

## Policy Guidance: Project Endorsement Letters

This Policy Guidance provides information to project sponsors who pursue funding opportunities that, if awarded, could impact the City of Houston (“the City”) rights-of-way. The recommended list of documents and information assists City staff with evaluating requests for letters of concurrence or support (“project endorsement letters”). This guidance is necessary to establish due diligence and oversight of projects within or connecting to the City’s ROW.

If multiple requests for City of Houston support are submitted for the same funding pool, the City will compare both the quantity and detail of responses to the bulleted list to help ascertain priority during the evaluation process. Please see the requested list of documents and information below (***not in priority order***):

1. A Design Concept Report (DCR) intake form<sup>1</sup> is needed, at minimum. City staff must be informed about what the project entails, what are the city’s responsibilities, and who benefits.
2. Provide written 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.
3. Address the level of maintenance that is expected from the City.
4. Confirmation that Applicant understands and accepts that if the City builds the project, a cost recovery factor of 15% will apply.
5. 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.
6. The project is on the Houston Vision Zero High Injury Network (“HIN”):  
<https://www.arcgis.com/apps/webappviewer/index.html?id=20ce5ce400ff421cb28c09e96815dd2b&extent=-10691326.9655%2C3438738.5232%2C-10577512.2304%2C3516092.7958%2C102100>
7. The project is in an area of high social vulnerability:  
<https://mycity.maps.arcgis.com/apps/mapviewer/index.html?layers=7fc5b5565ff2484ea497b2b8e69009d8>
8. The project is in a Complete Community (within or creates a connection to):  
[https://www.houstoncc.org/about\\_the\\_initiative/action\\_plans\\_and\\_databooks/index.php#outer-3](https://www.houstoncc.org/about_the_initiative/action_plans_and_databooks/index.php#outer-3)
9. The project conforms with the Houston Bike Plan:  
<https://mycity.maps.arcgis.com/apps/webappviewer/index.html?id=4b5467e117d0459b84e2f2e94ba4fd2c&extent=-10619481.073%2C3470289.6806%2C-10609291.0617%2C3475071.7722%2C102100>
10. Pavement Condition Index (PCI) between 40 to 70 and/or Roadway Condition PCI below 40. See the attached guidance for determining PCI.
11. Meets other community, regional, or City needs (project sponsor should cite the needs from a documented planning study and how this project meets those needs).

Requests for project endorsement letters should be submitted no less than 14 calendar days prior to the project sponsor’s final deadline. The City cannot guarantee that project endorsement letters will be issued for every project. This Policy Guidance is an evergreen document and is subject to change.

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<sup>1</sup> Design Concept Report intake form: is a City of Houston form that outlines the preferred project alternative. A Design Concept Report precedes a preliminary engineering report.