

Instructions for Completing the Excel Project Information Sheet

(use tab function to move about the page)

- County:** Enter the county in which the project is located.
- Applicant:** Enter the local government that is applying for the program. This would be County name or City name within that county.
- Contact information:** Enter the name, telephone, and complete address for a person that may be contacted for additional information concerning the applicant, the project or the application.
- Economic Development Sales Tax:** **X** as appropriate if the applicant has or has not instituted an economical development sales tax.
- Population:** Enter the applicant's population, if the applicant is a city.
- Project information:** **Priority Status**—Enter the status of the project as stated in TxDOT's Unified Transportation Program. **(pull down menu)**
- CSJ** - Enter the project's control-section-job number.
- Estimated Letting Date** – Enter the project's estimated letting date.
- Location & Limits:** Enter the project's location and the limits of the project. Place **X** to confirm on-system or off-system.
- Project Scope:** Briefly discuss the purpose of the project.
- Adjustment Rationale:** Enter a brief statement addressing the need for an adjustment to the local match requirement.
- Total Adjustment:** An adjustment can not exceed 95 percent in total (including percentage points for economic development sales tax) or be less than 15 percent

Anticipated Project Cost Breakdown

1. **Project Component** - Enter the project component(s) for which an adjustment to the local match requirement is requested. The four common components are preliminary engineering; construction and construction engineering costs; right of way; and eligible utilities. **(pull down menu)**

Anticipated Project Cost Breakdown Continued

2. **Est. Total Cost** - Enter the estimated total costs for each of the listed project components.
3. **Local Participation** - Enter the required local match ratio for each of the listed project components. **(pull down menu)**
4. **Est. Required Local Match** - Enter the estimated required local match in dollars for each of the listed project components.

Approved By: Signature of the District Engineer is required for approval.

Date: Date of when approved