



**Community Cost-Share Program
REQUEST FOR BUDGET MODIFICATION**

Member Community: _____

Project Title: _____

P.O. #: _____ Project Manager: _____ Date: _____

Signature

Justification and Description of Changes:

Provide a summary of the revised budget (by category) and include a brief justification and itemized breakdown for the amount proposed in each category. For example, stream restoration project extended by 500 feet of streambank @ \$150/linear ft. to protect newly discovered underground utility.

Summary of Project Modification:

Watershed Team Leader _____

| Project Expenses | Original Budget | Revised Budget | Details |
|--|-----------------|----------------|---------|
| Professional Services | | | |
| Personnel (<i>Member Community Staff Only</i>) | | | |
| Subcontract | | | |
| Equipment | | | |
| Materials | | | |
| Other | | | |
| TOTAL | \$ | \$ | |

Direct all Community Cost-Share budget modification questions and requests to the Watershed Team Leader, 216-881-6600, and the Watershed Funding Administrator is to be copied on all correspondence pertaining to budget modification.

WFA _____ Manager WP _____ Director WP _____