

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR REIMBURSABLE AND INTERAGENCY AGREEMENTS

PROJECT TITLE

PROJECT MANAGER	PERIOD OF PERFORMANCE	
	FROM	TO

DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR <i>(List Labor Categories)</i>	ESTIMATED HOURS	RATE PER HOUR (\$) WITH BENEFITS	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)

TOTAL DIRECT LABOR:

2. MATERIALS/SERVICES /OTHER DIRECT COSTS	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST
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3. TRAVEL	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST
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4. LEAVE SURCHARGE (Optional)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST
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TOTAL ESTIMATED DIRECT COSTS		
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5. DIRECT COST OVERHEAD	RATE ((%)	TOTAL DIRECT OVERHEAD COSTS (\$)
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Rate Description Drop-down List:

TOTAL DIRECT COST WITH OVERHEAD:		
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6. CONTRACTOR(S)/(PASS THRU)COST	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (4)
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7. PASS-THRU OVERHEAD	RATE ((%)	TOTALPASS-THRU OVERHEAD COSTS (\$)
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Pass-Thru Rates Drop-down List:

TOTAL PASS THRU COST WIH OVERHEAD		
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8. TOTAL PROJECT ESTIMATED COST		
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TYPED NAME AND TITLE

SIGNATURE

OFFICE/DIVISION/BRANCH

DATE

**INSTRUCTIONS FOR COMPLETING
INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)
FOR INTERAGENCY AGREEMENTS**

Block 1. Direct Labor

Enter all proposed labor categories for the project, e.g., project manager, senior analyst, biologist, clerical, etc., and the estimated hours for each related Tasks/Subtask. The estimated cost for each labor category equals the estimated hours, times the burdened (cost with benefits) hourly rate for the labor category.

Block 2. Materials/Services /Other Direct costs

List supplies, equipment, and services, such as printing, and any other direct costs necessary to complete the project.

Block 3. Travel

Use an overall estimated cost for travel combining such elements as air fare, per diem, and local travel. It may be useful to arrive at an average cost per trip and multiply this cost by the number of estimated trips.

Block 4. Leave Surcharge (optional)

Enter the calculated amount associated with the use of leave (annual, sick, etc.) if the buyer does not allow leave to be charged directly to the project. See Service Manual 264 FW1, Exhibit 2 for instructions on how to calculate a leave surcharge.

Block 5. Direct cost overhead

Choose the appropriate overhead rate from the drop down menu and enter the current percentage rate, in order to calculate the direct cost overhead amount. Overhead percentages are based on calculated cost recovery rates established every two years. Refer to Service Manual 264, Cost Recovery for current rates.

Block 6. Contractor/Pass-Thru Costs

Itemize any contractor or pass- thru costs. Use a separate sheet if necessary and enter the total in the total estimated cost column.

Block 7. Pass -thru Overhead

Choose the appropriate overhead rate from the drop down menu and enter the current percentage rate, in order to calculate the contractor/pass-thru cost overhead amount. Overhead percentages are based on calculated cost recovery rates established every two years. Refer to Service Manual 264, Cost Recovery for current rates.