

SAMPLE EMAIL REQUESTING PROJECT NUMBER

To: Bruce A. Nesslage, Fund Manager
Natural Resource Damage Assessment and Restoration (NRDAR)
Office

From: xxxx (Service Contact)
xxxx (Program or Title)

cc: Division of Environmental Quality Budget Analyst
Case Manager
Chief, Budget and Finance or NRDAR Coordinator (depending on
who sends the email)

Subject: Request for NRDAR Project Number

Fish and Wildlife Service Region xx is initiating NRDAR activities for xxx site/spill and requests that you create a project number to track expenditures associated with these NRDAR activities.

Project/Spill Name:

Location:

Amount: (if known)

Anticipated Funding Type: _____NRDAR Fund
_____National Pollution Fund Center (NPFC)
_____Responsible Party Advanced Funds
_____Responsible Party Reimbursement

Case Manager Information:

Name:

Station:

Phone Number:

Email address:

Questions should be referred to (coordinator or Regional Office budget staff depending on Regional preference) at xxx-xxx-xxxx