

Budget Estimate Revision Approval

Project and Program Delivery Manual
Chapter 5.3
Cost Estimating
Originally Issued: 11-07-24
Revised: xx-xx-xx

It is important to understand when you are doing a budget revision it is for the entire project. All the costs of the individual phases are added up into one project total. Missing or duplicate phase costs could greatly impact the revision resulting in programmed funds that do not meet or exceed the needs of the project.

Approval Workflow

The steps to update the budget estimate are:

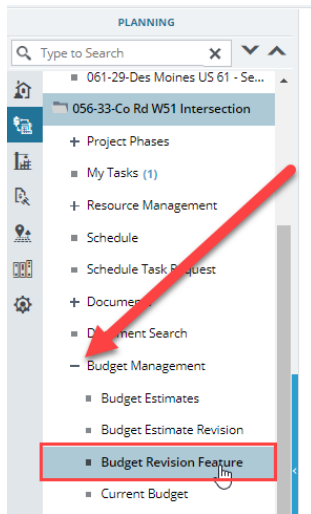
1. Review the project estimate see Chapter [5.3.1 Estimate Review Guidance](#)
2. Update Budget Revision Feature
3. Create Budget Estimate Revision (BER)
4. Create Forecast
5. Review and Approve Forecast

Budget Revision Feature Basics

Checklist

- Update proposed estimate amount
- Check effective from date
- Add other contributions if needed
- Delete duplicate budget lines
- Add new budget lines
- Create budget estimate revision (BER)
- Approve forecast

1. Navigate to the project
2. Open Budget Revision Feature (takes a little while to load).



This feature should show all the phases in your project.

1	Name	Container	Line Number	Container Estimator	Estimate Items \$	Estimate Item Update Rec	Proposed Estimate	Effective From	Inflated Amount	Current Budget Base \$	Current Budget Inflated \$
	NHSX-030-1(175)-3H-43				56,434,640.73		56,434,640.73		56,434,640.73		
	1	Roadway Items	16		56,434,640.73	11/04/2024	56,434,640.73	08/01/2024	56,434,640.73		
	NHSX-030-1(176)-2R-43				8,700,000.00		8,700,000.00		9,929,342.64	8,700,000.00	9,929,342.64
	1	Land Costs	1		6,200,000.00	11/01/2022	6,200,000.00	07/01/2022	7,076,083.26	6,200,000.00	7,076,083.26
	2	Utility Costs	2		2,500,000.00	11/28/2022	2,500,000.00	07/01/2022	2,853,259.38	2,500,000.00	2,853,259.38
	NHSX-030-1(180)-3H-43				70,147,061.42		99,538,501.42		103,691,622.15	29,391,440.00	33,544,560.73
	1	Grading	3		0.00	01/31/2023	29,391,440.00	07/01/2023	33,544,560.73	29,391,440.00	33,544,560.73
	4	Roadway Items	4		56,647,061.42	01/31/2023	56,647,061.42	08/01/2026	56,647,061.42		
	5	Closure Structures for Railroad Crossings	5		13,500,000.00	01/31/2023	13,500,000.00	08/01/2026	13,500,000.00		
	NHSX-030-1(181)-3H-43										
	NHSX-030-1(182)-3H-43				17,229,071.43		15,555,071.43		17,753,061.38	15,555,071.43	17,753,061.38
	10	CWG Bridge	6		7,714,285.71	01/23/2024	7,714,285.71	07/01/2023	8,804,343.22	7,714,285.71	8,804,343.22

3. You can right click on the box next to the phase number [1] to expand one phase or all of the phases
4. With the phase expanded you can see the estimate items for each container of a phase [2]
5. You can also see the last time the estimate was updated from iPDWeb [3]
6. The proposed estimate [4] is the number that will be used for programming and should match the estimate items [2] unless there is a good reason to adjust it. If estimate items and proposed estimate for a phase container is blank you will need to contact the design estimator to get it updated.
7. The Effective From date [5] is the date any inflation will start from. It should be the first day in a fiscal year for example 07/01/2024.

