



# House Appropriations Committee 2020 Session Budget Amendment Form

\*\*\* The deadline to submit completed forms is 5:00 p.m. FRIDAY, JANUARY 10, 2020 \*\*\*

Patron: \_\_\_\_\_  
(Print name of Delegate) (Signature of Delegate)

Requests can be made by completing this form and submitting it to the House Appropriations Committee staff office on the 13<sup>th</sup> Floor, Pocahontas Building.

Agency Name: \_\_\_\_\_

Please Circle the House Bill that your budget amendment request relates to: HB 29 (or) HB 30

Increase/Decrease

Use this section to indicate whether your amendment would require an Increase or Decrease in appropriated funds.

General Fund (GF) monies are derived from taxes levied on individual and corporate income, sales, public service corporations, and insurance companies. The General Fund is the major source of support for many State functions.

Nongeneral Fund (NGF) monies consist of special fund revenues, higher education operating monies (tuition, special revenues and federal grants), highway maintenance and construction funds, trust and agency funds, and federal trust funds.

<u>Funding</u>	<u>First Year</u>	<u>Second Year</u>
<input type="checkbox"/> Increase	GF \$ _____	GF \$ _____
<input type="checkbox"/> Decrease	NGF \$ _____	NGF \$ _____

Employment Level

Use this section to indicate if a change in the employment level of the agency is desired or necessary. The employment level is the number of full-time equivalent (FTE) positions dedicated to a specific program activity or agency. If you are unsure, leave the space blank.

<u>Employment Level</u>	<u>First Year</u>	<u>Second Year</u>
<input type="checkbox"/> Increase	GF FTE _____	GF FTE _____
<input type="checkbox"/> Decrease	NGF FTE _____	NGF FTE _____

Explanation of Amendment

Please explain the purpose of your amendment or attach explanatory materials. THIS IS THE MOST IMPORTANT PART OF REQUESTING AN AMENDMENT as it ensures the staff has adequate background information to draft your budget amendment request.

EXPLANATION OF AMENDMENT: (Explain or Attach Materials)

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Please return this signed, original form (and the co-patron signature sheet if applicable) to the House Appropriations Committee Staff, 900 E. Main Street, Pocahontas Building, 13<sup>th</sup> Floor, -- Telephone: (804) 698-1590, FAX: (804) 698-1802  
This form can also be found on the House Appropriations Committee's website: <http://hac.virginia.gov>

\*\*\* PLEASE KEEP A COPY OF THE COMPLETED FORM & SUPPORTING DOCUMENTATION FOR YOUR RECORDS \*\*\*

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Adams, D.M.	Gooditis	Orrock
Adams, L.R.	Guy	Plum
Aird	Guzman	Poindexter
Askew	Hayes	Price
Austin	Head	Ransone
Avoli	Helmer	Rasoul
Ayala	Heretick	Reid
Bagby	Herring	Robinson
Batten	Hodges	Roem
Bell	Hope	Runion
Bloxom	Hudson	Rush
Bourne	Hurst	Samirah
Brewer	Jenkins	Scott
Bulova	Jones	Sickles
Byron	Keam	Simon
Campbell, J.L.	Kilgore	Simonds
Campbell, R.R.	Knight	Subramanyam
Carr	Kory	Sullivan
Carroll Foy	Krizek	Torian
Carter	LaRock	Tran
Cole, J.G.	Leftwich	Tyler
Cole, M.L.	Levine	VanValkenburg
Collins	Lindsey	Walker
Convirs-Fowler	Lopez	Wampler
Cox	Marshall	Ward
Coyner	McGuire	Ware
Davis	McNamara	Watts
Delaney	McQuinn	Webert
Edmunds	Miyares	Willett
Fariss	Morefield	Wilt
Filler-Corn	Mugler	Wright
Fowler	Mullin	Wyatt
Freitas	Murphy	
Gilbert	O'Quinn	

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# House Appropriations Committee

## Instructions for Digitally Signing

### 2020 Session Budget Amendment Forms

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**NEW!** In addition to submitting Budget Amendment requests in person to House Appropriations Committee Staff on the 13th floor of the Pocahontas Building, you can also submit completed House Budget Amendment forms, along with any supporting documentation and ALL co-patron signatures **ELECTRONICALLY** by emailing: [housebudgetamendment@hac.virginia.gov](mailto:housebudgetamendment@hac.virginia.gov) prior to the 5:00 PM deadline on Friday, January 10, 2020.

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1. To download a House Budget Amendment form from:
  - a. the House Appropriations Committee website, go to <http://hac.virginia.gov>
  - b. within the House of Delegates Intranet, DELA, go to "Forms and Requests" and then "Legislative"
2. Click the PDF link, and then download it
  - a. Digital signing is not accessible through the web browser link, you must download the PDF in order to sign digitally
3. Fill out the form as usual, when you are done and ready to sign click in the signature field
4. Once you've done this, a popup should appear that says "**Digital ID Configuration Required** - This signature field requires a digital signature identity. Would you like to configure one now?"
  - a. Click the option below titled, "**Configure Digital ID**"
5. On the next screen click, "Create a new Digital ID" and then "Continue"
6. The following screen will ask you to confirm that you are saving the ID to your computer (be sure the file is saved where you can easily find it like your computer desktop). Next, click "Save to file" and then "Continue"
7. You'll then be asked to fill in some personal information such as name, organization, email address, etc.
8. After you've done this, you'll need to create a password
9. Once you've created one you will be prompted to choose which digital ID you want to use for signing. You will, of course, select the signature ID which you've just created
10. Confirm this and continue. You'll see a preview of your signature and be prompted to enter the password once again
11. Ta-da! You've just digitally signed your budget amendment form