June 14, 2010

[Mr. Ms.] First & Last Name

Title

Company

Address Line 1 & Suite

Address Line 2

City, State Zip

SUBJECT: FHWA Sign Retroreflectivity Requirements

Dear  [Mr. Ms.] Last Name:

As a follow-up to the letter you may have received from your county engineer, I would like to stress the importance of complying with the FHWA’s sign retroreflectivity requirements. **The deadline for compliance is quickly approaching.** The requirements established that minimum retroreflectivity requirements be implemented incrementally for all traffic signs. **These requirements apply to all agencies, regardless of size, including cities with a population less than 5,000 and townships.** The following are the deadlines for compliance:

***By January 2012:*** *Agencies must establish and implement a sign assessment or management method to maintain minimum levels of sign retroreflectivity.*

***By January 2015:*** *Agencies must replace regulatory, warning, and ground-mounted guide signs (except street name) that are identified using the assessment or management methods as failing to meet the established minimum levels.*

***By January 2018:*** *Agencies must replace street name signs and overhead guide signs that are identified using the assessment or management methods as failing to meet the established minimum levels.*

**The deadlines for compliance are quickly approaching. It is important for agencies to develop a plan early in order to maximize time for budget planning to meet the compliance dates.** While not required, it is strongly recommended that all agencies create a sign inventory as part of this process to increase maintenance efficiency in the future. There currently is no dedicated funding or new funding source to assist in achieving this mandate. These mandates are expected to be funded through your local agencies.

A number of resources are available for your use in meeting the January 2012 deadline of establishing and implementing a sign assessment or management method to maintain minimum levels of sign retroreflectivity. These resources are available to you on the State Aid Traffic Safety website at: <http://www.dot.state.mn.us/stateaid/sa_traffic_safety.html>. Your county engineer is also a good source for more information.

**Letter Author - This space is for you to add text, depending on your willingness to offer assistance to neighboring smaller agencies.**

Sincerely,

Name

Agency