Estimate Item Update Rec	Proposed Estimate	Effective From	Inflated Amount	Current Budget Base \$	Current Budget Inflated \$	Phase Prj Yr	Programmed Amount	Other Contribution	Other Party	Updated Estimate Base FY	Delete Budget Line	Amount in \$	Inflated Amount in \$
	56,434,640.73		56,434,640.73				0.00				<input type="checkbox"/>	56,434,640.73	56,434,640.73
11/04/2024	56,434,640.73	08/01/2024	56,434,640.73							2025	<input type="checkbox"/>	56,434,640.73	56,434,640.73
	8,700,000.00		9,929,342.64	8,700,000.00	9,929,342.64		9,929,000.00				<input type="checkbox"/>	8,700,000.00	9,929,342.64
11/01/2022	6,200,000.00	07/01/2022	7,076,083.26	6,200,000.00	7,076,083.26	2026				2023	<input type="checkbox"/>	6,200,000.00	7,076,083.26
11/28/2022	2,500,000.00	07/01/2022	2,853,259.38	2,500,000.00	2,853,259.38	2026				2023	<input type="checkbox"/>	2,500,000.00	2,853,259.38
	99,538,501.42		103,691,622.15	29,391,440.00	33,544,560.73		33,545,000.00	0.00			<input type="checkbox"/>	99,538,501.42	103,691,622.15
01/31/2023	29,391,440.00	07/01/2023	33,544,560.73	29,391,440.00	33,544,560.73	2027				2024	<input type="checkbox"/>	29,391,440.00	33,544,560.73
01/31/2023	56,647,061.42	08/01/2026	56,647,061.42			2027				2027	<input type="checkbox"/>	56,647,061.42	56,647,061.42
01/31/2023	13,500,000.00	08/01/2026	13,500,000.00			2027				2027	<input type="checkbox"/>	13,500,000.00	13,500,000.00
							1,395,000.00				<input type="checkbox"/>	0.00	0.00
	15,555,071.43		17,753,061.38	15,555,071.43	17,753,061.38		17,753,000.00				<input type="checkbox"/>	15,555,071.43	17,753,061.38
01/23/2024	7,714,285.71	07/01/2023	8,804,343.22	7,714,285.71	8,804,343.22	2027				2024	<input type="checkbox"/>	7,714,285.71	8,804,343.22
01/23/2024	4,946,714.29	07/01/2023	5,645,703.58	4,946,714.29	5,645,703.58	2027				2024	<input type="checkbox"/>	4,946,714.29	5,645,703.58
11/04/2024	2,894,071.43	07/01/2023	3,303,014.58	2,894,071.43	3,303,014.58	2027				2024	<input type="checkbox"/>	2,894,071.43	3,303,014.58
	20,807,125.00		27,102,825.30	20,807,125.00	27,102,825.30		27,103,000.00	0.00			<input type="checkbox"/>	20,807,125.00	27,102,825.30
10/05/2022	20,807,125.00	07/01/2022	27,102,825.30	20,807,125.00	27,102,825.30	2029				2023	<input type="checkbox"/>	20,807,125.00	27,102,825.30
	250,000.00		311,620.63	250,000.00	311,620.63		312,000.00				<input type="checkbox"/>	250,000.00	311,620.63
Total Amount in \$: 209,400,698.58												Inflated Total Amount in \$: 223,373,966.32	

