CITY OF SAN JOSÉ

**BeautifySJ Cycle 7**

REQUEST FOR BEAUTIFYSJ

MEMORANDUM OF UNDERSTANDING CHANGE REQUEST

**Please complete all pages of this form and return it to:**

**By email to** unsccfiscalagent@gmail.com

**Must be submitted by February 28, 2026, to be considered.**

NEIGHBORHOOD ASSOCIATION NAME: Click or tap here to enter text.

1. Identify the type of modification requested by marking the box below:

 [ ]  Activity Change/New Activity (All Sections)

 [ ]  Budget Change (Section 2&3)

**Change requests that are include improvements to Public Property must include either a letter or email from the public agency that controls the property approving the project.**

1. Activity Change/New Activity:

Describe the proposed change and provide the reason for the change (include the proposed budget):

Click or tap here to enter text.

2. Budget Modifications

Proposed change in budgets of line items of approved activities in your MOU and reason for budget change:

Click or tap here to enter text.

Will your proposed budget modification(s) affect your project’s ability to meet its goals? Will the proposed budget modification result in an approved activity from being completed. If yes, please provide an explanation.

Click or tap here to enter text.

3. All Requests:

Is your allocation of costs for each budget line item affected by this change? If so, please provide an explanation for the revised cost allocation.

Click or tap here to enter text.

Authorized Neighborhood Association Signatory:

Click or tap here to enter text. Click or tap to enter a date.

|  |  |
| --- | --- |
| Print Name/Title:  |  Date:  |

City of San Jose Approval:

Click or tap here to enter text. Click or tap to enter a date.

|  |  |
| --- | --- |
| BeautifySJ Analyst  |  Date: |