"<u>Use tab function to move about the page.</u>"

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.

District Contact Information: Enter the name, email and telephone for a person that may be contacted for additional information concerning the applicant, the project, or the application.

Off-System Project: Mark "Yes" or "No" if the project is off-system.

Economic Development Sales Tax: If the applicant is a city, mark "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)
<u>CSJ</u>- Enter the project's control-section-job number.
<u>Estimated Letting Date</u>- Enter project's estimated letting date.

Location & Limits: Enter the project's location and the limits of the project. Mark "Yes" or "No" to confirm on-system or off-system.

Project Scope: Briefly discuss the purpose of the project.

Total Adjustment: Enter county adjustment rate as approved by Texas Transportation Commission. An adjustment cannot exceed 95% or be less than 15%, including additional match adjustments for cities located within eligible counties.

Anticipated Project Cost Breakdown:

1. <u>Project Component</u> - 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)
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. Local Participation After Adjustment: This field will automatically calculate required local match after adjustment. (make sure adjustment field is populated)

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

Date: Date of when approved