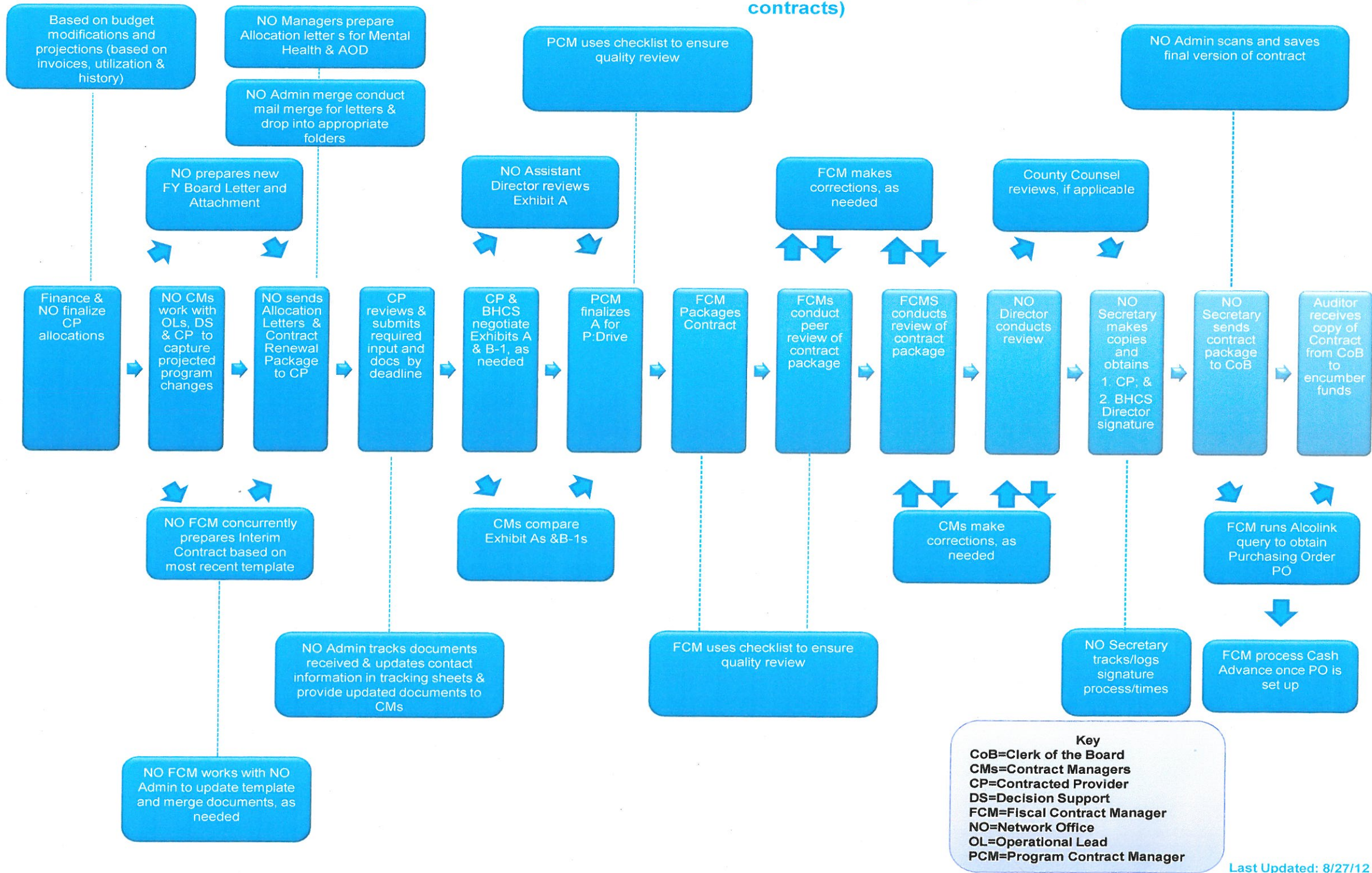
