

**Draft 4/2/13**  
**Cooperative Forecasting Jurisdictional Transmittal Letter**  
**Template**

- **The Transmittal Letter should come under the jurisdiction's Planning Director or a Research Director's signature.**
- **The Transmittal Letter should be addressed to:**

**Paul DesJardin**  
**Director of Community Planning and Services,**  
**Metropolitan Washington Council of Governments**  
**777 North Capitol Street, N.E. Suite 300**  
**Washington, DC 20002**

- **The Transmittal Letter should be copied to other appropriate individuals within the jurisdiction. Ex. Other Planning Officials, Transportation Officials, Housing Director.**
- **Provide a table with your new jurisdictional totals (Employment, Population, and Households) starting with your base year and continuing to the final horizon year in five-year increments.**
- **Briefly what was your internal review or approval process?**
- **Briefly what were your short-term and long-term growth assumptions?**
- **Have you incorporated new data sources into your forecasting process? Ex. Census, ES-202 Data, or InfoUSA**
- **Have you considered major federally-funded transportation facilities and documented their likely land use impacts? Please list the major or new transportation facilities considered for this update. Ex. Silver Line Metro Expansion, Purple Line, ICC, or NoMa Metro In-fill Station.**
- **Have you captured local land use and Comprehensive Plan changes? Please list the major land use changes or projects considered for this update. Ex. Tysons Comprehensive Plan, Washington Nationals Stadium, BRAC, major Planned Unit Developments or new subdivisions,**