High Priority Project Requests Checklist

Republican Members requesting High Priority Projects (HPP) in transportation reauthorization legislation must complete the following steps for each project:

☐ **Committee HPP Database ([click here to access the HPP Database](#))** – Complete online <u>for each project request</u>

   ** Note: The Database link will only be accessible on a House of Representatives computer. <u>HPP Database Questionnaire</u> ([click here](#)) – This sample document provides a list of the questions that will be asked by the Database.

<u>The following documents must be hand delivered to the Transportation and Infrastructure Committee **Republican Staff in 2163 Rayburn** in an unsealed franked envelope by 8:00 pm on May 14th</u>:

☐ **Letter listing ALL projects requested by the Member of Congress –** In addition to entering each project request into the Database, each Member of Congress must submit to the Committee a letter listing all project requests submitted.

☐ **Printout of EACH database request** (with the following forms attached):

   ☐ **Letter of support from state or local official** – Each project request must be accompanied by a letter of support from a state or local official that includes (in bold font) information about a public comment period and any state or local funding.

   ☐ **Committee Certification Form (as generated by the database) for each project –** This form will be automatically generated by the HPP Database for each project entered. Committee on Transportation and Infrastructure rules require the submission of this form for any project requested by a Member of Congress.

   ☐ **Republican Conference Certification Form for each project ([click here](#)) –** U.S. House Republican Leadership project request standards require Republican Members to submit the above form, completed for each project request, to the Committee Republican staff in 2163 Rayburn.

<u>The following documents must be hand delivered to the Transportation and Infrastructure Committee **Majority Staff in 2165 Rayburn** in an unsealed franked envelope by 8:00 pm on May 14th</u>:

☐ **Letter listing ALL projects requested by the Member of Congress** – In addition to entering each project request into the Database, each Member of Congress must submit to the Committee a letter listing all the project requests submitted.

☐ **Printout of EACH database request** (with the following forms attached):

   ☐ **Letter of support from state or local official** – Each project request must be accompanied by a letter of support from a state or local official that includes (in bold font) information about a public comment period and any state or local funding.

   ☐ **Committee Certification Form (as generated by the database) for each project –** This form will be automatically generated by the HPP Database for each project entered. Committee on Transportation and Infrastructure rules require the submission of this form for any project requested by a Member of Congress.

Once projects have been submitted both online and on paper to the Committee, please post projects to your office's website.

If you have any questions, please contact Republican staff at (202) 225-6715.