

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202605015

Originating Department:	Parks
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Parks Capital (8090)
Contract or Grant Administrator:	Rod Lamb
Contractor's / Agency Name:	WSDOT

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No
 Yes No If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____

Does contract require Council Approval? Yes No If No, include WCC: _____
 Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes No If yes, grantor agency contract number(s): TBD CFDA#: _____

Is this contract grant funded? Yes No If yes, Whatcom County grant contract number(s): TBD

Is this contract the result of a RFP or Bid process? Contract _____
 Yes No If yes, RFP and Bid number(s): _____ Cost Center: _____

Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency
 Contract work is for less than \$100,000. Contract for Commercial off the shelf items (COTS).
 Contract work is for less than 120 days. Work related subcontract less than \$25,000.
 Interlocal Agreement (between Governments). Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>425,000</u> This Amendment Amount: \$ <u>0</u> Total Amended Amount: \$ <u>425,000</u>	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope:	

This is a grant agreement through WSDOT's Sandy Williams Connecting Communities, a Local Programs State Funding Agreement. Whatcom County was awarded \$425,000 to complete a planning effort to evaluate a multimodal path connecting the communities of Kendall and Glacier. The study will include robust community outreach, targeting in particular under-represented communities. Upon completion the plan will include a preferred path route, pathway design standards, targeted acquisitions, cost estimates

Term of Contract: 18 Months	Expiration Date: December 31, 2027
-----------------------------	------------------------------------

Contract Routing: 1. Prepared by: <u>Rod Lamb</u>	Date: <u>03/18/2025</u>
2. Attorney signoff: <u>Jesse Corkern (approved by email JC/RL)</u>	Date: <u>03/18/2026</u>
3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>4.1.2026</u>
4. IT reviewed (if IT related): _____	Date: _____
5. Contractor signed: _____	Date: _____
6. Executive contract review: <u>FW</u>	Date: <u>5/15/2026</u>
7. Council approved, if necessary: <u>AB2026-317</u>	Date: <u>4/28/2026</u>
8. Executive signed: _____	Date: <u>5/15/2026</u>
9. Original to Council: _____	Date: _____

WHATCOM COUNTY
Parks & Recreation
3373 Mount Baker Highway
Bellingham, WA 98226-7500



Bennett Knox, Director
Christ Thomsen, Parks Operations Manger

MEMORANDUM

TO: The Honorable Satpal Singh Sidhu, Whatcom County Executive and Honorable Members of the County Council

FROM: Rod Lamb, Design and Development Manager

THROUGH Bennett Knox, Parks Director *Bk*

DATE: March 24, 2026

RE: Bay to Baker Trail – Sandy Williams Connecting Communities, Local Programs Grant

Enclosed for your review and signature is the Washington State Department of Transportation (WSDOT), Local Programs State Funding Agreement for the Bay to Baker Trail planning effort to connect the communities of Kendall and Glacier.

• **Requested Action**

Parks requests County Council to authorize County Executive Sidhu to enter into a reimbursement grant agreement with Washington State Department of Transportation to complete a multimodal path connecting the communities of Kendall and Glacier along the SR542 highway.

• **Funding Amount and Source**

This agreement is funded by the WSDOT 25-27 Transportation Budget Supplemental ESSB 5161. This is a reimbursement grant through the Sandy Williams Connecting Communities, Local Programs specifically targeted to improve bicycle and pedestrian safety, and to improve community connectivity.

• **Background and Purpose**

The state legislature passed, as part of the 2025-2027 transportation budget a \$425,000 grant through the Sandy Williams Connecting Communities, Local Programs to Whatcom County for the purpose of studying the segment of the Bay to Baker Trail, a multimodal path connection between the communities of Kendall and Glacier. This effort is part of a larger initiative that the Parks Department, in collaboration with Public Works, Tribal Partners, and local multimodal trail advocates is embarking on to further advance multimodal regional trail connectivity throughout Whatcom.

• **Differences from previous Contract**

This is a new grant agreement

Please contact Rod Lamb at extension 5858, if you have any questions or concerns regarding the terms of this agreement.



