

APPENDIX B

STUDY COST ESTIMATE (PB-6), ENG Form 2204 (RCS DAEN-CWB-12)

1. Purpose. The Study Cost Estimate (PB-6), (Illustration No. B-1), is used to both support the estimated cost of a study and to assist in managing the expenditure of funds for a study.

2. Applicability. Generally, the PB-6 should be used for all studies conducted under the General Investigations appropriations title. The account structure, Stages 1, 2 and 3, should be used when the study can be appropriately broken down into these stages, as defined in ER 1105-2-210. The subaccount structure is applicable to all studies.

3. Initial Submission and Updating.

a. The district shall prepare and submit to the Division Engineer for approval an initial PB-6 as follows; together with supplemental information as prescribed in paragraph (5):

(1) For surveys, immediately upon receipt of assignment letter, the district will prepare a PB-6 to support a preliminary estimated cost. The PB-6 should have a total for each of the three accounts and a breakdown by subaccounts for Stage 1 only. The PB-6 will be labeled "Initial Estimate" in the upper left block over the title of the form.

(2) For interim survey reports, the district will prepare a PB-6 to supplement the basic PB-6 and forward it through the Division Engineer for approval when requesting OCE approval to submit an interim report.

(3) For authorization reports from Level B studies, the district will prepare a PB-6 as soon as the need for a Level C authorization study is identified and recommended in the Level B study.

(4) For Section 216 studies, the District Engineer will prepare a PB-6 when a new start is recommended as part of the annual budget process.

(5) For all of the above types of studies, the PB-6 will be labeled "Initial Estimate" in the upper left block over the title of the form. For the initial estimate, the minimum requirements for cost information are an amount for each account (Stage), a breakdown of subaccounts for only Stage 1, and a total estimated study cost. The Division Engineer has approval authority for the PB-6 and therefore may require additional

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cost information on the initial estimate. In addition to the PB-6, the District Engineer will attach a map indicating the study area, projects completed or underway, and other ongoing studies; and a study authorization and cost history in the format of Illustration No. B-2.

b. The District Engineer should submit to the Division Engineer for approval an updated PB-6 and supplemental information as follows:

(1) Plan of Study. A revised PB-6 should be submitted with a Plan of Study for division approval. The PB-6 should now show the estimated costs for subaccounts in Stages 2 and 3 and any adjustments to the subaccounts in Stage 1 based on actual and anticipated expenditures.

(2) Major Changes in Study. A revised PB-6 should be submitted to the Division Engineer when the district makes a major change in a study which affects the total estimated cost. The data and information required to justify changes shall be determined by the Division Engineer.

(3) Budgetary Submission. An updated PB-6 should be approved by the Division Engineer for studies which the district plans to recommend in the next budgetary submission to OCE. District Engineers should update the PB-6 to reflect changes in wages and price levels (based on unobligated balance at effective time of change), changes in estimated costs, and adjustments between the accounts and subaccounts. The Division Engineer should assure all such PB-6's are approved by 1 July each year.

(4) Supplemental Information. The authorization and cost history sheet should be updated each time the PB-6 is updated, or the previous sheet attached with the annotation of "no change".

c. When the Division Engineer approves a PB-6, an information copy shall be forwarded to HQDA (DAEN-CWP) WASH DC 20314 and to HQDA (DAEN-CWB) WASH DC 20314, to include the study authorization and cost history, and transmittal correspondence containing substantive comments.

4. Preparation and Format. Account, subaccount and total study costs on the PB-6 are rounded to the nearest thousand dollars without decimal; e.g. \$25,427 is shown as 25. Total Federal study cost estimates will be made by summing the costs of accounts and/or subaccounts. Total non-Federal study cost estimates should also be included and shown separately by footnotes or supplemental sheet. Changes subsequent to initial appropriations are reported to Congress in annual justification data.

a. Column (a) - Subaccount Number. Enter the subaccount number from Appendix A for the corresponding subaccount title shown in column (b). The District Engineer may use further breakdown of subaccounts as the accounting system will permit.

b. Column (b) - Subaccount Title. Show only specifically applicable subaccount title defined in Appendix A and "Total". The reported subaccounts are to be arranged in the same sequence as shown in Appendix A.

c. Columns (c) (d) (e) (f) - Current Cost Estimate. Enter the estimated cost of each line item by account. The total cost by line for columns c, d and e should be entered in column f.

d. Column (g) - Previous Cost Estimate. Make no entries for an initial PB-6. Indicate, in the heading box, the date of the previous approved cost estimate. Enter the previous approved cost estimate for each line item.

e. Column (h) - Remarks. Enter briefly any significant information clarifying the entries for applicable line items, such as an explanation of a major difference between the current and previous cost estimate. Remarks exceeding the space available may be shown as a footnote at the bottom of a page or on a separate page.

f. Additional Information. Fish and Wildlife study costs which are now funded at study level, previously funded at OCE level, are to be shown separately by footnote on the PB-6.

STUDY COST ESTIMATE (PB-6) (\$000) <small>For use of this form, see ER 11-2-220</small>		APPROPRIATION TITLE: General Investigations		NAME OF STUDY		REMARKS			
		CATEGORY	CLASS	SUBCLASS					
LINE NO.	SUBACCOUNT	NUMBER	TITLE	CURRENT FEDERAL COST ESTIMATE			PREVIOUS FEDERAL COST ESTIMATE AND DATE APPROVED		
				STAGE 1	STAGE 2	STAGE 3		TOTAL	
		a	b	c	d	e	f	g	h
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
DATE PREPARED	DIVISION	DISTRICT	REGION	BASIN		Page		of	

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EDITION OF 4 JAN 71 IS OBSOLETE.

Illustration B-1

ILLUSTRATION B-2
STUDY AUTHORIZATION AND COST HISTORY

1. Name of Study/Interim Report:

2. Authorization Data.

<u>Date</u>	<u>Act/Resolution</u>	<u>House/Senate</u>	<u>Remarks</u> (Note primary effects of new authorization on study)
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3. Cost History (PB-6 Revisions and Updates)

<u>Date</u>	<u>Cost Estimate</u>	<u>Remarks</u> (Note primary reasons for changes in total cost estimate)
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