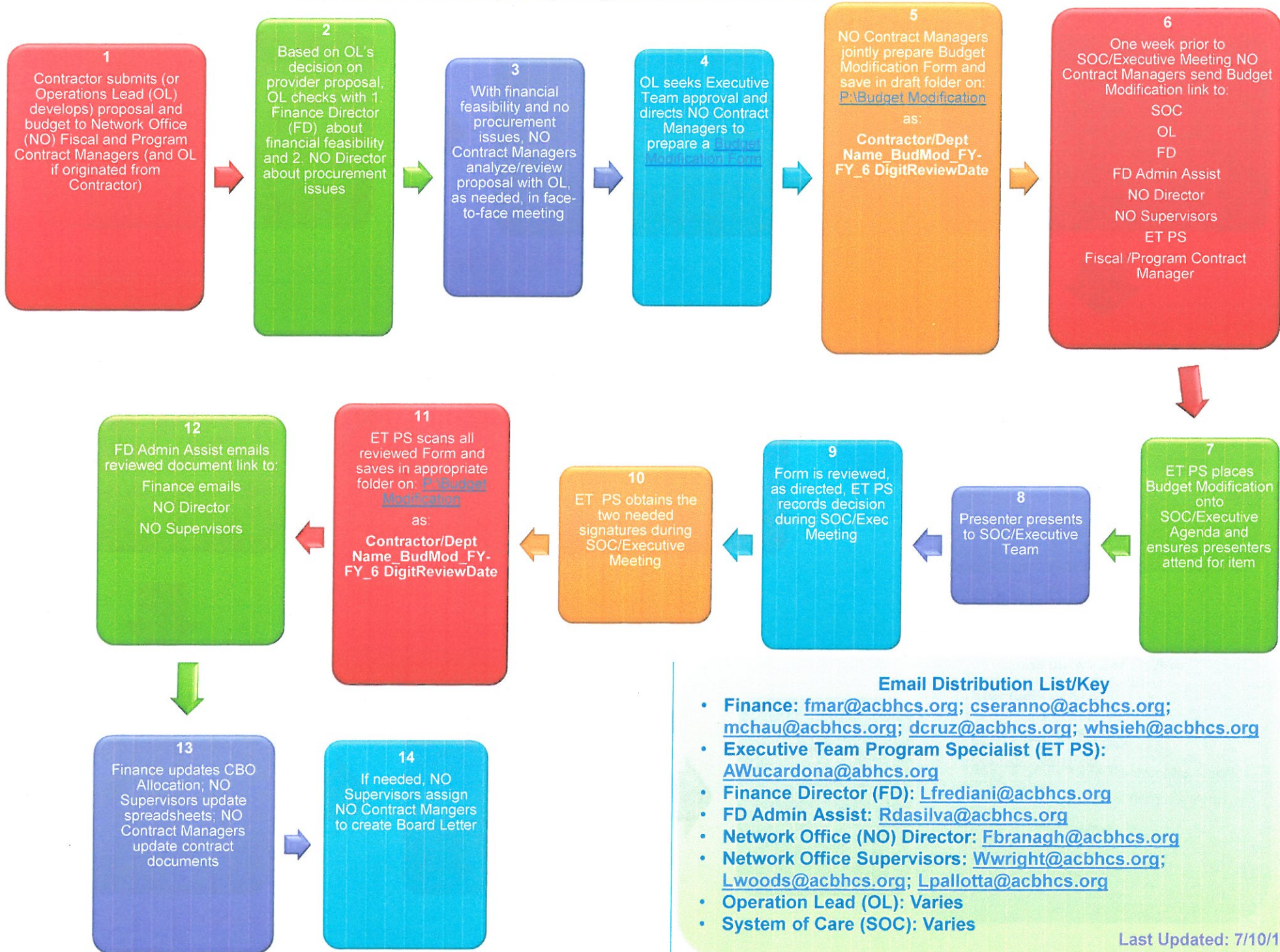


