EXHIBIT 04-EX-02 (REV 7/2016)
INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE RIGHT OF WAY ESTIMATE WORKSHEET

To provide complete and consistent data for input into Right of Way PYPSCAN system, the Right of Way Data Sheet (Exhibit 04-EX-01) and Right of Way Estimate Worksheet (Exhibit 04-EX-02) will be used.

The Right of Way Data Sheet has been designed to accomplish dual purposes: 1) maintain its existing function as an estimating form that is incorporated into the Project Report/Environmental Document as appropriate, and 2) provide essential data for PMCS by entry of Right of Way workload and cost estimates on the EVNT RW, COST RW1, and other screens.

To complete the Right of Way Data Sheet, the district should first complete the Right of Way Estimate Worksheet or the district's version of the worksheet. If the district has developed its own worksheet, it must, at a minimum, contain the following 17 items for each parcel in the estimate:

Parcel Data

1. Parcel type (See Exhibit 04-EX-03 for definitions)
2. Parcel number
3. Post mile/kilometer designation
4. Estimated cost
5. RAP cost
6. Clearance/demolition cost
7. Number of RAP displacements
8. Number of clearance/demolition units
9. Number of construction permits
10. Cost of construction contract work
11. Title and escrow fees
12. Area in right of way
13. Area in excess

Project Permit Data

14. Permitter
15. Estimated cost
16. Type of permit
17. Fiscal year when expenditure is expected to take place

For purposes of standardization and subsequent input into PYPSCAN, the worksheet should maintain the sequential order of the first six items indicated above. Exhibit 04-EX-02 is a suggested format for the Right of Way Estimate Worksheet.

Data for Items 1 through 4 will be developed for each parcel in the estimate. Data for Items 5 through 17 will be developed as appropriate.