



Investment Memo & CP Approval Process

The following document outlines the CIP process at a high-level and specifies the steps that need to be taken whenever an **investment memo** is sent for approval.

General CIP Process

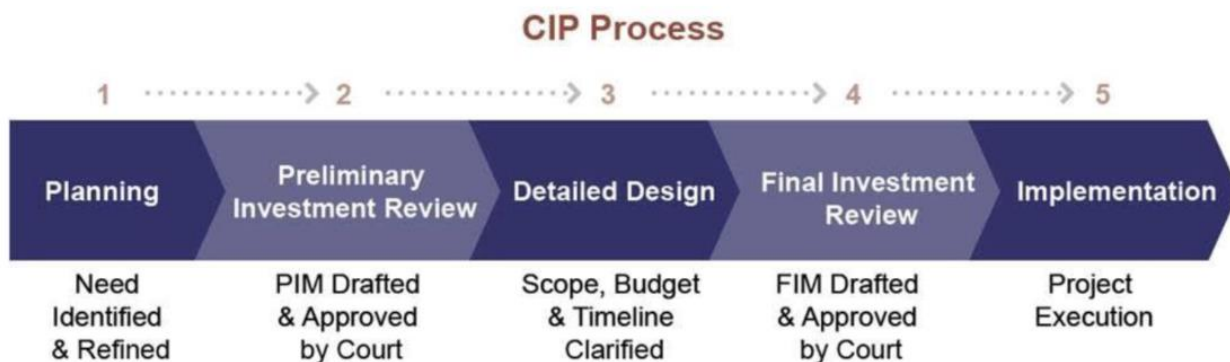
The [general CIP process outlined and approved by Commissioners Court in March 2021](#) remains the same.

1. A project is initially funded with internal resources of the requesting department during the planning stage.
2. To receive capital funding for design to take place, the requesting department submits a **Preliminary Investment Memo (PIM)** for approval by Commissioners Court.
3. Design takes place to specify project scope and costs.
4. With this detailed information in hand, the requesting department sends a **Final Investment Memo (FIM)** to Commissioners Court for approval of construction/implementation budget.
5. With budget approval, construction or implementation of the project is carried out.

NEW: When a project needs additional budget for a stage in progress or significant changes to scope or timeline are recommended and/or required, the requesting department must submit a **Change Investment Memo (CIM)** to Commissioners Court for approval.

NEW: Instead of submitting the investment memo as a separate backup item, the new investment memo template is the RCA. A separate RCA should not be submitted. Items like vendor quotes or estimates should continue to be submitted as backup.

Note that the template is the same for all types of investment memos, but different types of investment memos require slightly different information and emphasis.



