

Fiscal Year 2024 Utility Burial Call for Projects

Posted on 10/19/2023

Notice to Property Owners in

Harris County Municipal Management District #1 (aka Memorial Management District)

The Memorial Management District is issuing a call for utility burial projects in accordance with the terms and conditions set forth below. Qualified projects could receive reimbursement of up to 60% of actual construction costs. Interested property owners must respond to this notice by January 12, 2024 to be considered for the current call for projects.

I. Call for Projects

a. Prior to the end of each fiscal year (11/30), the Board will determine the amount of available funds for utility burial project reimbursement for the following fiscal year.

b. Upon receipt and review of all submissions, the Board will determine which projects are eligible for reimbursement, and the maximum amount available for each project.

c. The Utility Burial Project is subject to the following requirements:

- i. The overhead utilities to be relocated must be located within the boundaries of the District and adjacent to public streets.
- ii. The overhead utilities must be relocated underground within either public street rights-of-way or a utility easement.
- iii. Applicants will be required to provide the necessary easement(s) and design engineering at their sole cost and expense.
- iv. Reimbursement will be for out-of-pocket construction costs only.
- v. The maximum reimbursement amount will be sixty percent (60%) of the lesser of project cost estimates provided to the District or actual project costs.

d. For each approved project, the District will enter into a reimbursement agreement with the property owner.

II. Allocation of Available Funds and Reimbursement timeline

a. Upon completion of the project, and subject to the reimbursement audit described below, the District will begin reimbursing the maximum amount owed on the earliest date that funds are available.

b. The District shall annually determine the availability of funds in its sole discretion and makes no guarantee of any minimum annual payment amount. If more than one project has been completed and is eligible for reimbursement in any given year, and the amount of available funds is less than the total amount to be reimbursed, the amount to be paid in such year shall be paid on a pro rata basis. Such annual payment is subject to the priority of projects approved in prior fiscal years that have been completed but have not been reimbursed in full.

III. Request for Reimbursement

a. Upon completion of the utility burial project, property owner must submit the following documentation to the District for reimbursement:

- i. Summary of payment of eligible costs
- ii. Proof of contractor payments and waivers of liens
- iii. Evidence of project acceptance by applicable utility providers

b. A reimbursement audit will be prepared by the District's auditor prior to reimbursement.

If interested in applying, the following should be sent via email to the address below:

1. Map indicating the location(s) of the utility burial project
2. Proposed project timeline (estimated start and completion dates)
3. Estimated Project Cost
4. Contact information for applicant

Memorial Management District
Attn: Gabrielle Luevano
9821 Katy Freeway, Suite 170
Houston, TX 77024
713-819-3393
gabrielle@memorialdistrict.org