

**Cooperative Forecasting Documentation Elements
For Transmittal Letters
June 9, 2020**

Transmittal Letter should accompany the jurisdictional totals/benchmark totals submission.

- Provide a table with your new jurisdictional totals (Employment, Population, and Households) starting with your base year (2015) and continuing to the final horizon year (2045) in five-year increments.
- The table must be accompanied by a transmittal letter / memo, signed by your Planning Director (include other local government officials in the cc: transportation officials or other key departments).

Key elements of the memo

Describe your methods for updating your jurisdictional and small-area (transportation analysis zone /TAZ) forecasts.

- Land use / policy:
 - *Has your jurisdiction adopted a new comprehensive, master or small-area plan? Major commercial or residential re-zoning?*
- Employment
 - *Short-term: What has been your recent trend in job growth (last 5 – 10 years). What economic factors will drive new job growth in the next 5 to 10 years? (expansion of local employers? Large new firms relocating?)*
 - *Long-term: where – guided by your comprehensive plan – are emerging / growing employment centers (15 years or later). What economic factors are you assuming?*
 - *Data sources: ES202 or QCEW Data, Infogroup Commercial occupancy permits? Business licensing data? Other administrative records?*
- Households and population
 - *Short-term: What has been your recent trend in housing and population growth (last 5 – 10 years: residential rezonings, new PUDs, residential permitting?) What demographic factors will drive new job growth in the next 5 to 10 years? (Average household size? School enrollment? In-migration? Fertility?)*
 - *Long-term: Major planned changes to residential elements of comprehensive or small-area plans? Infill, redevelopment potential? Fertility and average household size assumptions; migration and immigration trends?*
 - *Data sources: Decennial Census/ACS, residential permit data, school enrollment / school census, etc.*
- Internal review or approval process

Describe any details as needed.
- Impact of major (federally-funded) transportation facilities
 - Document their likely land use impacts? Please list the major or new transportation facilities considered for this update. i.e., Silver Line Metro Expansion, Purple Line, ICC, and Potomac Yards Metrorail Station Project.