

Detailed Cost Breakdown (Double click on the table below and an Excel table will open. Complete the “green” fields in the table and the remaining fields will auto-populate. This information will be attached to the MA to provide supporting cost data.)

Personnel Costs: Based on GS-12, Step 6; Locality: Denver, Colorado

Overtime and Travel

A = Number of Hours in Shift	12				
Personnel per Shift	5				
C = Number of Shifts per Day	1				
D = Number of Teams	1				
E = Number of Days	7				
Personnel Salary and/or Travel Cost	Cost per Person per (A) Hour Shift	Shift Cost @ (B) Personnel per Shift (This will be the Cost per Shift per Team)	Daily Cost @ (C) Shift(s) per Day (This will be the Cost per Day per Team)	Cost per Day for (D) Teams	Total Cost for (E) Days
Salary Cost					
Regular Time	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 168.00	\$ 840.00	\$ 840.00	\$ 840.00	\$ 5,880.00
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salary Cost	\$ 168.00	\$ 840.00	\$ 840.00	\$ 840.00	\$ 5,880.00
Travel Cost					
Lodging (including tax + M&IE)	\$ 239.00	\$ 1,195.00	\$ 1,195.00	\$ 1,195.00	\$ 8,365.00
Air Fare (round trip)	\$ 114.00	\$ 570.00	\$ 570.00	\$ 570.00	\$ 3,990.00
Transportation to and from Airport	\$ 14.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 490.00
Rental Car	\$ 75.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 2,625.00
Parking	\$ 20.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 700.00
Gas	\$ 5.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 175.00
Other Cost (including Internet)	\$ 10.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 350.00
Total Travel Cost	\$ 477.00	\$ 2,385.00	\$ 2,385.00	\$ 2,385.00	\$ 16,695.00
Overall Total Personnel Cost	\$ 645.00	\$ 3,225.00	\$ 3,225.00	\$ 3,225.00	\$ 22,575.00

Fully Burdened Rate

A = Number of Hours in Shift	12				
Personnel per Shift	5				
C = Number of Shifts per Day	1				
D = Number of Teams	1				
E = Number of Days	7				
Personnel Salary and/or Travel Cost	Cost per Person per (A) Hour Shift	Shift Cost @ (B) Personnel per Shift (This will be the Cost per Shift per Team)	Daily Cost @ (C) Shift(s) per Day (This will be the Cost per Day per Team)	Cost per Day for (D) Teams	Total Cost for (E) Days
Salary Cost					
Regular Time	\$ 336.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 11,760.00
Overtime	\$ 168.00	\$ 840.00	\$ 840.00	\$ 840.00	\$ 5,880.00
Benefits	\$ 131.00	\$ 655.00	\$ 655.00	\$ 655.00	\$ 4,585.00
Total Salary Cost	\$ 635.00	\$ 3,175.00	\$ 3,175.00	\$ 3,175.00	\$ 22,225.00
Travel Cost					
Lodging (including tax + M&IE)	\$ 239.00	\$ 1,195.00	\$ 1,195.00	\$ 1,195.00	\$ 8,365.00
Air Fare (round trip)	\$ 114.00	\$ 570.00	\$ 570.00	\$ 570.00	\$ 3,990.00
Transportation to and from Airport	\$ 14.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 490.00
Rental Car	\$ 75.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 2,625.00
Parking	\$ 20.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 700.00
Gas	\$ 5.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 175.00
Other Cost (including Internet)	\$ 10.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 350.00
Total Travel Cost	\$ 477.00	\$ 2,385.00	\$ 2,385.00	\$ 2,385.00	\$ 16,695.00
Overall Total Personnel Cost	\$ 1,112.00	\$ 5,560.00	\$ 5,560.00	\$ 5,560.00	\$ 38,920.00

Item Costs (i.e. Equipment, Resource, Facility, Contract, etc.) (Double click on the table below and an Excel table will open. Complete the “green” fields in the table and remaining fields will auto-populate. This information will be attached to the MA to provide supporting cost data.)

E = Number of Days			
Item(s)	Cost per Item per Day	Number of Items	Total Cost for (E) Days
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Cost	\$ -		\$ -

Total Cost Estimate (Double click on the table below and an Excel table will open. Complete the “green” fields in the table below and the total field will auto-populate. This table summarizes the total cost of the support and will be used to complete block V of the MA.)

Personnel and/or Item(s)	Cost
5 Personnel - Overtime and Travel - 7 days	\$ 22,575.00
5 Personnel - Fully Burdened - 7 days	\$ 38,920.00
Total Cost	\$ 61,495.00

Disclaimer: Total estimated costs are for planning purposes only and are subject to change. These tables do not represent all of the eligible costs, which could be reimbursed. Federal agencies will be reimbursed only for actual eligible costs incurred. FEMA may not approve reimbursement of costs incurred while performing work pursuant to disaster assistance authorities independent of the Stafford Act (44 CFR 206.8).

Quarterly, OFAs should confirm that the MA Undelivered Obligation (UDO) balances are consistent with their records, communicate any discrepancies to FEMA, and identify excess funds available for de-obligation.

DHS Components should review their records and certify balances by the 15th of every month.