Local Programs State Funding Agreement Work by Public Agencies		Agency and Address Whatcom County Parks and Recreation 3373 Mt Baker Hwy Bellingham, WA 98226	
Agreement Number	Project Number	Description of Work (See also "Exhibit A") Multimodal Trail Plan for the "Bay to Baker" Trail connecting the foothill communities of rural Whatcom County between Kendall and Glacier along the SR 542 Mt Baker Hwy.	
Project Title Bay to Baker Trail - Kendall to Glacier			
Termini SR 547 to USFS Road FS 3020		Advertisement Date	Indirect Cost Rate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

This AGREEMENT is made and entered into between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE or Planning	a. Agency	\$ 90,700.00	\$ 90,700.00	
	b. Other Consultant	\$ 423,000.00		\$ 423,000.00
	c. Other			
	d. State Services	\$ 2,000.00		\$ 2,000.00
	e. Total PE Cost Estimate	\$ 515,700.00	\$ 90,700.00	\$ 425,000.00
RW	f. Agency			
	g. Other			
	h. Other			
	i. State Services			
	j. Total R/W Cost Estimate	\$ 0.00	\$ 0.00	\$ 0.00
CN	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State Services			
	q. Total CN Cost Estimate	\$ 0.00	\$ 0.00	\$ 0.00
	r. Total Project Cost Estimate	\$ 515,700.00	\$ 90,700.00	\$ 425,000.00

Exhibit - A

SWCC Project Summary

Program: Sandy Williams Connecting Communities Program

Date: June 16th 2025

Project Title: Bay to Baker Trail Kendall to Glacier

Agency: Whatcom County Parks

Name of Person who will complete the local Project Reports:

Email: rlamb@co.whatcom.wa.us

Location (city/ county / Tribe): Whatcom County

Phase(s) Funded: Planning

Project location

Road/ SR route name:	Start cross street:	End cross street:
Mount Baker Highway / SR 542	SR 547	US Forest Service Road FS 3020 at Douglas Fir Campground

1. Summary Project Description:

Planning and design for the completion of the Bay to Baker multimodal trail - a minimum 10ft-wide, ADA-accessible paved shared use path connecting the communities from Columbia Valley to Glacier along SR 542.

Detailed Project Description:

- Community engagement
 - Work with 3 community based organizations to connect project to BIPOC communities/ residents that might not engage in planning process.
 - Walk and Roll Bellingham
 - Chuckanut Health Foundation
 - Mt Baker Chamber of Commerce

- Planning for level of traffic stress 2 or better
 - Population demographics, traffic volumes, safety considerations, and planning for future destinations, and understanding current and planned multimodal connectivity within the project corridor
 - Identification of active transportation/ shared use path route alternatives

Project Schedule:

Begin Planning	9/15/2025
Planning Complete	6/26/26
Begin PE	7/06/26
Design Complete	

Environmental Documents Approved	
Right-of-Way Approved	
Estimated Contract Ad	
Estimated Contract Award Date	
Open to Users	

Project Cost and Award Amount:

Phase	Total Project Cost	Amount Requested
Grant Match	\$90,700	
Planning	\$216,460	\$216,460
Community Engagement	\$109,400	\$109,400
Preliminary Engineering	\$98,500	\$98,500
Right-of-Way	n/a	
Construction	n/a	
Total		\$424,360

When the grant is completed, we would love to share and highlight your work. Please document the project and share images or testimonials about the projects that can be used to communicate the project's success or tell the story about the value of the project to the community.

**I
General**

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

**II
Payment**

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

**III
Audit**

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

DocuSigned by:

By: Satpal Singh Sidhu
1192C7C18B664E3...

Title: County Executive

Agency Date: 5/15/2026

**IV
Legal Relations**

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

**V
Nondiscrimination**

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

**VI
Venue**

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

**VII
Termination**

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

**VIII
Final Report and Final Inspection**

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

**IX
Supplement**

This agreement may be modified or supplemented only in writing by parties.

