Legislative Notification Requirements

Recordkeeper Job Aid
Construction Division

Texas Department of Transportation

Construction Recordkeeper Job Aid

Overview

In accordance with Texas Transportation Code §201.609 "Notice to Legislators of Completed Projects", notification by the Department should be sent for those legislators who would like to receive such. Other District staff may be responsible for corresponding with officials at this level per District Best Practices.

Resources:

Construction Contract Administration Manual, Chapter 3-Post-Award Activities, Section 2-Legislative Notification Requirements

Construction Division Support, letter templates

Texas Transportation Code §201.609 "Notice to Legislators of Completed Projects"

Texas House of Representatives website, https://www.house.texas.gov

The goal of this document is to provide information regarding Notice to Legislators on Completed Projects.

Applications utilized: Microsoft Word

Forms:

Legislator Project Notification Request (REQUIRED)

Legislator Project Completion Notification (IF APPL)

Forms located at: Construction Division, Support, Construction support: letter templates

Reports: No Reports used

TOPIC information

Required Legislature Notice for completed projects should be sent for Legislatures that have agreed to receive notification.

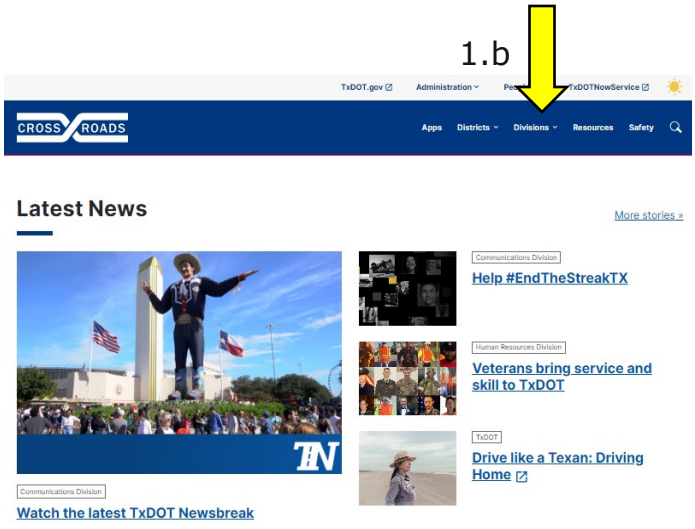
TOPIC JOB AID APPLICATION INFORMATION

See Recordkeeper Legislative Notification Requirements Job Aid

Best Practice:

Follow Construction Contract Administration Manual, Chapter 3-Post-Award Activities, Section 2-Legislative Notification Requirements and District Best Practices when contacting higher officials. Contact your District Construction Office staff for District Best Practices. District Best Practices may require other District staff, or the District Public Information Officer (PIO) be responsible for communicating with Legislative Officials.

