

Completing Form ROW-U-27 for Partial Payments

Utility Owner Job Aid

Roles Impacted

Utility Owner
District Utility Coordinator

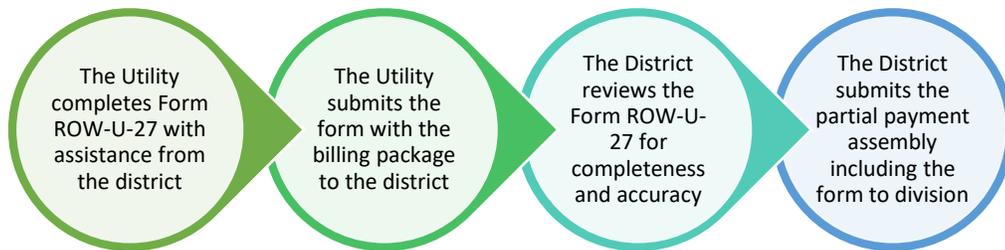
Original Effective

June 17, 2025



Introduction

This job aid will guide the utility and district in the steps needed to complete the ROW-U-27 for partial payments. The form ROW-U-27 will be included with every partial payment request. All required documentation (Buy America, Quit Claim, Joint Use Agreement, Bid Tabulations, etc.) as outlined in the Standard Utility Agreement is required with Partial Payment #1. Subsequent partial payments may then only note the previous submissions. A ROW-U-27 is required for all partial payments except for the FINAL “Partial” payment. The FINAL “Partial” payment will include all previous partial payments in the single submitted PDF document. The FINAL “Partial” payment will be a 90% Stage Payment.



Example of Form ROW-U-27

	Support for Certificate of Partial Payment for Utility Accommodation	Form ROW-U-27 (10/24)			
Partial Payment 2 ROW CSJ: 0000-00-000 Utility ID#: U00000111 U No.: U00222 Utility Co.: The Utility Company		Certificate Period: From: 8/11/2023 To: 8/31/2024 Agreement: 7/1/2023 District: SAT			
		Amount of: <input checked="" type="radio"/> ORIGINAL ESTIMATE <input type="radio"/> SUPPLEMENTAL ESTIMATE \$225,000.00			
Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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30					
TOTALS		\$225,000.00	\$105,000.00	47%	
Total Cost Incurred:		\$105,000.00			
Less Betterment Ratio Percentage:			Application is hereby made for payment of labor and materials furnished to date in accordance with the above mentioned agreement.		
Less Salvage Credit:					
Difference:		\$105,000.00			
Eligibility Ratio:		100.00%			
Eligibility Amount:		\$105,000.00	Utility Company Representative		
Less 10% Retained:		\$10,500.00	Title		
Difference:		\$94,500.00	Date		
Less Previous Payments:					
AMOUNT DUE THIS CERTIFICATE:		\$94,500.00			

ROW-U-27
INSTRUCTIONS
+

Steps

1. Complete the following fields.

- a. **Partial Payment Number:** Enter the number of the Partial Payment. Numbering starts with 1 and progresses with each partial payment submittal.
- b. **ROW CSJ:** Enter the ROW CSJ for the project. The numbers may be entered without hyphens, as the cell will auto-format.
- c. **Utility ID#:** Enter the TxDOTCONNECT (TxC) Utility ID number for this Standard Utility Agreement (SUA). The numbers may be entered without the preceding 0's, as the cell will auto-format.
U No.: Enter the ROWIS Utility number if applicable.
- d. **Utility Co.:** Enter the name of the Utility Company.

 Support for Certificate of Partial Payment for Utility Accommodation		Form ROW-U- 27 <small>(10/24)</small>
a. Partial Payment 2	b. ROW CSJ: 0000-00-000	Certificate Period: From: start date To: end date Agreement Date: 2/1/2020 District: SAT
c. Utility ID#: U00000111 U No.: U00222	Amount of: <input type="radio"/> ORIGINAL ESTIMATE <input checked="" type="radio"/> SUPPLEMENTAL ESTIMATE	
d. Utility Co.: The Utility Company Name	\$225,000.00	

2. Complete the following fields.

- a. **Certificate Period:** Enter the dates for the costs incurred during the period covered by the billing. The ROW-U-27 dates will match the billing period stated on the utility's invoice. The District Utility Coordinator may also check that the ROW-U-27 dates match the "Dates of Work:" "Start Date" and "End Date" from form *ROW-U-BillChkDist* or the *District Checklist and Memo Tool 3.0*. Ensure the certificate period dates do not overlap with other partial payment dates. (Submissions must be no more frequently than monthly (30-day intervals).
- b. **Agreement Date:** Enter the date of the executed SUA. (If the "from" date precedes the SUA execution date, provide an explanation within the payment request memo.)
- c. **District:** Select the district from the dropdown.