STATE

By: _____
Director, Local Programs

Date Executed: _____

Instructions – Local Programs State Funding Agreement

1. **Name and Address** – Enter the agency name and billing address of the lead agency that will become a party to the agreement.
2. **Agreement Number** – MUST be left blank. This number will be assigned by WSDOT.
3. **Project Number** – MUST be left blank. This number will be assigned by WSDOT.
4. **Description of Work** – Enter a concise statement of the major items of work to be performed. If applicable, attach the signed Project Summary from the project’s selection letter as “Exhibit A”.
5. **Project Title** – Enter the project’s title.
6. **Termini** – Enter the begin and end points of the project.
7. **Advertisement Date** – At construction phase authorization only, enter the proposed construction contract advertisement date.
8. **Indirect Cost Rate**
 - a. Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized by the agency must be provided with the Local Programs State Funding Agreement. Indirect cost rate approval by your cognizant agency or through your agency’s self-certification and supporting documentation is required to be available for review by WSDOT and/or State Auditor.
 - b. Check the No box if the agency will not be claiming indirect costs on the project.
9. **Type of Work and Funding** (Round all dollar amounts to the nearest whole dollar)
 - a. **Planning** – For projects that only include planning and/or study activities, lines a through d show Planning costs for the project by type of work (e.g., agency, consultant, state services, etc.).
 - Line a – Enter the estimated cost of agency performed work in columns 1 through 3.
 - Line b & c – Identify consultant, etc., and enter the estimated amounts in columns 1 through 3.
 - Line d – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
 - Line e – Total of lines a + b + c + d.
 - b. **Preliminary Engineering** – For projects authorizing a Preliminary Engineering phase, lines a through d show PE costs for the project by type of work (e.g., agency, consultant, state services, etc.).
 - Line a – Enter the estimated cost of agency performed work in columns 1 through 3.
 - Line b & c – Identify consultant, etc., and enter the estimated amounts in columns 1 through 3.
 - Line d – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
 - Line e – Total of lines a + b + c + d.
 - c. **Right of Way** – For projects authorizing a Right of Way phase, lines f through i show RW costs for the project by type of work (e.g., agency, consultant, state services, etc.).
 - Line g & h – Identify consultant, etc., and enter the estimated amounts in columns 1 through 3.
 - Line i – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
 - Line j – Total of lines f + g + h + i.
 - d. **Construction** – For projects authorizing a Construction phase, lines k through p show CN costs for the project by type of work (e.g., contract, agency, consultant, state services, etc.).
 - Line k – Enter the estimated cost of the CN contract in columns 1 through 3.
 - Lines l, m, & n – Identify consultant, utilities, etc., and enter the estimated amounts in columns 1 through 3.
 - Line o – Enter the estimated cost of agency performed work in columns 1 through 3.
 - Line p – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
 - Line q – Total of lines k + l + m + n + o + p.
 - e. **Total Project Cost Estimate**
 - Line r – Total Cost Estimate of the Project. Total of lines e + j + q.
10. **Signatures** – An authorized official of the local agency signs the agreement and enters their title and date of signature (include month, day, and year). Note: Do NOT enter a date on the Date Executed line.



State Funds Planning Prospectus

Agency Whatcom County Parks and Recreation	Project Number
Project Title Bay to Baker Trail - Kendall to Glacier	
State Funding Program Sandy Williams Connecting Communities Program	State Amount \$ 425,000.00
Non-State Amount \$ 90,700.00	Total Project Amount \$ 515,700.00
<p>Project Area</p> <p>Whatcom County, facilitated through its Parks & Recreation Department (WCPR), is proposing to undertake planning for further implementation of the Bay to Baker multimodal path in Whatcom County along SR-542 (Mt. Baker Highway) between the communities of Kendall, WA and Glacier, WA and the entrance to the Mt. Baker/Snoqualmie National Forest. This particular path is identified conceptually in Whatcom County’s Comprehensive Plan as well as WCPR’s Comprehensive Parks, Recreation, and Open Space Plan. The path is partially constructed between the communities of Maple Falls and Glacier as shown on the attached Exhibit A (“Bay to Baker Trail”).</p> <p>SR route name - Mount Baker Hwy/SR 542 Start cross street - SR 542 End cross street - US Forest Service Road FS 3020 at Douglas Fir Campground</p>	
<p>Background</p> <p>Whatcom County is blessed with enviable natural resources that create year-round recreational opportunities. The Mt. Baker/Snoqualmie National Forest (MBSNF) is a primary destination for winter sports, hiking, horseback riding and camping. The Nooksack River flows alongside the Mt. Baker Scenic Byway offering scenic vistas and opportunities for fishing and kayaking. The area has developed around these assets, yet is disadvantaged. The Foothills Subarea Plan encourages development promoting walking, bicycling and the use of public transit. It recommends investment in capital improvements to support resident and visitor access to recreation opportunities. With support of active community residents and organizations, we seek to engage community around completion of the Bay to Baker multimodal trail - a minimum 10ft-wide, ADA-accessible paved path connecting the communities from Columbia Valley to Glacier along SR 542. The community is eager for a collaborative planning process that creates a shared vision and momentum to resolve longstanding equity issues as describe herein. Establishing this “backbone” transportation infrastructure is important on multiple levels. This includes the need to create safe multimodal access serving residents, but also to create opportunities to improve the local recreation and tourism economy and improve local socio-economic conditions by leveraging the area’s tremendous assets.</p>	

Scope of Work

This project will result in planning for safe, affordable, and effective multimodal improvements to connect the communities of Kendall, Maple Falls, and Glacier along SR 542 in east Whatcom County. SR 542 is designated as the Mt. Baker Scenic Byway and provides access to the Mt Baker Ski Area. SR 542 is a major collector which, in this area, is a two-lane highway with one travel lane in each direction that, according to 2023 data experiences 3,300 AADT in Kendall just east of the terminus of SR 547 and 1,900 just east the community of Glacier. The 2012 Mt. Baker-Snoqualmie National Forest Alternative Transportation Feasibility Study estimates that half of those visiting the Mt Baker-Snoqualmie NF originate from the metropolitan region of Vancouver, BC while the remaining half originate from Bellingham and areas to the south.

