CHAPTER 17

APPENDIX 17-2
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APPENDICES

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SAMPLE
Project Financial Summary Instructions
(Form to be completed by Sponsor and submitted to the Region)

PIN: [Project Identification Number]
Contract No.: [Number of the State-Local project agreement]
Project Name: [Official project name/description]
Municipality(ies): [Municipality(ies) in which project is located]
County(ies): [County(ies) in which project is located]

Project Administered by: [Name of Administering Agency]

Preliminary Engineering (Preliminary Design and Detailed Design)
Work performed by: In-house or Consultant (indicate prime firm)
Start and end dates: Include/provide dates PE work was started and completed. For consultants, also provide date when contract was executed and closed or when it is anticipated to be closed.
Total cost of PE: For in-house work, provide total cost.
For work by consultants, indicate:
- The original contract cost and brief description of tasks
- All supplemental costs and associated tasks
- Total costs provided in contract
- Total costs actually incurred and paid to the firm
For all costs, indicate the fund source(s)

ROW Incidentals:
Work performed by: In-house or Consultant (indicate firm)
Start and end dates: Include/provide dates that ROW incidental work was started and completed. For consultants, also provide date when contract was executed and closed or when it is anticipated to be closed.
Total cost of ROWI: For in-house work, provide total cost.
For work by consultants, indicate:
- The original contract cost and brief description of tasks
- All supplemental costs and associated tasks
- Total costs provided in contract
- Total costs actually incurred and paid to the firm
For all costs, indicate the fund source(s)
**ROW Acquisition:**  
Work performed by: In-house or Consultant (indicate firm)  
Start and end dates: Provide dates ROWA work was started and completed. For consultants, also provide date when contract was executed and closed or when it is anticipated to be closed.  
Total cost of ROWA: List all property acquisition costs by map/parcel. List all misc acquisition costs. (See Table of ROW Acquisition Activities)  
List property status: If any claims are outstanding, indicate their status and the anticipated resolution date.

**Construction**  
Work performed by: In-house or Contractor (indicate prime firm)  
Start and end dates: Provide dates Construction work was started and completed. For Contractors, also give date when contract was executed and closed or when it is anticipated to be closed.  
Total cost of Construction: Indicate Construction Estimate.  
Indicate Low Bid, all change order costs (and a brief description of associated work), and the total cost of the contract/work  
Break costs down by fiscal share, as necessary, and indicate the fund source(s).

**Inspection**  
Work performed by: In-house or Consultant (indicate firm)  
Start and end dates: Provide dates construction inspection work was started and completed. For consultants, also provide date when contract was executed and closed or when it is anticipated to be closed.  
Total cost of CI: For in-house work, provide total cost.  
For work by consultants, indicate the original contract cost and brief description of tasks  
All supplemental costs and associated tasks  
Total costs provided in contract  
Total costs actually expended  
For all costs, indicate the fund source
Utilities

Affected Utilities

Indicate all affected utilities, and identify those for which utility agreements were executed.

Indicate status of each agreement, and provide anticipated date of close-out.

Railroads

Affected Railroads

Indicate all affected railroads, and identify those for which railroad agreements were executed.

Indicate status of each agreement, and provide anticipated date of close-out.

Betterments

Indicate all betterments and status, and provide anticipated date of completion/close-out.

Other

List and describe any other agreements, contracts or commitments associated with the project, and their status. Give actual dates of completion, or anticipated dates of completion.

Federal Single Audit

Provide date of most current Federal Single Audit.

The above is a true and accurate representation of the financial history and anticipated close-out milestones, for the locally administered federal aid transportation project listed above.

____________________________________  ___________
Project Manager (Sponsor)          Date