***Pavement Management Program Certification Letter Template (revised June 11, 2018)***

*Instructions:*

* *Please use Local Agency Letterhead*
* *Text highlighted in yellow needs to be completed. Remove highlighting in final version.*

Date: [Enter current DATE]

To: Christina Hohorst

Regional Streets & Roads Program

Metropolitan Transportation Commission   
Bay Area Metro Center

375 Beale Street, Suite 800

San Francisco, CA 94105-2066

Re: Pavement Management Program Certification Letter

The [City/County/Town of XYZ] certifies that it has a Pavement Management System (PMS) and the project meets the criteria described in Section 23.2 of the Local Assistance Guidelines. A system must be in place to meet standards for pavement rehabilitation projects programmed in the STIP and to be eligible for regional discretionary funds.

The [City/County/Town of XYZ] spends on average, over the last five years, [$ enter dollar amount] per year on preventive maintenance1.

The system was developed by the Metropolitan Transportation Commission, updated by [enter consultant name] and contains, at a minimum, the following elements:

* Inventory of all existing pavements under the Town/County jurisdiction.

Centerline miles: [fill in miles]

Total lane miles (or equivalent units): [fill in miles]

The last update of the inventory was completed on: [date of inspection]

* Identification of sections of pavement needing rehabilitation.

Total lane miles (or equivalent units) [fill in miles]

Estimated cost to rehabilitate deficient sections: [$ enter dollar amount]   
 (Unconstrained Needs)

* A procedure to identify rehabilitation strategies that are cost-effective is [pick one: attached or is being sent under a separate cover].

*(Attach the following 3 budget scenarios reports: 1) a report showing sections selected for treatment over the next five years based on your jurisdiction’s annual budget estimates, 2) a report showing what would need to be done to maintain your existing PCI, and 3) a scenario depicting a five-point increase in your jurisdiction’s PCI over the next five years.)*

You may direct any questions regarding the system to [contact person’s name] at [phone number and consultant firm if not listing a city employee].

Sincerely,

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of City Manager, Public Works Director or equivalent department head]

1 Preventive maintenance is considered to be any treatment that extends pavement life more than five years and is applied to roads with a PCI of 70 or above. Common examples of preventative maintenance include slurry seals, chip seals, cape seals, etc.