## Contract Renewal Finalization w/ Detail Process (for existing contracts)



**Key**  
 CoB=Clerk of the Board  
 CMs=Contract Managers  
 CP=Contracted Provider  
 DS=Decision Support  
 FCM=Fiscal Contract Manager  
 NO=Network Office  
 OL=Operational Lead  
 PCM=Program Contract Manager

## BHCS Contractor (CBO) Budget Modification Process



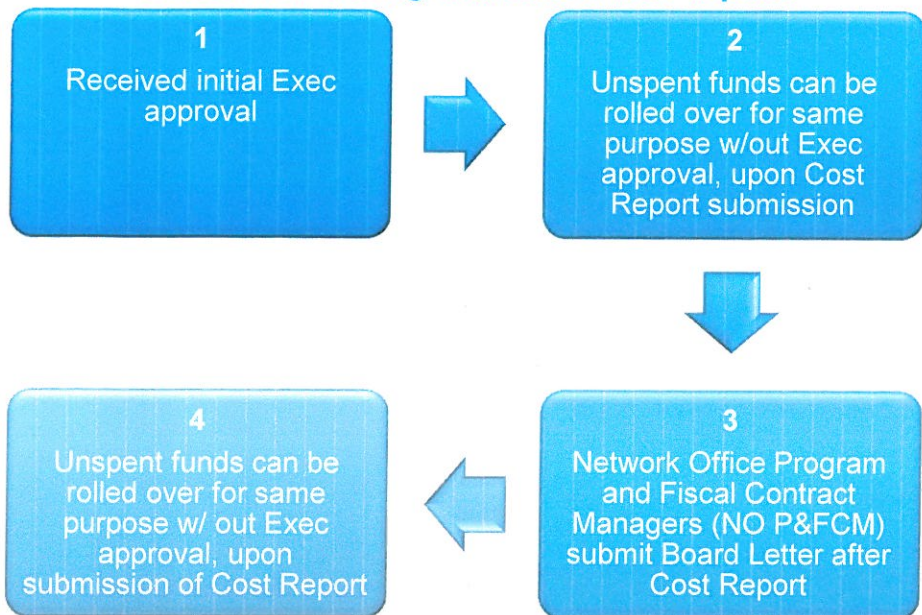
### Email Distribution List/Key

- Finance: [fmar@acbhcs.org](mailto:fmar@acbhcs.org); [cseranno@acbhcs.org](mailto:cseranno@acbhcs.org); [mchau@acbhcs.org](mailto:mchau@acbhcs.org); [dcruz@acbhcs.org](mailto:dcruz@acbhcs.org); [whsieh@acbhcs.org](mailto:whsieh@acbhcs.org)
- Executive Team Program Specialist (ET PS): [AWucardona@acbhcs.org](mailto:AWucardona@acbhcs.org)
- Finance Director (FD): [Lfrediani@acbhcs.org](mailto:Lfrediani@acbhcs.org)
- FD Admin Assist: [Rdasilva@acbhcs.org](mailto:Rdasilva@acbhcs.org)
- Network Office (NO) Director: [Fbranagh@acbhcs.org](mailto:Fbranagh@acbhcs.org)
- Network Office Supervisors: [Wwright@acbhcs.org](mailto:Wwright@acbhcs.org); [Lwoods@acbhcs.org](mailto:Lwoods@acbhcs.org); [Lpallotta@acbhcs.org](mailto:Lpallotta@acbhcs.org)
- Operation Lead (OL): Varies
- System of Care (SOC): Varies

