

Instructions for Completing the Project Information Sheet

- County:** Enter the county in which the project is located.
- Applicant:** Enter the local government that is applying for the program.
- 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.
- 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.
- 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.
 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.
 4. **Est. Required Local Match** - Enter the estimated required local match in dollars for each of the listed project components.
- Approved By:** Signature of person who approved application
- Date:** Date of when approved