Along this route, there are limited/no shoulders, no signage for alternative transportation facilities. Sidewalks are absent and, with a few exceptions such as those located within the communities of Maple Falls and Glacier, SR 542 has no walkable shoulders (i.e., shoulder width less than 2 feet). Furthermore, except for limited number of constructed segments of the Bay to Baker Trail (e.g., in the vicinity of the Boulder Creek Bridge) no infrastructure exists within the project zone meeting WSDOT standards for shared-use paths. Speed limits in the project zone range from 40 to 50 mph and 20 mph in active school zones. Over the past ten years, this stretch of SR 542 has experienced one injury accident involving cyclists (2018).

According to the 2011 Foothills Sub-area plan, which encompasses the rural communities of Columbia Valley, Kendall, Maple Falls and Glacier, people within these communities do engage in walking, but the “dispersion of land uses throughout the subarea limits walking, and the lack of a trail system interconnecting the Rural Communities discourages any long-distance walking.” During the subarea planning process, participants noted that they would walk more if they felt it was safe, but they acknowledged that given distances, it is unrealistic for residents to rely sole on walking for the majority of their transportation needs. As regards bicycling opportunities, cycling on Mt. Baker Highway can be dangerous given narrow shoulders, limited visibility in places, high vehicle speeds, tight curves, and the fact that absent bike lanes, cyclists must share the road with cars, trucks, and buses. Subarea planning participants suggested that if a network of paths existed more people would ride to park-and-ride facilities thus reducing vehicle trips through area.

This project will analyze existing conditions including population demographics, traffic volumes, safety considerations, the presence of or planning for future destinations, and the extent current and planned multimodal connectivity within the project corridor. With input from stakeholders and the community, the project will plan multimodal improvements necessary to meet pedestrian and bicycle level of traffic stress level 2 or better consistent with rural communities through a combination recommended improvements including share-used paths. This will include planning and preliminary engineering necessary to present recommended routing alternatives to inform future activities including final design, right-of-way acquisition, and construction.

Public Involvement Plan

Whatcom County will work with three local organizations on the project to support engagement with BIPOC communities. These include Recreation Northwest, the Chuckanut Health Foundation, and the Mt. Baker Chamber of Commerce. These organizations, particularly the Chuckanut Health Foundation, through its engagement around the Rural Health Equity Zone in the project area, and the Mt. Baker Chamber, given its longstanding roots in the community, will be instrumental in assisting with connecting the project to local BIPOC communities and other residents who may not routinely participate in local project planning. With support of Recreation Northwest, experiential community activities are planned to engage residents in biking and pedestrian-related activities that will simultaneously educate local residents on existing conditions and project intent and also solicit community input on potential improvements. Resident feedback will be actively encouraged and incorporated into project planning.

PubliTentative community and stakeholder engagement efforts have been identified in pre-planning

Project Schedule

Begin Planning Effort: February 2026

Task 1 - Existing Condition Inventory (8 Months): February to September 2026

Task 2 - Community Outreach and Engagement (9 Months): October 2026 - June 2027

Task 3 - Pathway Corridor Alignment Alternatives (7 Months): October 2026 - April 2027

Task 4 - Preferred Alternative / Preliminary Engineering (7 Months): May 2027 - October 2027

Complete Bay to Baker Trail, Kendall to Glacier Reach Trail Plan - January 2028

Cost Breakdown By Task

Task 1 - Project Start-up / Existing Conditions Inventory - \$133,561

Task 2 - Community Outreach and Engagement - \$82,017

Task 3 - Pathway Corridor Alignment Alternatives - 127,882

Task 4 Preferred Alternative / Preliminary Engineering - \$171,603

Deliverable Final Products

- Project Area Inventory
- Community Profile
- Community Survey
- Target property acquisition inventory
- Trail alignment alternatives
- Preferred Bay to Baker Trail alignment
- Preliminary Cost Estimate
- Implementation Plan

Local Agency Contact Person Rod Lamb		Title Design and Development Supervisor		Phone 360.778.5858	
Mailing Address 3373 Mt Baker Hwy			City Bellingham		State WA
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.