		Support for Certificate of Partial Payment for Utility Accommodation		Form ROW-U- 27 <small>(10/24)</small>	
Partial Payment 2		a. Certificate Period:		Amount of:	
ROW CSJ:	0000-00-000	From:	start date	<input type="radio"/> ORIGINAL ESTIMATE	
Utility ID#:	U00000111	To:	end date	<input checked="" type="radio"/> SUPPLEMENTAL ESTIMATE	
U No.:	U00222	b. Agreement Date:	2/1/2020	\$225,000.00	
Utility Co.:	The Utility Company Name	c. District:	SAT		

District Checklist and Memo Tool 3.0 dates of work example:

Environmental Clearance Date:	5/1/2023
Agreement Execution Date:	07/01/23
Supplemental Execution Date:	
Emergency Work Authorization Date:	
Dates of Work: Start Date:	08/11/23
End Date:	08/31/24
District Date Stamp on Invoice:	03/26/25
Currently on Day (<14):	1

Utility Invoice- billing dates example:

Pay period: From 08/11/2023 To 08/31/2024

3. Amount of:

- a. **ORIGINAL or SUPPLEMENTAL:** Select either “ORIGINAL ESTIMATE” indicating the estimate within the SUA, or “SUPPLEMENTAL ESTIMATE” if there has been an executed supplemental agreement (SUPP).
- b. **AMOUNT:** Enter the total cost estimate amount in the SUA or the revised cost estimate amount in the SUPP if applicable. In the case of a joint bid installation, the total amount is the amount payable directly to the utility.

Partial Payment 2		Certificate Period:		Amount of:	
ROW CSJ:	0000-00-000	From:	8/11/2023	<input checked="" type="radio"/> ORIGINAL ESTIMATE	
Utility ID#:	U00000111	To:	8/31/2024	<input type="radio"/> SUPPLEMENTAL ESTIMATE	
U No.:	U00222	Agreement Date:	7/1/2023	\$225,000.00	
Utility Co.:	The Utility Company Name	District:	SAT		

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
7					

4. **Description of Item:** Enter the category description as it appears on the estimate within the SUA or the SUPP if applicable. (In the case of a joint bid installation, the total estimate amount listed will only be items that are directly payable to the utility.)

Partial Payment Number: 2		Certificate Period:		Amount of:	
ROW CSJ: 0000-00-000		From: start date		<input type="radio"/> ORIGINAL ESTIMATE <input checked="" type="radio"/> SUPPLEMENTAL ESTIMATE	
Utility ID#: U00000111		To: end date		Agreement Date: 2/1/2020	
U No.: U00222		District: SAT		Amount of: \$225,000.00	
Utility Co.: The Utility Company Name					

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering				
4	Survey				
5	Inspection				
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TOTALS		\$225,000.00	\$105,000.00	47%	

Internally Supplied Materials - documented with Certified Ledger at Payment					
Line Item / Item Description	Unit	Quantity	\$/Unit	Total	
* Sample Steel item to show (*) indication				\$	-
X Select this row and insert to add rows. Drag to fill formulas from top cell.				\$	-
OVERHEAD (%) Enter % if applicable			0.00%	\$	-
				SUBTOTAL	\$ -

Externally Acquired Materials - documented with Invoices and/or Checks					
Line Item / Item Description	Unit	Quantity	\$/Unit	Total	
Select this row and insert to add rows. Drag to fill formulas from top cell.				\$	-
				SUBTOTAL	\$ -
				MATERIALS SUBTOTAL	\$ -

Internal Labor Costs - documented with Certified Ledger at payment.					
Line Item / Item Description	Unit	Quantity	\$/Unit	Total	
Select this row and insert to add rows. Drag to fill formulas from top cell.				\$	-
OVERHEAD (%) Enter % if applicable				\$	-
				SUBTOTAL	\$ -

External Labor Costs - documented with Invoices and / or checks					
Line Item / Item Description	Unit	Quantity	\$/Unit	Total	
Select this row and insert to add rows. Drag to fill formulas from top cell.				\$	-
				SUBTOTAL	\$ -
				LABOR SUBTOTAL	\$ -

5. **Estimate Amount:** Enter the amount for the line items in each category from the cost estimate within the SUA or the SUPP if applicable.

a. The “Amount of” will match the “TOTALS” amount. (This cell will be highlighted in red if these totals do not match.)