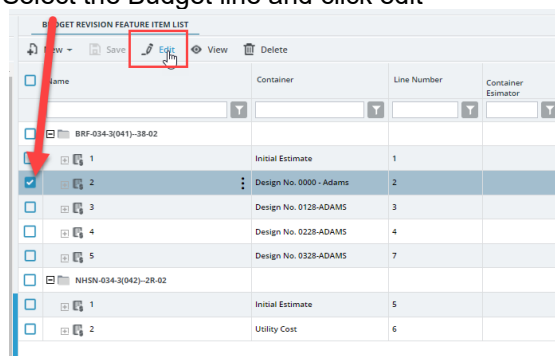
8. The inflated amount [6] is proposed estimate [4] inflated from the effective date [5] to the program year [8]
9. The programmed amount [9] is the amount programmed in the current program. If the amount is zero or significantly different from proposed estimate [4] it should be discussed with the program management team. The total combined estimate for the project is shown at the bottom right [11]
10. If you need to update proposed estimate [4] amount
 - a. Double click in the proposed estimate cell for the line you are editing
 - b. Enter the amount
 - c. You can repeat this for as many lines as you want to update before saving.
11. If you need to update effective from date [5]

Effective from is the date used for calculating inflation

 - a. It should be set to July 1st of the fiscal year the estimate is completed
 - b. Effective from can be used to stop inflation from being calculated by setting it to the first day of the fiscal year matching the phase program year. Example, If the phase program year is 2035, effective from would need to be July 1, 2034 to calculate 0 inflation.
12. Add other (fixed) contributions [10] if needed.

Other or fixed contributions are required when some of the funding for the project is coming from a source other than standard IDOT programming. Examples include, City or County contributions, other state contributions on border bridges, and grant programs. The proposed estimate amount [4] should be the full amount including the other/fixed contribution. The other/fixed contribution will be subtracted out by the programmer in the programming module.

 - a. Select the Budget line and click edit



- a. Check box for fixed contributions

MODIFY EXISTING ITEM

Save & Exit Save & Continue Cancel

Container : Root/STP-009-9(82)-2C-03

Pay Item No. : 3

Description : City of Lansing, IA

Unit : LS

Funding Rule : Select

Inflation Rule : IR01

Annual Inflation Rate (in %) : 4.50

Effective from : 07/01/2022

Accounting Code :

Fixed Contribution :

Fixed Contribution Amount in \$: 235,777.24

Contributor Name :

Task :

- b. Add fixed contribution amount
- c. Select contributor name – Click on three dots next to Contributor Name field

Effective from : 07/01/2022

Accounting Code :

Fixed Contribution :

Fixed Contribution Amount in \$: 235,777.24

Contributor Name : ...

Task :

Container Estimator :

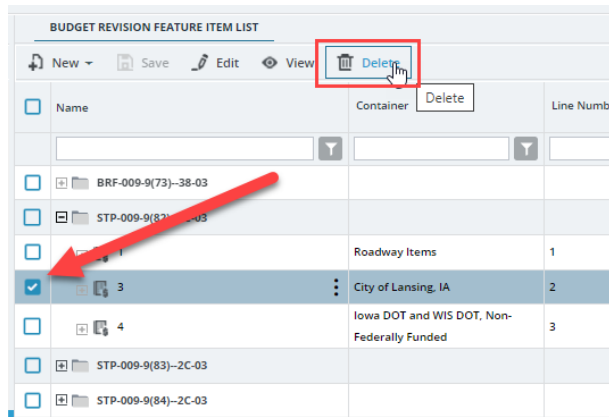
- d. Select the fund source from the list in the pop up window and click select.

Select a Contributor Name

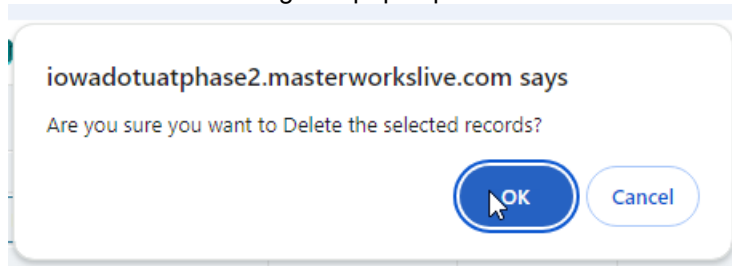
Contributor Name
National Highway Performance Program
Surface Transportation Block Grant Program
Primary Road Fund
Local
Wisconsin
Emergency Relief

