc.)
Project/Grantee Contact Person Name:	: Phone Number:
Email Address:	
	name:
If changing grantee or project	
	New Phone Number:



## Prior Authorization Process: Introduction

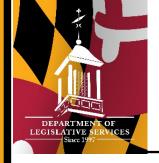
Grantees contact the sponsor to request amendments to prior authorized capital debt projects.

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

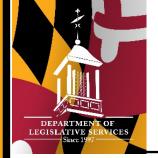
DLS enters the prior authorization request into a database for tracking and review

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

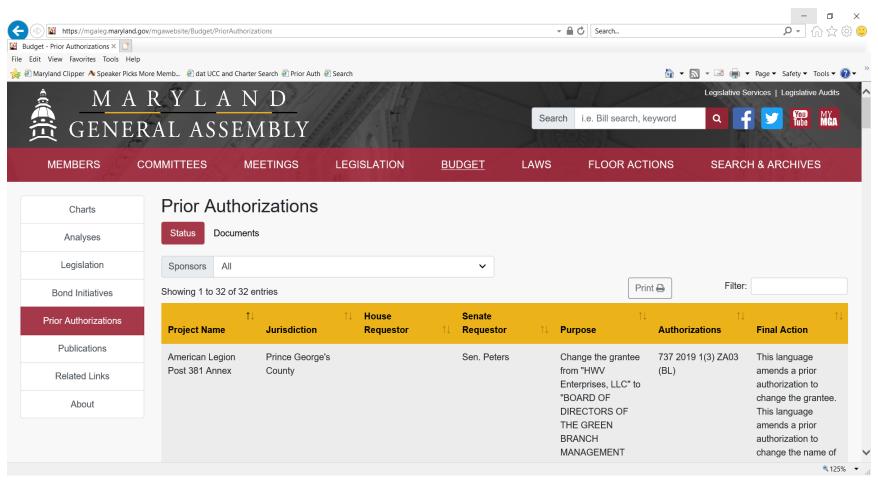


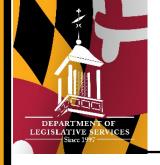
# Prior Authorization Process: Introduction (cont.)

- 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 <a href="https://mgaleg.maryland.gov/mgawebsite/Budget/PriorAuthorizations">https://mgaleg.maryland.gov/mgawebsite/Budget/PriorAuthorizations</a> 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





# 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.

