



# House Appropriations Committee 2020 Special Session I Budget Amendment Form

The deadline to submit House Budget Amendments is 12:00 noon on Thursday, August 20, 2020

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

Requests can be submitted electronically by completing this form and emailing it to the House Appropriations Committee staff.

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

### 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 email this digitally signed form to the House Appropriations Committee Staff at:  
[housebudgetamendment@hac.virginia.gov](mailto:housebudgetamendment@hac.virginia.gov)

Call (804) 698-1590 if you have questions. This form is also available on the House Appropriations Committee's [website](#) and on [DELA](#).

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

Adams, D.M.	Guy	Plum
Adams, L.R.	Guzman	Poindexter
Aird	Hayes	Price
Askew	Head	Ransone
Austin	Helmer	Rasoul
Avoli	Heretick	Reid
Ayala	Herring	Robinson
Bagby	Hodges	Roem
Batten	Hope	Runion
Bell	Hudson	Rush
Bloxom	Hurst	Samirah
Bourne	Jenkins	Scott
Brewer	Jones	Sickles
Bulova	Keam	Simon
Byron	Kilgore	Simonds
Campbell, J.L.	Knight	Subramanyam
Campbell, R.R.	Kory	Sullivan
Carr	Krizek	Torian
Carroll Foy	LaRock	Tran
Carter	Leftwich	Tyler
Cole, J.G.	Levine	VanValkenburg
Cole, M.L.	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	29 <sup>th</sup> District (Vacant)
Gilbert	O'Quinn	
Gooditis	Orrock	



# House Appropriations Committee

## Instructions for Digitally Signing

### 2020 Special Session I Budget Amendment Form

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You can submit completed House Budget Amendment forms, along with any supporting documentation and **ALL** co-patron signatures **ELECTRONICALLY** by emailing them to: [housebudgetamendment@hac.virginia.gov](mailto:housebudgetamendment@hac.virginia.gov).

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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 form to your computer desktop 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