

SHRP2 Implementation Assistance Program

**Leadership Endorsement**

Each application for Round 2 of the second Strategic Highway Research Program’s (SHRP2) Implementation Assistance Program must include a leadership endorsement from the chief executive (or designee) of the applying transportation agency or organization. The purpose of the endorsement is to document the chief executive’s knowledge of and support for the application and the project or activities that would result from receiving implementation assistance. This endorsement process also provides an opportunity for the applying agency’s leadership to prioritize project submissions.

Transportation agencies should rank multiple application submissions in order of priority. Your agency’s endorsement and priority rankings will be taken into consideration when applications are evaluated. Each endorsement must be signed, electronically or as part of a scanned document, and attached to each online application submitted by your agency, or organization.

The endorsement must include the following components:

* The date of endorsement
* The name of the proposed project (for each application)
* A statement of support for the organization’s implementation of the SHRP2 Solution (for each application) and the respective participation level (Lead Adopter, User Incentive, etc.)
* The assigned priority ranking for the project (for each application)
* The CEO’s signature with printed name, title, organization, and contact information

Enclosed are two sample formats for the leadership endorsement. Your agency can choose the format to submit this information. The important factor is to ensure that each submitted application has your chief executive’s endorsement, priority ranking, and signature.

For more information about Round 2 implementation assistance opportunities, visit <http://www.fhwa.dot.gov/goshrp2/GetInvolved/ImplementationAssistance>.

**SAMPLE FORMAT FOR LEADERSHIP ENDORSEMENT**

(Endorsement must be on organization’s letterhead.)

August 17, 2013

Ms. Carin Michel

SHRP2 Implementation Manager

Federal Highway Administration

10 South Howard Street, Suite 4000

Baltimore, MD 21201

Dear Ms. Michel:

I endorse my organization’s application for Lead Adopter implementation assistance in applying SHRP2’s Expediting Project Delivery (C19) strategies to the Greenway Highway Project. This project is ranked priority one of five applications submitted from the State Department of Transportation.

I appreciate your consideration of my organization’s application.

Sincerely,



John Smith, Commissioner

State Department of Transportation

555-555-5555

jsmith@dot.state.gov

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(Endorsement must be on organization’s letterhead.)

SHRP2 Implementation Assistance Program

**Leadership Endorsement**

Date of endorsement:

Proposed project name:

Participation level (Lead Adopter; User Incentive):

Priority ranking:

Chief executive’s name and title (print):

* Organization:
* Email:
* Phone number:

CEO’s Signature:

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