



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

*Community Cost-Share Program
Request for Budget Modification*

Member Community: _____

Project Title: _____

Project Manager: _____

Date: _____

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:

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 Funding Programs Administrator is to be copied on all correspondence pertaining to budget modification.