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: Circle "yes" or "no" as appropriate if the applicant has or has not instituted an economic development sales tax. (additional percentage may be given)

Population: Enter the applicant's population, if the applicant is a city. (additional percentage may be given)

Project information: UTP Priority Status - Enter the status of the project as stated in TxDOT's Unified Transportation Program. (use 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. Circle "Yes" or "No" 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: Enter county adjustment rate as approved by Texas Transportation Commission. An adjustment cannot 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.
(use pull down menu)

Anticipated Project Cost Breakdown Continued

2. <u>Est. Total Cost</u> - Enter the estimated total costs for each of the listed project components.

3. <u>Local Participation</u> - Enter the required local match ratio for each of the listed project components. (use pull down menu)

4. <u>Est. Required Local Match</u> – This field will automatically calculate required local match.

5. <u>Local Participation After Adjustment</u> – This field will automatically calculate required local match after adjustment. (make sure adjustment rate field is populated)

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

Date: Date of when approved