Select Cancel

- e. If the correct fund source is not listed, contact PMB for assistance adding the fund source to the project.
13. Delete old budget lines as needed (see Chapter [5.3.1 Estimate Review Guidance](#) for reviewing estimates)
- Examples of containers to delete include, duplicate budget lines or PE estimates that are no longer needed.
- a. Select container and click delete ****Delete can not be undone****
Note: Estimate items container must be deleted before the corresponding line can be deleted from the budget revision form.



- b. Click OK on the warning that pops up.

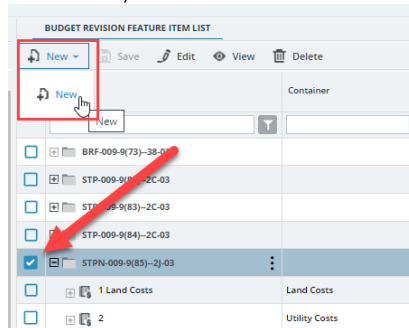


Note: Estimate items container must be deleted before the corresponding line can be deleted from the budget revision form.

14. Add new budget lines as needed

An example would be right of way cost, traffic and safety items, and accidental delete. The use of this should be very limited and items should be limited as much as practical.

- a. For phases that won't have plan items,
 - i. Select phase number
 - ii. Click new, then new



- iii. Enter pay item No., use a number that has not been used for that phase.
 - iv. Enter description
 - v. Enter unit, DOL
 - vi. Enter quantity, this is the amount of the estimate.
 - vii. Set unit price to 1.

NEW BUDGET REVISION FEATURE ITEM

Save & Exit Save & Continue Save & Create New Cancel

Container : Root/STPN-009-9(85)-2J-03

iii Pay Item No. : 3 Clear

iv Description : Gas Main

v Unit : DOL

Funding Rule : Select

Inflation Rule : IR01

Annual Inflation Rate (in %) : 250

Effective from : 07/01/2024

Accounting Code :

Fixed Contribution :

Fixed Contribution Amount in \$: 0.00

Contributor Name :

Task :

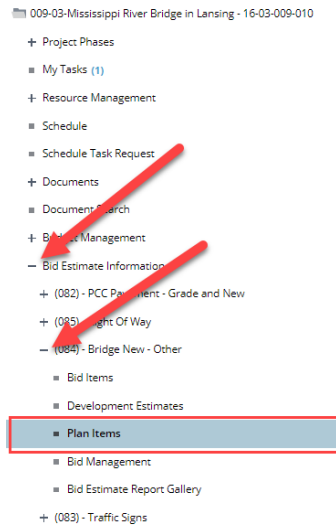
Container Estimator :

vi Quantity : 500,000.0000

vii Unit Price in \$: 1.0000

Notes :

- ESTIMATE ITEM INFO
- b. For phases that will have plan items eventually (anything going through DOT letting)
 - i. Follow steps in 14a except pay item No and Description should match the plan items container.
 - ii. To find the pay item number and description:
 1. Navigate to bid estimate items, if the bid estimate has not been created yet see [Chapter 5.2.1.1 Add A Bid Estimate In MW](#)



2. Select the container that will be used for the phase and click view.

ITEM LIST

New Save Edit View Delete More

Name	Item Description	Supp
Design No. 0124-Allamakee	Design No. 0124-Allamakee	
<input checked="" type="checkbox"/> Design No. 0224-Allamakee	Design No. 0224-Allamakee	
Design No. 0224-Allamakee - Lighting, DOT	Costs paid for by Iowa DOT	
DN 0124 - Allamakee - Lighting, Lansing	Costs paid for by the City of Lansing	

3. "Container ID" will be the Pay Item No. and "Container" will be the Description.

