

# BUSINESS REPLACEMENT PAYMENT – REASONABLE PROJECT COSTS – WORKSHEET

Wisconsin Department of Transportation

11/2019

Business name	Subject address (acquired)	Replacement address
Business owner or contact name	Relocation agent name	Date

Reasonable project costs are a category of reimbursable costs under the business replacement payment per s. 32.19 (4m), Wis. Stats. Business owner occupants who did not utilize their maximum allowable replacement business payment in the purchase (or rental) of a replacement business property are eligible to receive reasonable project costs up to the maximum allowable payment. Business tenant occupants are eligible for reimbursement of reasonable project costs in addition to the replacement business payment received by WisDOT. Landlords are not eligible for a business replacement payment, therefore ineligible for reimbursement of reasonable project costs.

All expenses must be determined by WisDOT BTS as actual, reasonable and necessary before approving a claim. The items claimed must be supported by adequate documentation including invoices, paid receipts, cancelled checks, and other documents by the displaced business. Additional documentation may be requested to support a claim. Reasonable project costs must have occurred during the two-year claim period of the displaced business and have been paid for by the displaced business.

No duplication of payments will be provided if the displaced business previously received payments for items claimed under reasonable project costs, either as an acquisition or relocation costs. Betterments, upgrades based on the characteristics of the subject property are also not reimbursable.

Reasonable Project Cost Category	Supporting documentation Checklist	Amount(s) Claimed	Amount(s) Approved
1. Capital costs including actual costs of the construction of improvements, new buildings, structures and fixtures; [s. 32.19(2)(hm)(1), Wis. Stats.]	<input type="checkbox"/> Paid invoices/receipts for work completed <input type="checkbox"/> Copy of approved BRP Claim with memo certifying that claims made under this item are not a duplicate payment <input type="checkbox"/> Detailed description of improvements and work completed <input type="checkbox"/> Pictures of the improvements made under this item	\$	\$
2. Demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures; [s. 32.19(2)(hm)(1), Wis. Stats.] <i>May include items not covered under the capped amount of the re-establishment expenses (Max total \$25,000).</i>	<input type="checkbox"/> Paid invoices/receipts for work completed during two-year claim period <input type="checkbox"/> Description of work completed <input type="checkbox"/> Pictures of the improvements made under this item	\$	\$
3. Removal or containment of, or the restoration of soil or groundwater affected by environmental pollution; [s. 32.19(2)(hm)(1), Wis. Stats.]	<input type="checkbox"/> Paid invoices/receipts for work completed <input type="checkbox"/> Description of work completed <input type="checkbox"/> Pictures of the improvements made under this item	\$	\$
4. Clearing and grading of land. [s. 32.19(2)(hm)(1), Wis. Stats.]	<input type="checkbox"/> Paid invoices/receipts for work completed <input type="checkbox"/> Detailed description of work completed <input type="checkbox"/> Pictures of the improvements made under this item	\$	\$

<p>5. Financing costs, including all interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid over the principal amount of the obligations because of the redemption of the obligations prior to maturity. [s. 32.19(2)(hm)(2), Wis. Stats.]</p>	<p><input type="checkbox"/> Copy of mortgage documents for the subject that was acquired with pre-payment penalty highlighted <input type="checkbox"/> Copy of statement where pre-payment penalty was paid by business owner (not landlord)</p>	<p>\$</p>	<p>\$</p>
<p>6. Professional service costs, including costs incurred for architectural, planning, engineering and legal advice and services. [s. 32.19(2)(hm)(3), Wis. Stats.] <i>For items not covered actual move costs under 49 CFR 24.303(b).</i></p>	<p><input type="checkbox"/> Detailed paid invoices/receipts for work completed <input type="checkbox"/> Documentation of individuals, company, dates and hours worked with explanation of specific tasks completed at a specified hourly rate</p>	<p>\$</p>	<p>\$</p>
<p>7. Imputed administrative costs, including reasonable charges for the time spent by the owner or tenant in connection with the project. [s. 32.19(2)(hm)(4), Wis. Stats.] <i>For items not covered under searching expenses.</i></p>	<p><input type="checkbox"/> Documentation providing dates and hours spent with explanation of specific tasks completed at an hourly rate not to exceed \$30.00 per WisDOT policy. If submitting a claim with a higher hourly rate, justification must be provided.</p>	<p>\$</p>	<p>\$</p>
<p>8. Costs related to the construction or alteration of sewerage treatment plants, water treatment plants or other environmental protection devices, storm or sanitary sewer lines, water lines, or amenities on streets; the relocation of utility lines or other utility infrastructure, including any lines or infrastructure related to an electric utility, natural gas utility, or telecommunications utility; the installation of infrastructure necessary to provide utility service to the property, including any service from an electric utility, natural gas utility, or telecommunications utility; or the rebuilding or expansion of streets if such costs are required by the applicable municipality and are not paid for by the municipality. [s. 32.19(2)(hm)(5), Wis. Stats.] <i>For items not covered actual move costs under 49 CFR 24.303(a)&amp; 49 CFR 24.303(c).</i></p>	<p><input type="checkbox"/> Paid invoices/receipts for work completed <input type="checkbox"/> Copy of approved actual move claim with memo certifying that claims made under this item are not a duplicate payment <input type="checkbox"/> Pictures of the improvements made under this item</p>	<p>\$</p>	<p>\$</p>
<p>9. Total amount (Add #1-8)</p>			

Project ID:

Highway:

Parcel No.: