

## INSTRUCTIONS FOR C-FUND ASSISTANCE APPLICATION

The Greenville County Legislative Delegation Transportation Committee (GLDTC) approves the allocation of C-Funds (funds derived from taxes paid on gasoline) in accordance with the procedures described herein, the GLDTC's Policies and Procedures and the GLDTC Transportation Plan. Please read these instructions carefully, complete the application, and return the application to the address indicated on this form. If further assistance is required, please contact the GLDTC office at 864-467-7112.

Applicants include citizens, local governments, special purpose districts, community associations, businesses, non-profit organizations, or other entities. However, no project should be submitted, nor will it be considered, if it only benefits private property. All projects submitted for GLDTC consideration must be for public transportation purpose.

Applications for funding must be submitted on the standard C-Fund Assistance Application. Additional information, such as a detailed narrative of the project, a diagram of the location, photographs, video recordings, petitions, engineering studies, statistical data, and letters of endorsement, are welcomed and encouraged.

The GLDTC meets on the fourth Thursday in January, February, March, July, August and September. New project applications are presented to GLDTC four (4) times a year during its Public Hearing meeting in the months of January, February, July and August. The GLDTC will hear the Technical Advisory Committee reports and vote on project funding in March concerning applications received in January and February and in September concerning applications received in July and August. Applicants will be notified of the GLDTC's decision within 30 days.

After an application is received and considered, it may be referred to the GLDTC Technical Advisory Committee for further evaluation. The Technical Advisory Committee is composed of engineers and planners from the South Carolina Department of Transportation, Greenville County and the GLDTC Project Management Firm. The Technical Advisory Committee will meet periodically to evaluate projects in accordance with a point rating system adopted by the GLDTC. Not less than two (2) times a year, the Technical Advisory Committee will report its evaluation results to the GLDTC.

The final decision on whether to fund all or any portion of a project rests with the GLDTC. In addition, the GLDTC may accept, modify, or reject the Technical Advisory Committee's assessment of a project.

In the event a project is not approved, it is still eligible for future consideration, but may not come before the GLDTC for a full year. The same application may be used at the time and applicants may also provide additional supporting information.

While the GLDTC can allocate C-Funds to projects, it does not construct them. Independent contractors are selected to perform the needed construction via a bidding process. With regards to construction, all construction must meet the governing authority's construction standards. For example, if a public transportation improvement project that will be thereafter owned and maintained by SCDOT, SCDOT's construction standards must be followed. The same is true for projects in a municipality or Greenville County.

The GLDTC neither owns nor maintains roads, sidewalks, drainage systems, or other qualifying projects upon completion. The government entity that owns the road must also agree to the recommended public transportation improvement.

Many projects will require the acquisition of additional rights-of-way. The GLDTC will determine whether or not the applicant will be held responsible for funding right-of-way costs. If the applicant owns the right-of-way needed for the project, the right-of-way must be donated. Right-of-way donations will not be considered part of the applicant's financial contribution.

In most cases, the GLDTC expects the applicant to participate financially in the total cost of the project. Applicants should be prepared to inform the GLDTC of how much of the total project cost will be funded by the applicant and of any other available funding sources. Funding sources can include governmental entities, grants, or funds from private parties (corporations, developers, property owner's/homeowner's associations, etc.).

All funded projects must follow standard-bidding procedures. The GLDTC will monitor projects through completion. When necessary, the GLDTC will act to expedite, or in appropriate circumstances, withdraw funding for matters that appear to have undue delays. The GLDTC retains the right to cancel or suspend funding at their discretion.

GREENVILLE LEGISLATIVE DELEGATION  
TRANSPORTATION COMMITTEE



**C-Fund Assistance Application**

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
*This person will be the main contact for correspondence regarding this project.*

Applicant's Address: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization/Government Entity Name (if applicable): \_\_\_\_\_

**Project Information:**

Project Location: \_\_\_\_\_ House District: \_\_\_\_\_

Road ownership: \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Local (City)

**Project Funding:**

Total Project Cost: \$\_\_\_\_\_ Total C-Fund Requested: \$\_\_\_\_\_  
*Project cost to be confirmed by GLDTC's Project Management Firm*

Total Funding from Applicant: \$\_\_\_\_\_  
*Right-of-way donations will not be considered part of applicant's financial contribution.*

Have you/your organization applied to any other funding sources (i.e., State or local governments, special purpose district, businesses, property owners, etc.)? If so, please identify them and the status of any application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will be responsible for cost overruns? \_\_\_\_\_

**Project Description:**

Brief description of existing problem or need:

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Brief description of how the proposed improvement will remedy the existing problem or need:

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Rate the following factors of your project in order of importance:

- Safety/Traffic Improvement
- Economic Development
- Improved Road Surface

**Project Manager:**

*The Project Manager will be GLDTC's Management Firm unless otherwise approved by GLDTC.*

GLDTC Management Firm       Other \_\_\_\_\_

**Supplemental Data** (Check all that apply):

- Location Map (*At a minimum, please provide a location map for the project*)
- Cost Estimate
- Pictures
- Other \_\_\_\_\_
- Other \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please submit twelve (12) copies of the application and supplemental data to:**

**Greenville Legislative Delegation Transportation Committee  
301 University Ridge, Suite 2400  
Greenville, SC 29201**