

IDOH RYAN WHITE SERVICES REQUEST FOR BUDGET CHANGE (RBC) FORM SUBMISSION: SUBRECIPIENT PROCEDURE

Subrecipients can request a budget change by completing a “Request for Budget Change” (RBC) and submitting proposed changes on the “Ryan White Services Program Request for Budget Change” form to their IDOH Ryan White Services Specialist for processing.

PURPOSE:

A Request for Budget Change is appropriate in the following circumstances:

- A. Subrecipient has underspent in one service category and has an increased need in another category.
- B. Subrecipient desires a new service category that was not addressed earlier in the budgeting process.
- C. Subrecipient seeks to return unused funds.

DATES & DEADLINES:

A Request for Budget Change will be considered 90 days (January 1) after the beginning of the contract agreement, and no later than 60 days (July 31) before the expiration of the contract.

STEP-BY-STEP “RYAN WHITE SERVICES PROGRAM REQUEST FOR BUDGET CHANGE” FORM COMPLETION INSTRUCTIONS:

1. Complete the *Agency Name, Project Name, PO#, SCM#* (this is also called Contract #), Date, and Request for Budget Change number (First Request = RBC #1; Second Request = RBC #2). **Example-** Ryan White Agency, Rebates Project, PO 123456789, SCM 12345, 1-19-2022, RBC #1
2. You will use your “Grant Summary Report” tab from your most recent monthly invoice to complete the following steps:

Budget		Expenses		Total Expenses	Amount Remaining	% Remaining
Original Budget	RBC 1	Oct-20	Current Budget			
ADMIN00			\$ -	\$ -	0.00	0.00%
FOODBK			\$ -	\$ -	0.00	0.00%
HOUSING			\$ -	\$ -	0.00	0.00%
NMCMGT0			\$ -	\$ -	0.00	0.00%
Subtotal			\$ -	\$ -	\$ -	0.00%

3. Use the Service Categories in column “A” in the “Grant Summary Report” tab of your invoice template to identify where you want to make changes on the Request for Budget Change form. On the RBC form, select

the corresponding Service Categories from which you are requesting changes by utilizing the drop-down menu under “Core Services”, “Support Services”, or “Administration” and selecting the appropriate Service Category.

- a. Once you have the selected Service Category, in the next column, enter the amount of your “Current Budget” (which is your budget for the service category without any expenses and reflective of any RBCs already done) from your “Grant Summary Report” tab. These dollar amounts should be whole numbers only with no commas.
- b. Use “Amount Remaining” to note the total amount remaining in this service category after the previous month’s invoice, column X from “Grant Summary Report”
- c. Use the next column to the right to record your “Requested Increase or Decrease” for this specific Service Category. The amount you are removing from the service category should be written as a negative.
- d. The “Requested Budget” column will auto calculate what your final amount will become for this category, if approved. The form will automatically note in red any funding deductions that result in a total removal of funds from the service category.

Service Category		Current Budget <small>(Located on invoice template grants summary report tab – Column V)</small>	Amount Remaining <small>(Located on invoice template grants summary report tab – Column X)</small>	Requested Increase <small>(Decrease)</small>	Requested Budget
<small>Show all entries with whole dollar amounts only (Do not add commas)</small>					
Core Services	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
Support Services	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
	(Select one) ▾				\$ 0
Administration	Administration (ADMIN00)				\$ 0
TOTAL		\$ 0	\$ 0	\$ 0	\$ 0

4. Repeat this process for all appropriate Service Categories. Below are the options for how the form may be submitted depending on the situation:
 - i. Moving funds between current service categories
 1. If you have changes in the “Requested Increase (Decrease)” column, the **“Total” must always equal zero, except in cases where you are returning funds to IDOH.**
 - ii. Requesting a new service category
 1. New service category should be selected, and amount requested for the category should be noted in the “Requested Increase (Decrease)” column of the form. **“Total” must always equal zero, except in cases where you are returning funds to**

IDOH. The narrative section should detail the request around new service category.

- iii. Returning of funds*
 - 1. The total left in the “Requested Increase (Decrease)” column will be what will be amended off your contract
- iv. Request for additional funds*
 - 1. Any request for additional funds should start through a conversation with program leadership and then program staff will initiate the Request for Budget Change. The potential of additional funding is contingent on the resources available at the time of the request and is not a guarantee.
 - 2. In the case of the additional funds, the “Requested Increase (Decrease)” column will reflect the total amount of funds being added to the contract and will be the first.

*It is important to note that ii and iii each activate contract amendments that will need to be fully processed before funds will be removed/added and will cause delays on invoice templates

- 5. It is required to provide a detailed narrative or explanation for your requests in the area for **“Justification with details of all categories”**. Make note of why there is overage for a particular Service Category you would like to decrease and why another Service Category needs more funding. Agencies should also detail when you would like this change to be effective—**only proactive requests are allowed**. For example, if you are asking for a new Service Category to be added, in order to update CAREWare accordingly, IDOH will need lead time, therefore the effective date for this RBC would need to be the following month at the earliest. Covered in more detail in Step 6.
- 6. Timing of Submission- As mentioned in step 5, the timing of submission must be done proactively, below are details on specific times as followed:
 - i. Requesting to add funds to a new service category- Because this will require an invoice template update and update to agency information in CAREWare these must be submitted by EOB on the 15th of the month prior to the effective date being requested.
 - ii. **EXAMPLE:** Agency A would like to add Housing as a service category to start by March 1st. In order for this to happen, Agency A must submit the January invoice and complete an RBC reflecting the remaining, post-January budget. This must be submitted *prior to February 15th*. **If the RBC is submitted after February 16th the effective date would be April 1st.**
- 7. Obtain approvals and signatures from your RW Part B Program Representative and the Fiscal Representative at your Agency.
- 8. Send the **“Request for Budget Change”** form to the IDOH Ryan White Program e-mail inbox for approval of changes. HSPprogram@isdh.in.gov
- 9. Upon receipt of your completed **“Ryan White Services Program Request for Budget Change”** PDF form, your RW Services Specialist will review and collaborate with internal RW program staff, including program directors, to gain mutual understanding of requested changes. You may be asked by your RW Services

Specialist to provide clarifying information before the RBC proceeds and/or is approved. If the RBC is approved, IDOH Program Director(s) and the Contracts & Rebates Manager will sign the RBC form. Your RW Services Specialist will send a PDF copy along with the revised invoice template to you via email.

- a. The goal for this approval is 10 business days from receipt.
- b. Please keep final approved RBC form with your appropriate budget records.
- c. Please use the newly revised invoice template for future billings.

10. In preparing your next monthly invoice to IDOH HIV/STD/VH for submission, make certain to use the **newly revised invoice template** and note in the subject line of your email the name of your agency, the SCM#, and the Invoice number. Please use the following format in the subject line of all invoice submission emails: "*Strawberry Shortcake's Cakes 12345 FEB12345HIV22RBC Invoice*" and submit to HIV Services Program email.

** HIV Services Program Email: IDOH Ryan White Program at HSPprogram@isdh.in.gov.