

Budget and Service Delivery Targets Revision Request Form



Ryan White Services Division
 Budget and Service Delivery Targets Revision Request Form
 Fiscal Year 2023

Agency	
Service Category	
Date of Request	
Is the Budget Revision a resubmission?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For BPHC Use Only	Date	Initial
Client Services Review		
Client Services Approval		
Fiscal Processing		
Approval Letter Sent		

- Change of Position, FTE, Salary, and Titles:** Include only the adjustment, removal, or addition of an employee. Complete the Budget Revision Excel Form to account for financial adjustments. **Do not include additional lines created from line-item splits in the excel document on this form. Check yes to indicate a line was split for the respective position.**

Line Split	Start	End	Position	Personnel Name	Reason for Change
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

4. **Service Delivery Targets:** Insert any changes to subservices resulting from budgetary or service delivery adjustments.

Subservice	Original Target	New Target	Reason for Change

5. **Signatures:** Sign this document by completing the section below.

Name of Authorized Representative	
Title	
Email	
Signature	

For BPHC use only:

Contract Management Review Comments	
Supervisory Review Comments	
Fiscal Review Comments	