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
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5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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TOTALS		\$225,000.00	\$105,000.00	47%	

Partial Payment Number: 2
 ROW CS#: 0000-00-000
 Utility ID#: U00000111
 U No.: U00222
 Utility Co.: The Utility Company Name

Certificate Period:
 From: start date
 To: end date
 Agreement Date: 2/1/2020
 District: SAT

Amount of:
 ORIGINAL ESTIMATE
 SUPPLEMENTAL ESTIMATE
\$225,000.00

6. **Actual Cost incurred to date:** Enter the cumulative cost to date of each line item. (Cost billed to TxDOT that includes the current and past charges.) (The amounts will correspond with the item and the estimated amount in the columns to the left.)

Partial Payment Number: <u>2</u> ROW CSJ: <u>0000-00-000</u> Utility ID#: <u>U00000111</u> U No.: <u>U00222</u> Utility Co.: <u>The Utility Company Name</u>		Certificate Period: From: <u>start date</u> To: <u>end date</u> Agreement Date: <u>2/1/2020</u> District: <u>SAT</u>		Amount of: <input type="radio"/> ORIGINAL ESTIMATE <input checked="" type="radio"/> SUPPLEMENTAL ESTIMATE \$225,000.00	
Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
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5	Inspection	\$45,000.00	\$25,000.00	56%	50%
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30	TOTALS	\$225,000.00	\$105,000.00	47%	

7. Percent of Estimate Invoiced: THIS CELL IS AUTO-CALCULATED.

- a. This value is the percentage of the initial or supplemental revised estimate that has been invoiced up through the billing period. Caution should be used when this value exceeds the estimate (greater than 100%) or the value is significantly higher than the "Percent of Actual Work Complete" in the column to the right.
- b. The total average percentage cannot exceed 85%.

Partial Payment Number: <u>2</u> ROW CSI: <u>0000-00-000</u> Utility ID#: <u>U00000111</u> U No.: <u>U00222</u> Utility Co.: <u>The Utility Company Name</u>		Certificate Period: From: <u>start date</u> To: <u>end date</u> Agreement Date: <u>2/1/2020</u> District: <u>SAT</u>		Amount of: <input type="radio"/> ORIGINAL ESTIMATE <input checked="" type="radio"/> SUPPLEMENTAL ESTIMATE \$225,000.00	
Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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TOTALS		\$225,000.00	\$105,000.00	47%	

8. **Percent of Actual Work Completed:** Enter the percent of actual work completed. This represents an installation estimation of the percentage of work that has been completed. **This is an opinion, not a calculation.** (Certain line items may show a lower amount invoiced, but a high % of actual work completed. This suggests that additional attention may be necessary, and a supplement might be required.)

Partial Payment: 2		Certificate Period:		Amount of:	
ROW CSI: 0000-00-000		From: 8/11/2023		<input checked="" type="radio"/> ORIGINAL ESTIMATE	
Utility ID#: U00000111		To: 8/31/2024		<input type="radio"/> SUPPLEMENTAL ESTIMATE	
U No.: U00222		Agreement Date: 7/1/2023		\$225,000.00	
Utility Co.: The Utility Company Name		District: SAT			

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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TOTALS		\$225,000.00	\$105,000.00	47%	

9. Complete the following yellow highlighted fields. (Grey fields are auto-calculated.)

- a. **Total Cost Incurred:** THIS CELL IS AUTO-CALCULATED. This value represents the sum of invoices of all partial payments through the current partial payment.
- b. **Less Betterment Ratio Percentage:** Enter the betterment ratio as stated within the SUA, or subsequent SUPP if applicable.
- c. **Less Salvage Credit:** Enter the salvage credit as stated within the SUA or subsequent SUPP if applicable. Preferably the actual salvage credit documentation is provided with Partial Payment #1.
- d. **Difference:** THIS CELL IS AUTO-CALCULATED. The value represents the total cost incurred less the betterment ratio, less the salvage credit.