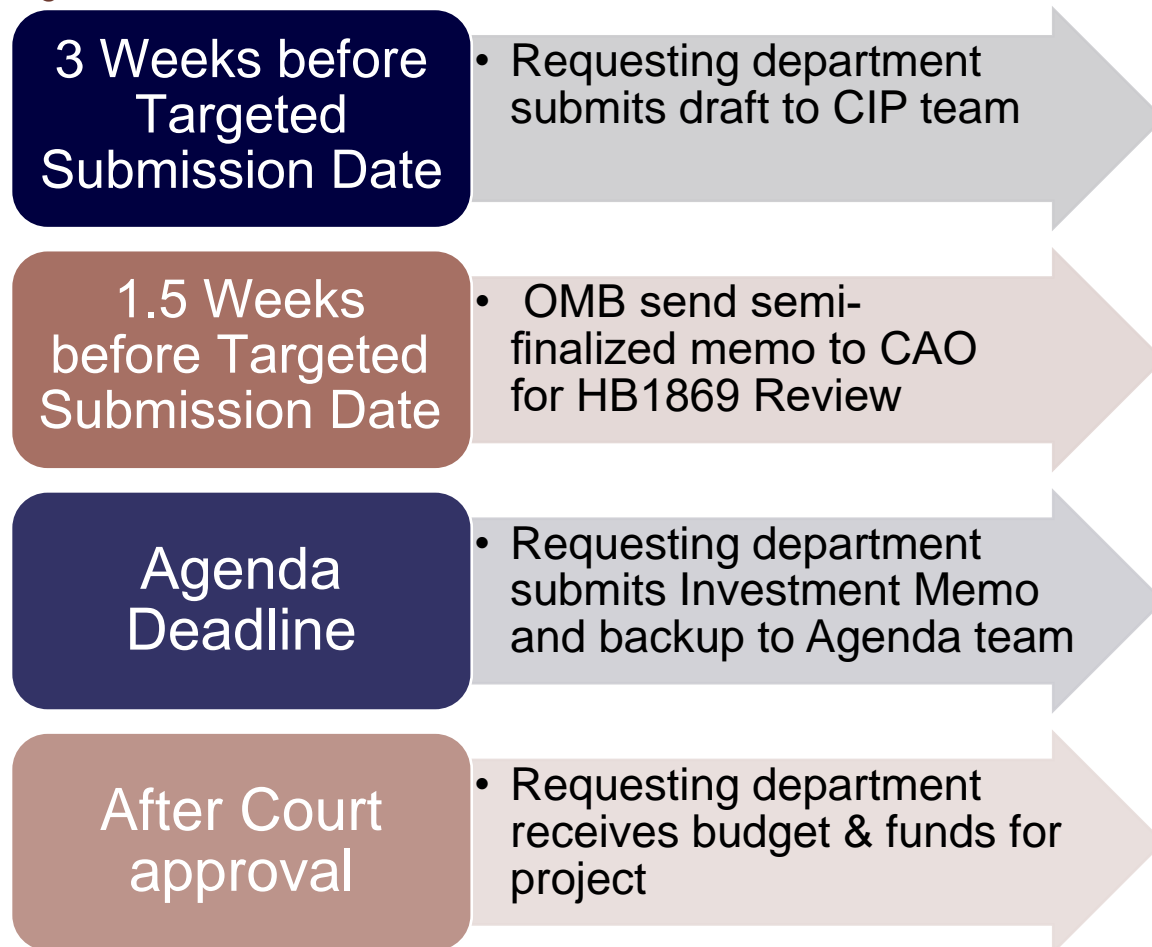
The remainder of this document specifies what happens at stages 2 & 4, when an investment memo document is prepared and sent for approval. Close coordination is required between the requesting department, the department managing the project (most often Universal Services or the Harris County Engineering Department), and the Office of Management and Budget (OMB), specifically OMB’s CIP & coverage teams.

The Investment Memo template and instruction can be found [here](#).

Investment Memo & CP approved together (Standard Process)

The process below will be used for most CIP projects. The requesting department, managing department, and OMB work together to finalize the investment memo, which is then submitted together with any backup documentation to the Agenda team for Commissioners Court approval. While the draft is being finalized, OMB works in parallel to receive supporting documentation and approvals for funding and legal compliance. Typically this parallel work does not require the involvement of the requesting department.

High-level overview



1. **Requesting department** works with managing department (e.g., FPM, US) and OMB coverage & CIP teams to write investment memo. (Template [here.](#)) HarrisCountyCIP@bmd.hctx.net should be cc'd on all communication about investment memos.
2. **CIP team** coordinates reviews (HB1869 review from CAO & commercial paper (CP) funding approval from Financial Management).
3. **Coverage & CIP teams** approve memo & return reviewed documentation to requesting department.
4. **Requesting department** submits investment memo RCA and supporting documentation to CommissionersCourt@hctx.net by agenda deadline. OCA-reporting departments: items approved by the CIP team bypass OCA pre-review and go directly to the Commissioners Court Agenda team.
5. **Requesting department** receives budget approval & funds for project.

* Putting IM as a supplemental RCA item is highly discouraged, and will not be allowed unless absolutely necessary.

CP only—no Investment Memo

Sometimes a project already has authorization and just needs additional funding from commercial paper. This often happens in longer projects, when only a smaller amount of commercial paper is needed at the start of a phase. The below process will be followed in this situation. Instead of an Investment Memo-type RCA, a Commercial Paper-type RCA will be drafted. This will be **drafted and submitted by OMB not the requesting department**. The process is as follows:

1. **Requesting department** notifies coverage team & CIP team of need for additional CP at least two weeks before Commissioners Court date.
2. **CIP team** requests CP letter from Financial Management, cc'ing Hank Griffith.
3. **Financial Management** submits CP letter to Agenda team to be included in OMB agenda section.