Application for Legislative Notification Requirements

<table>
<tr>
<td> 
</td>
<td>1. Locate Construction Division Website
a. Log in to Network and connect to Crossroads website
b. Click Divisions dropdown
c. Select Construction Division (CST)</td>
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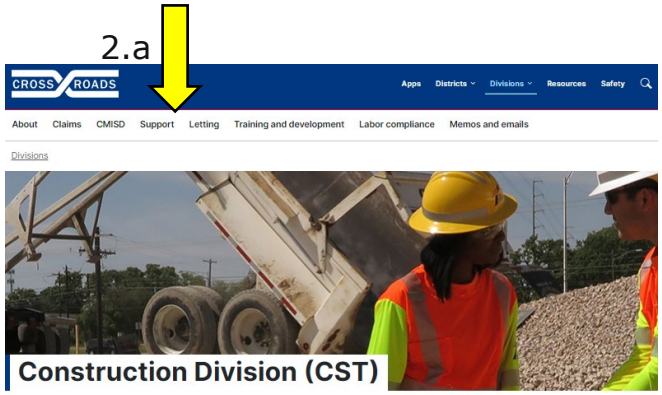
<tr>
<td> 
</td>
<td>2. Location Construction Support cite
a. Click Support</td>
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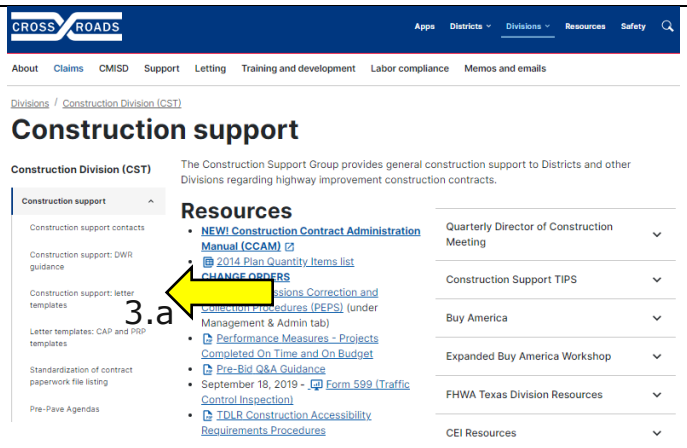
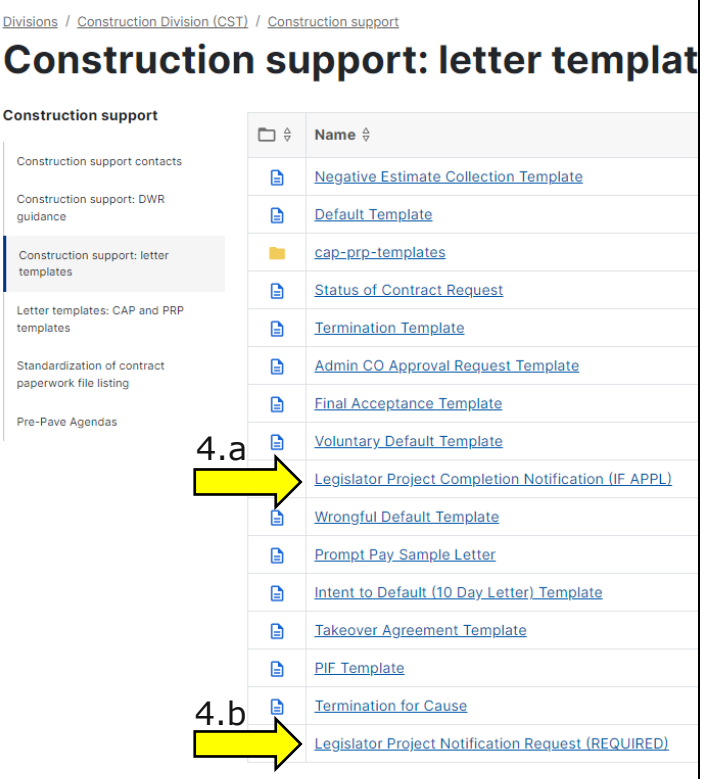
</table>

Construction Recordkeeper Job Aid



3. Locate Letter Templates

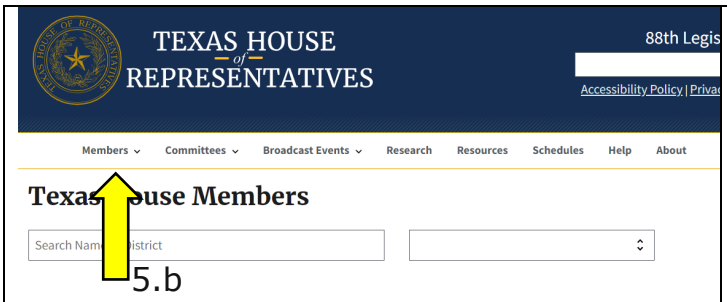
   a. Click Construction support: letter templates



4. Locate and Download Template needed:

   a. Click and save Legislator Project Completion Notifications *(if applicable).* Check with District Practices and Public Information Officer (PIO) before communicating with Legislative Representatives.

   b. Click and save Legislator Project Notification Request *(REQUIRED)* Check with District Practices and PIO before communicating with Legislative Representatives.

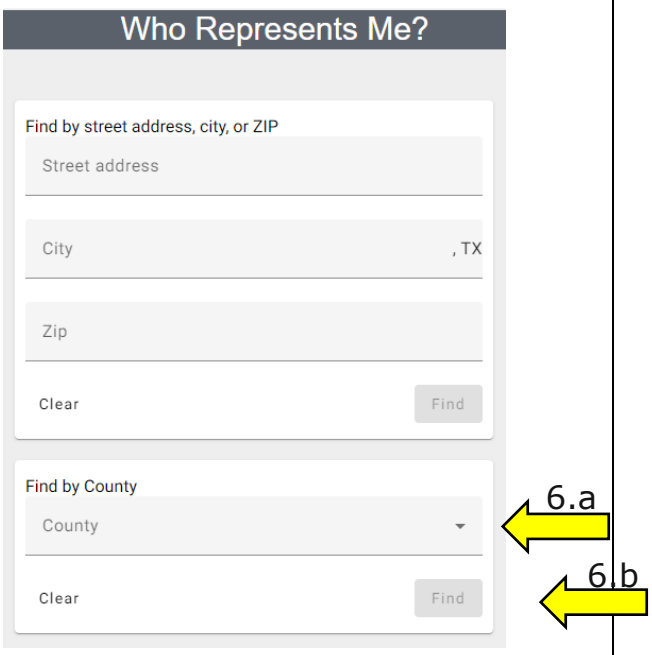


5. Locate Texas House Members

   a. Utilize Gov't website https://www.house.texas.gov to search for Representative Texas House of Representatives