a.	Total Cost Incurred:	\$105,000.00	Application is hereby made for payment of labor and materials furnished to date in accordance with the above-mentioned agreement.
b.	Less Betterment Ratio Percentage:		
c.	Less Salvage Credit:		
d.	Difference:	\$105,000.00	
	Eligibility Ratio:	100.00%	
	Eligibility Amount:	\$105,000.00	Utility Company Representative
	Less 10% Retained:	\$10,500.00	
	Difference:	\$94,500.00	Title
	Less Previous Payments:		
	AMOUNT DUE THIS CERTIFICATE:	\$94,500.00	Date

- e. **Eligibility Ratio:** Enter the eligibility ratio as stated within the SUA or subsequent SUPP if applicable.
- f. **Eligibility Amount:** THIS CELL IS AUTO-CALCULATED. The value represents the calculation of the eligible amount based on the previously entered eligibility ratio.
- g. **Less 10% Retained:** THIS CELL IS AUTO-CALCULATED. 10% of each partial payment is withheld.

	Total Cost Incurred:	\$105,000.00	Application is hereby made for payment of labor and materials furnished to date in accordance with the above-mentioned agreement.
	Less Betterment Ratio Percentage:		
	Less Salvage Credit:		
	Difference:	\$105,000.00	
e.	Eligibility Ratio:	100.00%	
f.	Eligibility Amount:	\$105,000.00	Utility Company Representative
g.	Less 10% Retained:	\$10,500.00	
	Difference:	\$94,500.00	Title
	Less Previous Payments:		
	AMOUNT DUE THIS CERTIFICATE:	\$94,500.00	Date

- h. **Difference:** THIS CELL IS AUTO-CALCULATED. This figure represents the total amount due minus the 10% retainage.
- i. **Less Previous Payments:** Enter the sum of all previous partial payments. (Ex: Add all previous amounts from all previous partial payments.)
- j. **AMOUNT DUE THIS CERTIFICATE:** THIS CELL IS AUTO-CALCULATED. This amount should match the amount of the payment request.

Total Cost Incurred:	\$105,000.00		Application is hereby made for payment of labor and materials furnished to date in accordance with the above-mentioned agreement.
Less Betterment Ratio Percentage:			
Less Salvage Credit:			
Difference:	\$105,000.00		
Eligibility Ratio:	100.00%		
Eligibility Amount:	\$105,000.00		Utility Company Representative
Less 10% Retained:	\$10,500.00		
h. Difference:	\$94,500.00		Title
i. Less Previous Payments:			
j. AMOUNT DUE THIS CERTIFICATE:	\$94,500.00		Date

10. Complete the following fields.

- a. **Utility Company Representative:** An authorized representative for the utility company must sign the form (the signature can be electronic)
- b. **Title:** Enter the Utility Company's authorized representative's title
- c. **Date:** Enter the date when the document was signed

Total Cost Incurred:	\$105,000.00		Application is hereby made for payment of labor and materials furnished to date in accordance with the above-mentioned agreement.
Less Betterment Ratio Percentage:			
Less Salvage Credit:			
Difference:	\$105,000.00		
Eligibility Ratio:	100.00%		
Eligibility Amount:	\$105,000.00		a. Utility Company Representative
Less 10% Retained:	\$10,500.00		
Difference:	\$94,500.00		b. Title
Less Previous Payments:			
AMOUNT DUE THIS CERTIFICATE:	\$94,500.00		c. Date

Note: Additional instructions are included on the “Instructions” tab of the form. Hidden comments are provided in certain cells. (hover over the red flags in the top right corner)

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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TOTALS		\$225,000.00	\$105,000.00	47%	

Total Cost Incurred:	\$105,000.00	 <p>on is hereby made for payment of labor and materials furnished to date in accordance with the above mentioned agreement.</p> <p>Utility Company Representative</p> <p>Title</p> <p>Date</p>
Less Betterment Ratio Percentage:		
Less Salvage Credit:		
Difference:	\$105,000.00	
Eligibility Ratio:	100.00%	
Eligibility Amount:	\$105,000.00	
Less 10% Retained:	\$10,500.00	
Difference:	\$94,500.00	
Less Previous Payments:		
AMOUNT DUE THIS CERTIFICATE:	\$94,500.00	

ROW-U-27	INSTRUCTIONS
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