STATE OF WASHINGTON
TRANSPORTATION COMMISSION
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DATE: July 30, 2010

TO: Directors, Statewide Metropolitan Planning Organizations and Regional Transportation Planning Organizations

FROM: Reema Griffith, Executive Director
Washington State Transportation Commission

RE: **ADDENDUM to Instructions for Submitting Regional Priority Projects to the Washington State Transportation Commission**

On June 25, 2010 we sent you a request for your region's top 20 transportation priority projects along with instructions and templates to use for your submittal this fall to the Transportation Commission.

It was brought to our attention that many of you were struggling because our instructions allowed for the inclusion of preservation projects in your top 20 project list, but if included, required those projects be listed as discrete activities rather than as a programmatic total. This requirement placed preservation needs in competition with the other project types, and this was not the intent realizing there is a tremendous preservation back log statewide that must be addressed as a top priority.

Therefore, we have determined an alternative approach for communicating your preservation needs in a way that does not have to compete for a spot on your top 20 project list. We will be acknowledging in our final report to the Legislature that there is a significant preservation backlog across the state in all regions and given this, will communicate a total preservation need by region. To be able to do so, **we are no longer requesting you identify your preservation needs as a specific project or discrete activity, but rather request you provide us a total programmatic preservation need for your region along with a short narrative that will give us a sense of what your total preservation need is comprised of.** We are not providing a template for this so please just provide your response as a Word file.

This approach to communicating the statewide preservation need by region will be similar to what we are doing for the identified mega projects in our previous instruction memo. By giving both of these project types a separate acknowledgement in our final Legislative report, aside from your top 20 lists, we will ensure that both project types are elevated as to their importance without taking away from or competing for the valuable spots on your list.

Given the above, we have had to revise a portion of our prior instructions related to preservation as follows:

- Submit the amount of your total regional preservation need along with a short narrative that will give us a sense of what your total preservation need is comprised of. Feel free to submit additional supporting information if you'd like. Please submit this information as a Word file.
- Your total preservation need should represent the regional need for the next 10 years (2011 – 2021). Please provide an explanation as to how you arrived at your ten-year total including assumptions used, sources referred to, etc.
- Preservation projects included in your total should be limited to **roads and bridges**.
- In filling out the "Regional Priority Project List" template (*Excel file provided in June*), please use this revised numbered list to refer to the "project type". **To be clear, this list of possible project types does not imply that you need to identify projects in your top 20 list that address each one of them – these are simply options and are listed for ease of reference:**
    1. Safety
    2. Reconstruction
    3. New Construction
    4. Adds Capacity
    5. Adds Multi-Modal Facility
    6. Maintenance

We sincerely appreciate all your work on this effort. If you have any questions, please do not hesitate contacting me anytime at 360.705.7070.