



## **Instructions for Completion of Application**

The following instructions and information regarding the County Transportation Grant Fund Program – 2020 Program Call (CTIF program or program) will be utilized in completing and submitting the required application documents.

The completed application documents must be submitted electronically to TxDOT at [CTIF2020@txdot.gov](mailto:CTIF2020@txdot.gov).

A county may request the use of TxDOT's computer system at any district office location to complete and submit the application documents.

A complete application includes the following three documents:

1. Application form;
2. List of Prioritized Projects; and
3. County road condition report for the preceding year as described by Texas Transportation Code Sections 251.005 and 251.018.

Note that the Application form and the List of Prioritized Projects can be downloaded electronically from TxDOT at <https://www.txdot.gov/government/funding/county-fund.html>.

## **Application Form Information**

A county must indicate under the "Eligibility and Certification Requirements" section whether it received CTIF grant funds under the prior 2014 CTIF program. If the county did receive any such funds, it must provide the funding information requested in items 3-5 of the section and make the certification required in item 6. (Note that this information will not affect any grant allocation under the current program so long as the county provides the certification in item 6).

A county must complete the "Project Funding" section and identify the matching funds to be provided by the county and additionally identify any other potential sources of funding available. County matching funds must be at least 20 percent of the total grant amount or at least 10 percent of the total grant amount if the county has been identified as an Economically Disadvantaged County by the Texas Transportation Commission.

## **Prioritized List Information**

- A county must include as part of its application a list of prioritized projects that includes:
  - a prioritized list of transportation infrastructure projects (project or projects) to be funded by the program (utilize the attached List of Transportation Projects form);
  - descriptions of the scope of each project and the proposed project work, an implementation plan, a schedule of proposed activities, and estimates of project costs; and
  - the total amount of program funds being requested.