', and 'Description : Design No. 0224-Allamakee'."/>

15. Create Budget Estimate Revision

- a. When everything on the budget revision form is correct, click create BER

- b. This is the last step on this form however, the process is not complete until the changes are approved.

Approving the changes

The budget estimate changes won't be visible in reports or for the programmer until the changes are approved.

1. Navigate to the forecast

2. Create a new forecast

- a. Click new, then new again

- b. Enter a description

- i. Description should indicate reason for the forecast, such as updated task, or annual estimate update year.

- c. Click save and continue

3. Review the forecast
 - a. Click Item details

- b. Navigate to the correct years for the project using the “previous period” or “next period” buttons.

Name	Line Number	Description	Unit	Amount in \$	Remaining Amount in \$	2025	2026	2027	2028	2029
STP-009-9(82)-2C-03						0.00	0.00	0.00	0.00	0.00

- c. Right click on the “+” next to one of the folders and click expand all.

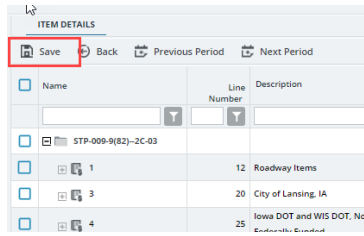
- d. Check for remaining amount. The reason for a remaining amount value can be phases from past years or rounding errors in the system. The forecast cannot be approved if there is a remaining balance.

Name	Line Number	Description	Unit	Amount in \$	Remaining Amount in \$	2025	2026	2027	2028	2029
STP-009-9(82)-2C-03						0.00	0.00	0.00	0.00	0.00
1	12	Roadway Items	LS	3,987,073.12	3,987,073.12	3,987,073.12	0.00	0.00	0.00	0.00
3	20	City of Lansing, IA	LS	246,387.23	246,387.23	246,387	0.00	0.00	0.00	0.00
4	25	Iowa DOT and WIS DOT, Non-Federally Funded	LS	104,500.00	104,500.00	0.00	0.00	0.00	0.00	0.00

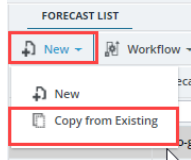
- e. If there is a value in the remaining amount column, find the correct year for that phase and type in the amount from the “Amount in \$” column.

Name	Line Number	Description	Unit	Amount in \$	Remaining Amount in \$	2025	2026	2027	2028	2029
STP-009-9(82)-2C-03						0.00	0.00	0.00	0.00	0.00
1	12	Roadway Items	LS	3,987,073.12	3,987,073.12	3,987,073.12	0.00	0.00	0.00	0.00
3	20	City of Lansing, IA	LS	246,387.23	246,387.23	246,387	0.00	0.00	0.00	0.00
4	25	Iowa DOT and WIS DOT, Non-Federally Funded	LS	104,500.00	104,500.00	0.00	0.00	0.00	0.00	0.00

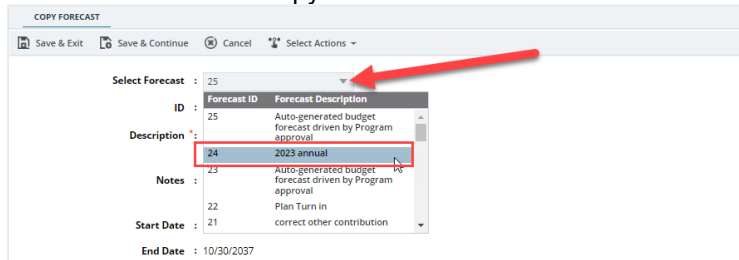
- f. Click Save to save the changes and recalculate remaining amount.