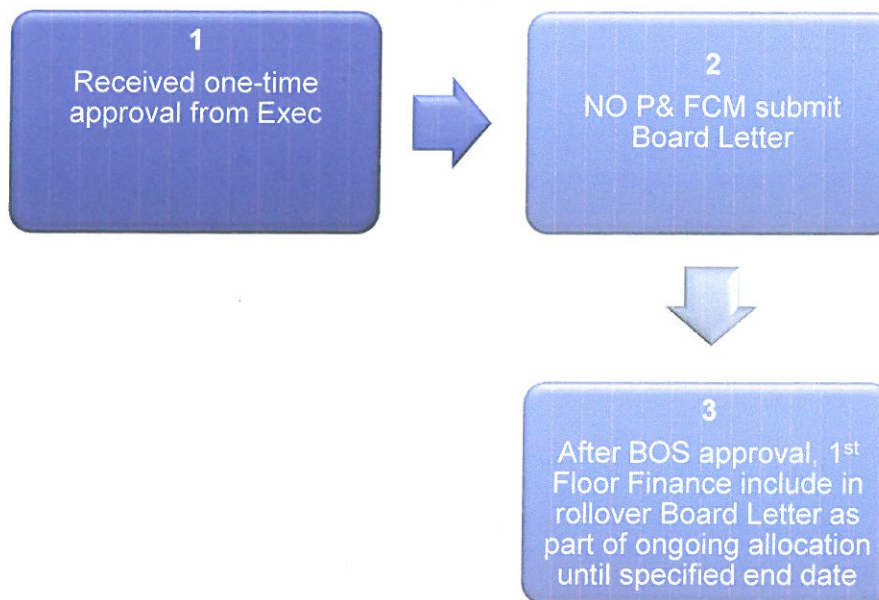
Last Updated: 7/10/12

## BHCS Instructions for Tracking Budget Modifications

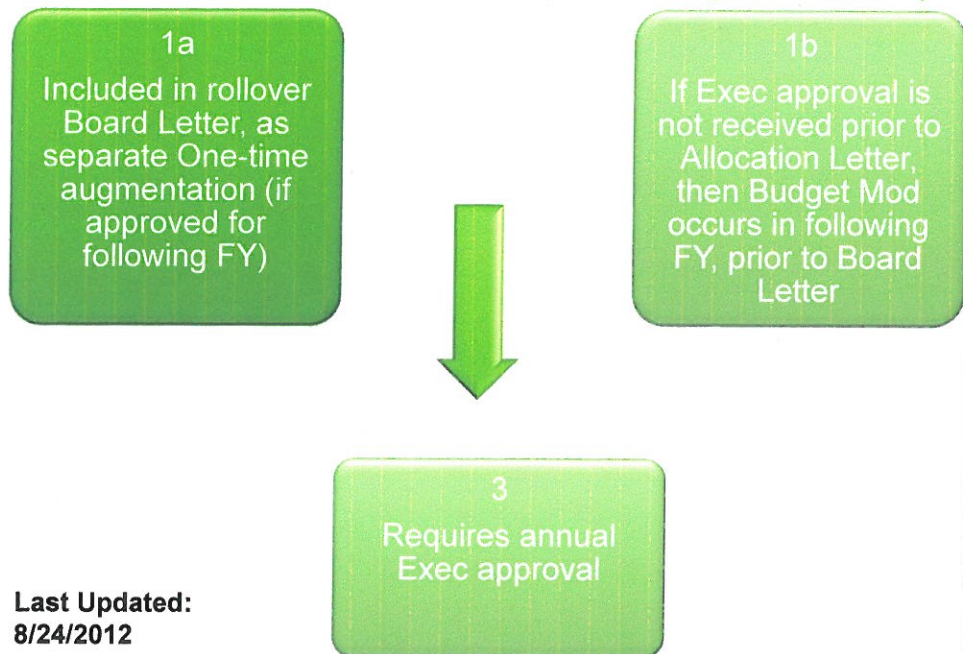
### One-Time Funding with One-Time Purpose



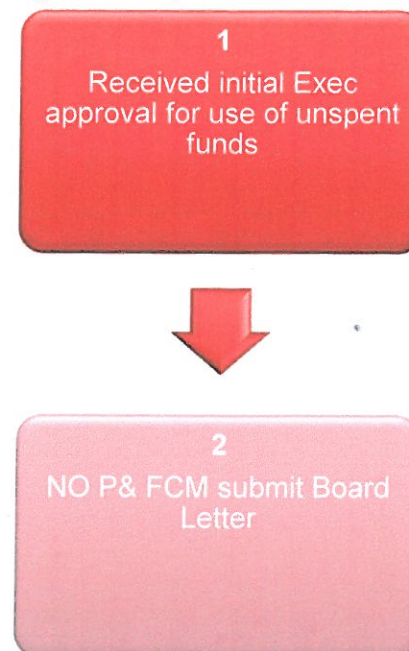
### Time Limited Funding (Over multiple FYs)



### Annually Renewable Allocations (from unexpended funds)



### Unspent Ongoing Funds (rolled over on a one-time basis)



**BHCS BUDGET MODIFICATION FORM  
FUNDING REQUEST FOR FY \_\_\_\_\_**

**INFORMATION**

Org/ Contractor Name				Org #	Org #	Date of Request	<a href="#">Click here to enter a date.</a>				
Fiscal Year(s) <i>(specify)</i>				Submitted by Operations Lead/Presenter			Phone No.	Email			
Current Procurement Amount				Type of Request <i>(select one)</i>			<a href="#">Choose an item.</a>			Other Description	
Requested Amount <i>increase or (decrease)</i>				Purpose or Description of Request <i>(Reference &amp; attach program description and/or list of new positions/reclasses, etc.)</i>							
Total Amount <i>(Right click to update)</i>				0	0	0	0				

**FUNDING**

Appropriation											Finance		
											Appropriation	Revenue	
Reallocation/ Movement of Funds btwn Accounts/ Contractors/ Programs	Contractor/ Program/ Project Name	RU No. <i>(if applicable)</i>	Account No.	Funding Source	Annualized Amount <i>(if applicable)</i>	Funding Duration	Start Date	End Date <i>(if applicable)</i>	Match Amount <i>(if applicable)</i>	Match Type/ Source <i>(if applicable)</i>	Program Code	Account No.	Amount
<a href="#">Choose an item.</a>			<a href="#">Choose an item.</a>			<a href="#">Choose an item.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>			<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	
<a href="#">Choose an item.</a>			<a href="#">Choose an item.</a>			<a href="#">Choose an item.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>			<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	

**FINANCE & ADMINISTRATIVE ACTION**

Reviewed by SOC/Operations Lead <i>(if applicable)</i>						Date	
Reviewed by Finance Director						Date	
Reviewed by Executive Admin						Date	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as modified <i>(Provide explanation)</i>	<input type="checkbox"/> Hold <i>(Review on future agenda)</i>	<a href="#">Click here to enter a date.</a>			<input type="checkbox"/> Denied due to <i>(Select reason)</i>	<input type="checkbox"/> Lack of funding
						<input type="checkbox"/> Duplication of efforts	<input type="checkbox"/> Other <i>(Specify):</i>

**INTERNAL FINANCE USE**

<input type="checkbox"/> Financial Recommendation Required	BHCS Budget Updated	Name	Date	<a href="#">Click here to enter a date.</a>
<input type="checkbox"/> Board Letter Required	CBO Allocation Updated	Name	Date	<a href="#">Click here to enter a date.</a>