

Sample Funding Request Memo for U.S. FWS Staff

(DATE)

MEMORANDUM

TO: Regional Engineer / Regional Safety Manager

FROM: (Staff Contact)

SUBJECT: FY 20XX Budget – Operations & Maintenance

New federal traffic sign standards now requires the U.S. Fish & Wildlife Service to implement a traffic sign maintenance program and to begin meeting new minimum sign retroreflectivity requirements for all of our traffic signs on our public roads. This will require us to:

- 1) Establish a sign maintenance program by January 2012;
- 2) Meet new minimum retroreflectivity requirements for most our traffic signs by January 2015 (regulatory, warning, and guide signs); and
- 3) Meet new minimum retroreflective requirements for our street name signs by January 2018.

To meet these new federal requirements, I have estimated that I will need an additional (\$XX,XXX) in annual operating expenses to implement this sign maintenance program and to begin the purchase and installation of new traffic signs. The requested improvements include the following:

1. (Itemize) Establish a sign maintenance program by January 2012;
- 2.
- 3.

There may be opportunities to apply for and receive state or federal grant funds to help offset our anticipated increase in annual operating expenses, and my staff is investigating these opportunities.

Please let me know if you have any questions or need additional information.