

PROJECT COST ALLOCATION / ENCUMBRANCE

Wisconsin Department of Transportation

RE1532 09/2016

To: Bureau of State Highway Programs (BSHP)
Program Finance Section

From: Real Estate Management
_____ Region

Project Information:

_____ Project ID
_____ Project Name
_____ Project Termini
_____ Highway
_____ County

BSHP Approval

BTS-RE Finance Unit Use Only:	
Initials	Date

___ Original
___ Revision #
___ Fiscal Year Encumbrance
___ Litigation

___ 8700161 State
___ 8700153 County
___ 8705103 Local
___ 8700231 Litigation

NON-DELIVERY

- 1. Estimated right of way costs of all parcels (Exclusive of reimbursable utilities. See attached Parcel Cost Estimate. \$ _____
- 2. Estimated relocation assistance and moving costs. \$ _____
- 3. **Amount to be encumbered. (Total of Lines 1 & 2)** \$ _____
- 4. Other contracts for razing, site clearance (Encumbered separately). \$ _____
- 5. Litigation (Encumbered separately). \$ _____

DELIVERY

- 6a. Estimated Labor Costs \$ _____
- 6b. Contracts (Title, Appraisals, etc.) \$ _____
- 6c. Total Delivery \$ _____
- 6d. Percent of Delivery (6c. divided by Line 3) _____ %
- 7. **Total Acquisition Cost Estimate: (Total of Lines 3, 4, 5 & 6c)** \$ _____

(Regional Planning Section)

(Date)

(Regional Real Estate Representative)

COMMENTS

Project Cost Allocation (RE1532) INSTRUCTIONS

Item Explanation

1. Includes all costs under the following account codes:

8700161 - State with Federal Funds
8700153 - County with FHWA or State Funds
8705103 - Local with FHWA or State Funds
8700231 - Litigation

Do NOT include costs that will be shown under Item 2 relating to relocation assistance.
Do NOT include costs that will be shown under Item 5 relating to litigation.

2. Includes all costs under account codes 8700161, 8700153, 8705103, or 8700231 that relate to relocation assistance and moving costs.
3. **Total** of Items 1 & 2. This amount will be **encumbered** in the computerized contract file.
4. Includes all costs under account code 8700137, 8700139, or 8700140 for contract work such as razing or site clearance. Separate encumbrance action is required.
5. Includes all costs under account code 8700231 for Litigation. Separate encumbrance action is required.
- 6a. The engineering or delivery cost estimate will use the real estate person-power matrix. DOT staff person-days estimated using this matrix times the Average Real Estate Person-day Rate will produce the **state** delivery cost estimate. These rates will be computed and published each state fiscal year.
- 6b. Delivery functions determined to be performed by outside DOT staff will be separated in the matrix estimating process. This estimate will be placed on the **contract delivery cost line**. These costs include account codes 8700000 and 8700229. Separate encumbrance action is required.
- 6c. Summation of 6a and 6b.
- 6d. The percent of labor and other contracts from the total cost.
7. **The Total Acquisition Cost Estimate**. Total of Items 3, 4, 5 and 6c.
8. Includes all parcels on this project. If parcels are added or deleted, this item will reflect these revisions.