

INSTRUCTIONS:

REQUEST TO MODIFY 2003-05 PERFORMANCE MEASURES FOR THE 2005-07 BIENNIUM

Budget Form # 107BF04b

All changes to key performance measures must be approved by DAS before they can be included in the agency request budget. This form should be used by an agency wishing to modify its 2003-05 performance measures for the 2005-07 biennium.

NOTE: This form has been protected, restricting data entry to shaded areas only. The form allows for up to 16 change requests. If you have fewer than that, leave the remaining rows blank. **Please do not unprotect the form to create footnotes or endnotes because you WILL LOSE ALL DATA when you reprotect the form.** Instead, submit all notations in a separate document called "Notes." If you have more than that or are experiencing technical difficulties, please contact Rita Conrad at the Progress Board for assistance, 503-378-3204. (Revised 5/5/04)

Top Rows List relevant agency and contact information, date and version number.

<u>Column 1</u>	Request Number	Requests are pre-numbered beginning with 1. Use the drop-down box to indicate whether this is a modification, addition or deletion. For measures with requested changes, this information should exactly match columns 9 and 10 of the Links to Oregon Benchmarks form. The form allows for up to 16 change requests. If you have fewer than that, leave the remaining rows blank. If you have more than that, please contact Rita Conrad at the Progress Board for assistance, 503-378-3204.
<u>Column 2</u>	Key Performance Measure (KPM)	Insert the currently approved performance measure in the row titled "Currently Approved." In the row titled "Requested Change," insert the change to the performance measure that is requested. If this is a request to delete, leave blank.
<u>Column 3</u>	Performance Measure Number	Insert the number of the currently approved performance measure as shown on form Budget Form # 107BF04a, <i>Links to Oregon Benchmarks</i> .
<u>Column 4</u>	Rationale for Change	Explain the specific reason that the agency is making the request for modification.
<u>Column 5</u>	Analyst Comment	Budget and Management and Legislative Fiscal Offices will use this column.
<u>Column 6</u>	DAS Recommendation	Progress Board will use this column to indicate DAS's recommendation.
<u>Column 7</u>	Legislative Action	Progress Board will use this column to indicate whether or not the legislature accepts.