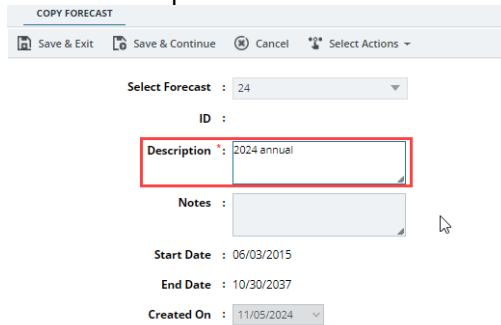
- 4. If your project has several phases that are past letting, it might be easier to use the copy from existing option when creating the forecast and manually update changes to future phases.
 - a. Click New, then copy from existing



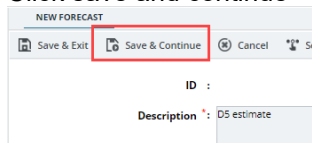
- b. Select the forecast to copy. Select the most recent forecast that is not Auto-generated.



- c. Enter a description

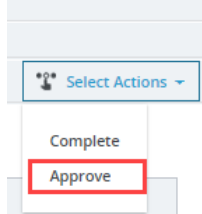


- d. Click save and continue



- e. Return to step 3

- 5. Approve the forecast. Approving the forecast will approve the budget revision and make the new estimates available for programming.



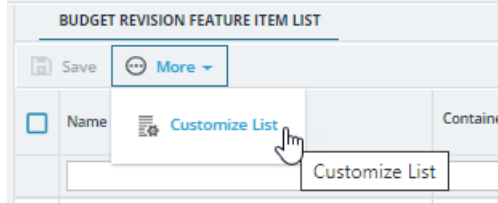
Additional detail of fields in the budget revision form.

The following is a description of all the fields available on the budget revision list page and form.

Name	Container	Line Number	Container Estimator	Phase Prg Yr	Estimate Items \$	Estimate Item Update Rec	Proposed estimate	Last Approved Base \$	Effective From	Inflated Amount	Last Approved Inflated \$	Programmed Amount	Other Contribution	Other Party	Updated Base FY	Delete Budget Line	Amount in \$	Inflated Amount in \$
BRF-092-5(071)-38-91					0.00		940,000.00	940,000.00		940,000.00	940,000.00	940,000.00	0.00			<input type="checkbox"/>	940,000.00	940,000.00
1	Initial Estimate	1		2028	0.00		940,000.00	940,000.00	07/01/2027	940,000.00	940,000.00	940,000.00	0.00		2028	<input type="checkbox"/>	940,000.00	940,000.00
NHSN-092-5(072)-28-91					10,000.00		10,000.00	10,000.00		10,000.00	10,000.00	10,000.00	0.00			<input type="checkbox"/>	10,000.00	10,000.00
1	Initial Estimate	2		2028	10,000.00	10/11/2023	10,000.00	10,000.00	07/01/2027	10,000.00	10,000.00		0.00		2028	<input type="checkbox"/>	10,000.00	10,000.00

Name	Phase number or container ID.
Container	Container name
Line Number	Line number from current budget
Container Estimator	Person responsible for completing estimate
Phase Prg Yr	phase program year from the phase form.
Estimate Items \$	total amount by container from the estimate items.
Estimate Item Update Rec	Last time the estimate items were updated for each container
Proposed Estimate	User entry, Base amount to be used for the budget.
Last Approved Base \$	Uninflated amount approved in the most recent budget revision
Effective From	Date inflation will calculate from. Should be July 1 of the Fiscal year the estimate was completed.
Inflated amount	amount entered in proposed estimate with inflation added.
Last approved inflated \$	Inflated amount approved in the most recent budget revision
Programmed Amount	Amount from last approved program
Other Contribution	Amount contributed from another party, usually city contribution or other state.
Other Party	Other party fund source. Fund source has to be added to the project before it can be selected
Updated Base FY	If FY has changed but is not approved by the program, new FY can be entered here to calculate inflation.
Delete Budget Line	Marked for lines to be removed from the budget
Amount in \$	uninflated amount entered in Proposed amount
Inflated amount in \$	Inflated amount

There are additional fields available to display on the list page. The order of columns and which columns are shown can be changed using the customize list tool.



