



State Funds Project Prospectus

Project Number		Date	
Local Agency Project Number		Statewide Vendor Number	

Agency					
Project Title		Start Latitude N		Start Longitude W	
		End Latitude N		End Longitude W	
Project Termini From		Nearest City Name			Project Zip Code (+4)
Project Termini To		City Number	County Number	County Name	
Begin Mile Post	End Mile Post	Length of Project	WSDOT Region	Legislative District(s)	Congressional District(s)

Phase	Total Estimated Cost	Local Agency Funding	State Funds	Phase Start Date	
	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	Month	Year
P.E.					
R/W					
Const.					
Total					

Description of Existing Facility (Existing Design and Present Condition)	
Roadway Width	Number of Lanes

Description of Proposed Work
Description of Proposed Work (Attach additional sheet(s) if necessary)

Local Agency Contact Person	Title	Phone	
Mailing Address	City	State	Zip Code
State Funds Project Prospectus Approval	By _____ Approving Authority		
	Title	Date	

Agency	Project Title	Date
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Type of Proposed Work

Project Type (Check all that Apply)			Roadway Width	Number of Lanes
New Construction	Path / Trail	3-R		
Reconstruction	Pedestrian / Bicycle	2-R		
Railroad	Parking	Other		
Bridge				

Performance of Work

Preliminary Engineering Will Be Performed By	Others %	Agency %
Construction Will Be Performed By	Contract %	Agency %

Right of Way

No Right of Way Needed	Right of Way Needed
* All construction required by the contract can be accomplished within the existing right of way.	

Utilities

Railroad

No utility work required All utility work will be completed prior to the start of the construction contract All utility work will be completed in coordination with the construction contract	No railroad work required All railroad work will be completed prior to the start of the construction contract All the railroad work will be completed in coordination with the construction contract
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Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency

Date

By _____

Mayor/Chairperson

Instructions – State Funds Project Prospectus

1. Date – Enter the date this form is filled out.
2. Project Number – Number assigned by Local Programs to each state funded project. Leave BLANK on original Prospectus.
3. Local Agency Project Number – Alpha/numeric characters that your agency identifies.
4. Statewide Vendor Number – Enter the agency's statewide vendor number.
5. Agency – Enter your agency's name.
6. Project Title – Enter the project's title, as shown in the selection letter from WSDOT/Local Programs.
7. Latitude and Longitude – Enter the project start and end latitude and longitude in decimal format:
Latitude N XX.XXXX Longitude W XXX.XXXX
8. Project Termini From – Enter the beginning limit of the project.
9. Nearest City Name – Enter the name of the nearest city or town to where the work is being performed.
10. Project ZIP Code (+4) – Enter the 5 plus 4-digit ZIP Code of the location where the majority of the work will be done.
11. Project Termini To – Enter the ending limit of the project.
12. City Number – For a city project, enter your city code number from Appendix 21.46.
13. County Number – Enter the county code number from Appendix 21.45.
14. County Name – Enter the county name in which the project is located.
15. Begin Mile Post – Enter the beginning mile post.
16. End Mile Post – Enter the ending mile post.
17. Length of Project – Enter project length in miles (two decimals).
18. Legislative District – Enter the legislative district(s) in which the project is located.
19. Congressional District – Enter the congressional district(s) in which the project is located.
20. Total Estimated Cost – Required for all phases of the project; estimate to the nearest hundred dollars.
21. Local Agency Funding – Required for all phases of the project; estimate to the nearest hundred dollars.
22. State Funds – Required for each phase of the project; estimate to the nearest hundred dollars. Enter only those state funds awarded through WSDOT/Local Programs for this project. State funds from other state agencies (ex. Transportation Improvement Board) should be entered in the Local Agency Funding column.
23. Phase Start Date – Enter the month and year for all phase's expected start date.
24. Description of Existing Facility – Enter a description of the existing facility that includes an explanation of any existing facility deficiencies.
25. Description of Proposed Work – Enter a description of the proposed improvements. Indicate the major work elements involved, such as roadway reconstruction, bridge replacement, sidewalk construction, etc.
26. Local Agency Contact Person – Enter name and contact information for agency employee to be contacted in case of questions.
27. State Funds Project Prospectus Approval – Signature and title of the agency employee that reviewed and approved the prospectus. The agency shall submit a revised project prospectus at construction phase authorization and any time the project termini and/or scope is revised.
28. Type of Proposed Work – Check whether the project is new construction, reconstruction, trail, etc., as described in Chapter 42.
29. Roadway Width – Enter the curb-to-curb roadway width for the proposed facility.
30. Number of Lanes – Enter the number of lanes for the proposed facility.
31. Performance of Work
 - a. Preliminary Engineering – Indicate who will be performing the work and the percentage of the work they will do.
 - b. Construction – Indicate if work is to be done by contract and/or local forces and the percentage to be done by each.
32. Right of Way (Refer to Appendix 25.174 for assistance in determining whether Right of Way is needed).
 - a. No Right of Way Needed – Check this box when the project can be accomplished within the existing right of way.
 - b. Right of Way Needed – Check this box when the project requires additional right of way.
33. Utilities – Check the box next to the statement that best fits your project.
34. Railroad – Check the box next to the statement that best fits your project.
35. Description of Utility Relocation or Adjustments – Indicate the agency/entity responsible for any utility relocation and/or adjustments. In addition, include the type of utility, whether publicly or privately owned, and any other pertinent information.
36. Remarks – Enter other applicable project information that hasn't already been included in the prospectus.
37. Legislative Body Approval – Signature of an elected official, such as a County Commissioner or Mayor, or their designee, confirming that the proposed project is consistent with the agency's comprehensive plan for community development.