**Weatherization Assistance Program**

**Request for Minor Budget Modification Form**

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Modification #: (1, 2, 3) \_\_\_\_\_\_\_\_\_\_\_

Contract Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency Executive Director Signature Date Submitted

This memo serves as a request for a minor budget modification to the above-mentioned contract. A minor budget modification may be allowed for the transfer of funds between direct cost budget categories. If an increase or decrease to the total contract amount is required, a formal contract amendment must be executed. This minor budget modification only applies to funds moving from Administration, Health & Safety, T&TA, Vehicles, Equipment, and Liability Insurance into Program Materials, Labor and Program Support to weatherize more units.

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Current | Difference | Revised |
| Administration |  |  |  |
| Health & Safety |  |  |  |
| T&TA |  |  |  |
| Vehicles & Equipment |  |  |  |
| Liability Insurance |  |  |  |
| Materials/ Labor &Program Support |  |  |  |
| **TOTAL**  |  |  |  |

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 GEFA Program Manager Review Date of Approval

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 GEFA Sr. Program Manager Review Date of Approval

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 GEFA Division Director Review Date of Approval

 Date Hancock updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Mailed to Agency: \_\_\_\_\_\_\_\_