

# Memorandum

To: **Joan Borucki**  
**Budgets Program - Mail Station 24**

Date:

File:

From:

Subject: Request for Funds/Exception to Project Funding Policy

It is recommended that the California Transportation Commission be requested to vote **AMOUNT** from **DESCRIPTION OF FUNDING SOURCE (BOTH FEDERAL & STATE)** funds in the **FISCAL YEAR** fiscal year for the following project:

**PROJECT DESCRIPTION:**

**JUSTIFICATION:**

- A. Type of work
- B. Need for Project/Proposed Improvements
- C. Status of Project
  - 1) Environmental Clearance Status
  - 2) R/W Clearance Status (If currently R/W certified as #3, when will the certification be upgraded to a #1 or #2?)
  - 3) Status of Construction (if applicable)
- D. Total Project Funding Plan By Fiscal Year (list all funding sources & anticipated fund usage by year)
- E. Allocation
  - 1) Amount of allocation request:
  - 2) Is this a partial allocation request?  YES  NO
  - 3) If this is a partial allocation, what will be the total cost of the project? When will the additional allocation be needed?
  - 4) Is the project identified as State-Only in the adopted programming document?  
 YES  NO
  - 5) If requesting State-Only funding, please state specific reasons per project funding policy:
- F. Advertisement: We request that this project be advertised in **MONTH YEAR**.