   b. Click On Members

   c. Select: *Who Represents Me?*

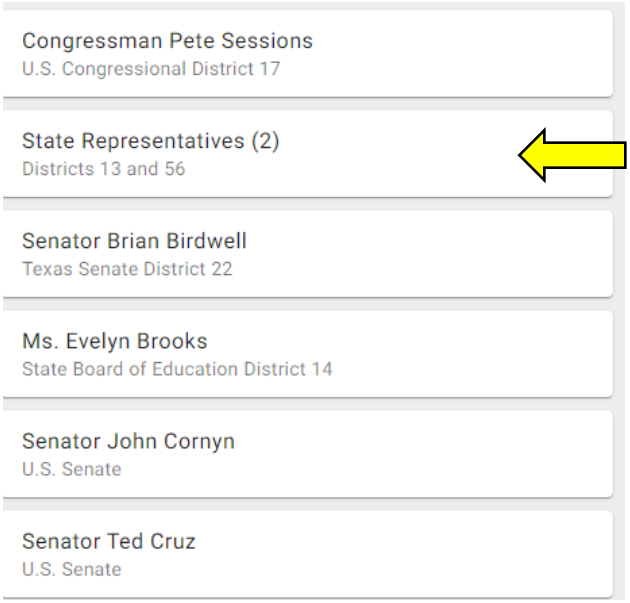


6. Find Representative for County:

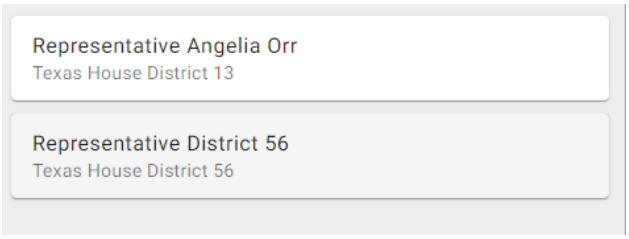
   a. Enter County of Project.

      *Note: some projects have more than one County and will require more than one letter.

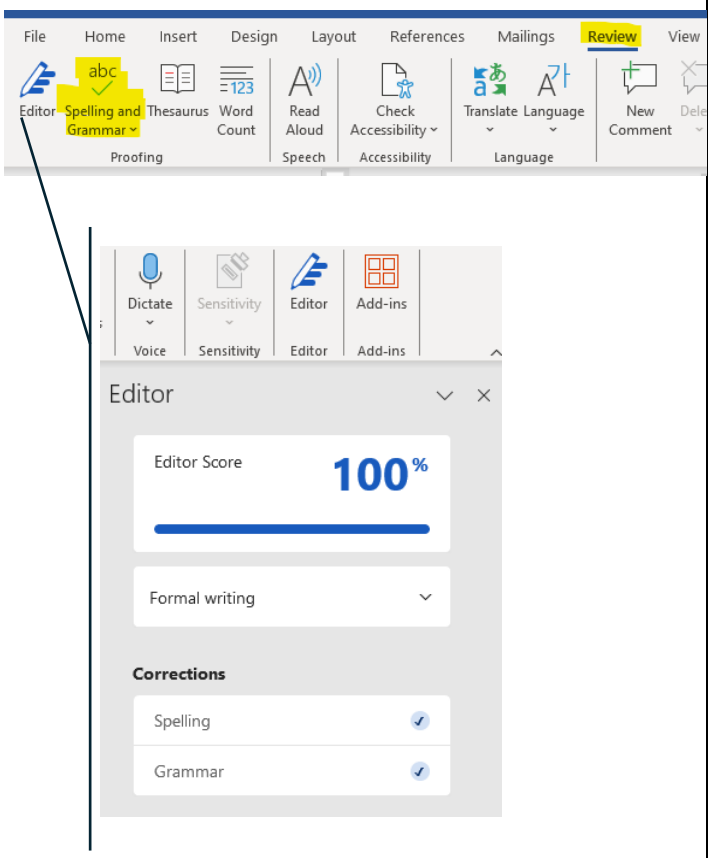
   b. Click Find



7. Find Representative District Number and Representative Name
   a. Click the State Representative(s)



8. Click State Representative Name for **each District**
9. Find Representative's **Mailing Address**
   a. Locate local address for letter template completion



10. Complete the letter template and use tools such as Spell Check and Grammer or Editor.