If you open an item in Edit mode you can see the full form with all the fields that are available. A list of all fields is provided below.

MODIFY EXISTING ITEM		ESTIMATE ITEM INFO	
Save & Exit Save & Continue Cancel		Estimate Item Update Rec'd : 05/01/2023	
Container : Root/NHSX-061-2(66)-3H-29		Estimate Item Base \$: 15,794,491.76	
Pay Item No. * : 1		Use in Dev Est Update : <input checked="" type="checkbox"/>	
Description * : Roadway Items		UPDATED DEVELOPMENT ESTIMATE	
Unit * : LS		Delete Budget Line : <input type="checkbox"/>	
Funding Rule : Select		Updated Estimate Base FY : 2024	
Inflation Rule : IR01		Updated Estimate Base \$: 15,794,491.76	
Annual Inflation Rate (in %) : 4.50		Phase Prg Yr : 2024	
Effective from * : 07/24/2023		Updated Estimate Other \$: 500.00	
Accounting Code :		Updated Estimate Other \$ Party : National Highway Performance Pi	
Fixed Contribution : <input checked="" type="checkbox"/>		\$ Change from Current Budget : -205,508.24	
Fixed Contribution Amount in \$ * : 500.00		% Change from Current Budget : -1.30	
Contributor Name * : National Highway Performar		CURRENT BUDGET INFO	
Task :		Current Budget Base FY : 2024	
Container Estimator :		Current Budget Base \$: 16,000,000.00	
Quantity * : 16,000,000.0000		Current Phase Prg Yr : 2024	
Unit Price in \$: 1.0000		Current Budget Inflated \$: 16,000,000.00	
Notes :		Current Budget Resources \$: 0.00	
		Current Budget Other \$: 500.00	
		Current Budget Last Approved On : 07/22/2024	

Container	Phase Number, auto fills
Pay Item No.	Entered for new items or pulled from plan items, not editable
Description	Entered for new items or pulled from plan items, not editable
Unit	Entered for new items or pulled from plan items, not editable
Funding Rule	Entered for new items or pulled from plan items, not editable
Inflation Rule	Default is IR01
Annual Inflation Rate (in %)	Entered for new items or pulled from plan items, not editable, defaults to 4.50
Effective From	July 1 of the FY you want to start calculating inflation from.
Accounting Code	Default field, not used.
Fixed Contribution	Check if there is another
Fixed Contribution Amount in \$	Amount of money from an outside source

Contributor Name	Fund source that the money is coming from. Fund source must be added to project fund source list and approved
Task	
Container Estimator	Auto filled using logic from plan items or road/bridge designer
Quantity	Base estimate amount, will be inflated and used for programming
Unit Price	always set as 1
Notes	Notes
Estimate Item Update Red'c	Date of the last time estimate items were updated
Estimate Item Base \$	Total amount from estimate items
Use in Dev Est Update	check this box to automatically update quantity to match the estimate items total.
Delete Budget Line	check if deleting the container
Updated Estimate Base FY	If FY has changed but not updated by the program yet, enter new date here. It will calculate inflation based on this year
Updated Estimate Base \$	Non editable, shows the quantity
Phase Prg Yr	Current phase program year
Updated Estimate Other \$	non editable, shows the quantity from other party
Updated Estimate Other \$ Party	non editable, show other fund source
\$ Change from Current Budget	difference between current budget and new amount
% Change from Current Budget	percent difference from current budget to new amount
Current Budget Base FY	Phase program year at the time of last approved budget
Current Budget Base \$	last approved budget amount
Current Phase Prg Yr	Phase program year
Current Budget Inflated \$	Last approved inflated amount
Current Budget Resources \$	
Current Budget Other \$	last approved other contribution amount
Current Budget last Approved On	Date of the last budget approval for this container

Chronology of Changes to Manual Section:

5.3.2 Budget Estimate Revision Approval

11/07/2024 NEW