

Traffic Forecasting Cover Letter

Description

The purpose of this procedure is to provide direction on development of the Traffic Forecast Cover Letter.

Responsibility

The *TPB Assigned Forecaster (AF)* is responsible for development and distribution of the Traffic Forecast Cover Letter. This person may be either in one of the Traffic Forecast Groups, or in one of the Regional Planning Groups.

The *State Traffic Forecast Engineer (STFE)*, currently Deborah Hutchings, is responsible to keep a current copy of the Cover Letter template on the S drive, and to process the draft Cover Letter with the draft Traffic Forecast in the formal review process.

Scheduling and Time Constraints

The draft Traffic Forecast Cover Letter must be included as part of the submittal for the Traffic Forecast Formal Review (refer to [Traffic Forecasting – Review Process](#) procedure). A minimum of two weeks for this process is to be scheduled.

Procedure

Step	Action
1	The AF copies the appropriate Traffic Forecast Cover Letter onto his/her hard drive. (S:/Traffic Forecast Tools/Forecast Templates/TF Cover Letter TEMPLATE MPO 2013 or S:/Traffic Forecast Tools/Forecast Templates/TF Cover Letter TEMPLATE non MPO 2013.)
2	<p>The AF fills out the template as indicated on the form.</p> <p>Tips for filling out the form:</p> <ul style="list-style-type: none"> • The date on the draft submitted may be left as XXXX. • In the final letter, the date on both the Cover Letter and Forecast Diagrams are the date on which the Traffic Forecast was electronically distributed. • If the project is within an MPO, the MPO name should be given. If the project lies within an RPO, the RPO name should be given. • If a model was used as one of the tools in the development of the forecast, the specific model name / version must be included in the cover letter. • If interpolation will not be allowed between the base and horizon year, then an intermediate year should have been provided to allow for interpolation. <p>The letter should state that extrapolation for two years beyond the horizon year will be allowed, or it should be clearly stated why this is not allowed.</p>
3	The AF will submit the draft Traffic Forecast Cover Letter for review to their supervisor prior to including it in the submittal packet for the Formal Review process

4	The Supervisor will review the draft Traffic Forecast Cover Letter for completeness, compliance with Branch Standards, and grammar.
5	The AF will provide an electronic copy of the draft Traffic Forecast Cover Letter as one of the three elements of the Draft Forecast to the State Traffic Forecast Engineer for the Formal Review Process (refer to Traffic Forecasting – Review Process procedure).

Policy, Regulatory, and Legal Requirements

None.

Resources

- S:/Traffic Forecast Tools/Forecast Templates/TF Cover Letter TEMPLATE MPO 2013
- S:/Traffic Forecast Tools/Forecast Templates/TF Cover Letter TEMPLATE non MPO 2013
- [Traffic Forecasting – Review Process](#) procedure

Background

The Traffic Forecast Cover Letter provides a standard format for NCDOT TPB staff to provide information concerning the development of the Traffic Forecast to the end user of the forecast. The Cover Letter template was developed after input from TPB staff and customers.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
1.1	Entire procedure	Minor wordsmith for clarification and consistency with other procedures.	02/23/2010
2	Entire Procedure	Procedure's template was modified. Content untouched.	02/5/2013

Flowchart