CITY OF HOUSTON

T. 832.393.6600
www.houstontx.gov/planning

PROJECT ENDORSEMENT LETTERS POLICY GUIDANCE

This Policy Guidance provides information to organizations that pursue funding opportunities (project sponsors) for projects that could impact City of Houston (City) right-of-way (ROW). This guidance is necessary to establish due diligence and oversight of projects that are within or connect to City ROW. The requested information assists City staff with evaluating requests for letters of support (project endorsement letters).

Requests for project endorsement letters should be submitted no less than 14 calendar days prior to the deadline to apply. The City cannot guarantee a project endorsement letter will be issued for every project.

Project sponsors must submit the following with each request (email to **mobility.planning@houstontx.gov**):

1. Completed Transportation Project Endorsement Letter Request form.
2. Project Summary including at minimum location, project limits, scope, cost, and beneficiaries (maximum 2 pages).
3. Project location map.
4. Draft project endorsement letter.

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I. A Design Concept Report (DCR) intake form is optional but if completed, will satisfy number 2 above. The DCR intake form outlines the preferred project alternative and precedes a preliminary engineering report.

II. Requests must include the following (see Transportation Project Endorsement Letter Request Form):

   a. Please note that all transportation projects must comply with the City of Houston Mobility Guidelines

   b. Confirmation that the provision of a project endorsement letter does not commit the City of Houston to contributing funds or other resources to a project

   c. Address the level of maintenance that is expected from the City

   d. Confirmation that project sponsor understands and accepts that if the City builds the project, a cost recovery factor of 15% will apply

   e. Confirmation that project sponsor understands the project must be built to City standards per the Infrastructure Design Manual. If any nonstandard features exist, please provide documentation and maintenance plan (i.e., pump stations, green infrastructure, underground infrastructure). The maintenance plan can be under development as the project proceeds through the DCR process.

   f. Identify location(s) if the project is on the High Injury Network ("HIN"):

   g. Identify location if the project is in an area of high social vulnerability:

   h. Pavement Condition Index (PCI) between 40 to 70 and/or Roadway Condition PCI below 40. Refer to the PCI guidance available on this website.

   i. Identify if and how the project meets other community, regional, or City needs. If yes, project sponsor should cite the needs from a documented planning study and how this project meets those needs in the Project Summary.

This Policy Guidance is an evergreen document and is subject to change.