Washington State Department of Transportation

State Funds Planning Prospectus

Agency	Project Number

Project Title

State Funding Program	State Amount

Non-State Amount	Total Project Amount

Project Area

Background

Scope of Work

Public Involvement Plan

Project Schedule

Cost Breakdown By Task

Deliverable Final Products

Local Agency Contact Person	Title	Phone
Mailing Address	City	State	Zip Code

State Funds Planning Prospectus Approval	By _____ Approving Authority
	Title	Date

Instructions – State Funds Planning Prospectus

1. **Agency** – Enter your agency's name.

2. **Project Number** – Number assigned by Local Programs to each state funded project. Leave BLANK on original State Funds Planning Prospectus.

3. **Project Title** – Enter the project's title, as shown in the selection letter from WSDOT/Local Programs.

4. **State Funding Program** – Enter the state fund program(s) providing funding for the project.

5. **State Amount** –Enter the amount of 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 Non-State Funds field.

6. **Non-State Amount** – Enter the amount of funds that are part of this project and were not awarded through WSDOT/Local Programs. This includes agency, private, and other state funds not awarded through WSDOT/Local Programs.

7. **Total Project Amount** – Enter the total amount of project funds. This is the total of State and Non-State Amounts.

8. **Project Area** – Enter a description of the locations/areas that are included in/being evaluated as part of the planning/study project.

9. **Background** – Enter a description of the existing and/or new programs, strategies, services, or facilities to be developed/studied.

10. **Scope of Work** – Enter a description of the project elements to be completed.

11. **Public Involvement Plan** – As community engagement is an integral part of the planning process at all levels, enter a description of how the public will be informed about the project and given an opportunity to provide feedback.

12. **Project Schedule** – Enter a schedule (month and year) for all major project tasks/milestones.

13. **Cost Breakdown by Task** – Enter an estimate for each major task.

14. **Deliverable Final Products** – Enter a description of the products to be completed/produced.

15. **Local Agency Contact Person** – Enter name and contact information for agency employee to be contacted in case of questions.

16. **State Funds Planning Prospectus Approval** – Signature and title of the agency employee that reviewed and approved the prospectus. The agency shall submit a revised project planning prospectus any time the project scope and/or deliverables are revised.