

EMERGENCY REPAIR PROGRAM

Guidelines for Preparing a Cost Estimate

June 2007

The cost estimate should be as detailed as possible, showing quantity and cost breakdowns supporting the construction costs listed on the Emergency Repair Program (ERP) Grant Request (Form SAB 61-03) (REV 01/07). A separate cost estimate is required for each Project Type listed on the Form SAB 61-03. Please round the total to the nearest dollar. The cost estimate is to be prepared by a "qualified individual or firm." In some cases, this can be Local Educational Agency (LEA) personnel with appropriate qualifications. The cost estimate must identify the preparer.

Items in the cost estimate shall be limited to only the minimum work necessary to mitigate the problem. If Force Account Labor will be used, Districts can use the Force Account Labor worksheet available on the Office of Public School Construction (OPSC) website in place of the cost estimate.

The cost estimate must be sufficiently detailed to include all anticipated planning, testing, inspection, and repair/replacement costs. If the LEA plans to request funds for administrative/filing fees, they must be included in the cost estimate. If applicable, such as in a roofing repair, the LEA should include the square footage of the buildings where the work will be completed. The LEA should also include Description of Work, Vendor Names (If known), Identify In-Stock Materials or Force Account Labor, Quantity, Unit Cost, Total Labor Cost, and Total Materials Cost.

If the LEA is seeking **reimbursement**, a cost estimate/breakdown is still required with the submittal of the Form SAB 61-03 and the Expenditure Report (Form SAB 61-04). The cost estimate/breakdown must be as detailed as possible and account for all funding requested. It should provide a detailed report of the actual expenditures for all projects in the LEA's application. No lump sums will be accepted. The cost estimate/breakdown must include all vendor and contractor names, if applicable.

Frequently Asked Questions

What if the ERP work is being done at the same site at the same time by the same people (in conjunction) with a School Facility Program (SFP) or Deferred Maintenance Extreme Hardship (DMEH) project?

Answer: The costs must be detailed as to what portion of the project is for the ERP and what is for the SFP/DMEH/non-ERP project.

What if the work is performed over a period of time, such as broken windows that were repaired over a 9 month period?

Answer: Include all costs to repair on the same cost estimate sheet regardless of whether the work was performed at the same time or over a period of time.

The repair requires multiple contractors. Who prepares the cost estimate?

Answer: Each contractor can prepare a detailed cost estimate for their portion of the repair, or a qualified individual or firm, such as an architect firm could prepare the entire estimate. The District must compile all cost estimates and attach a summary sheet that includes any other costs the district incurred, such as administrative/filing fees, planning, etc.