

# LPA WORK PLAN for Responsible Charge Costs Directions for Completing Independent Cost Estimate (ICE) Forms

This workbook has been designed for Local Public Agencies' Responsible Charges (RC) to estimate their effort and cost on a Local Federal-aid Project.

Start by opening the tab labeled RC Costs.

All Grey fields in the workbook may require information to be entered. Not all fields need to be filled in. Once information is entered the cell will turn white.

For question regarding this workbook please contact:

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## **Responsible Charge Costs**

FOR HEADER:

- Enter project information at top of sheet; this information will self-populate in the remaining sheets.

FOR TASKS:

- Assign hours to tasks by personnel classifications.

FOR CLASSIFICATIONS:

- There are three standard personnel classifications provided. Assign hours to the corresponding personnel classification.

FOR ASSUMPTIONS-CALCS:

- This sheet is used for documenting assumptions used when estimating hours. Assumptions should be noted in the Assumptions table provided on this sheet.
- There are two calculation tables provided which should be used to estimate travel time. Each table should be used for a different trip. An example would be if an RC needs to travel to the site and also go to meeting that is offsite.
- For the calculations, enter the starting and ending location of the trip, the total roundtrip distance in miles, and the estimated roundtrip total travel time in minutes. Then enter the number of trips each Responsible Charge is anticipated to make.
- The Travel Summary Table will calculate the total miles traveled and hours of travel time for each Responsible Charge.
- Enter the Number of working days and the assumed number of hours per working day on the project.

## **RC Cost Summary**

FOR DIRECT EXPENSES:

- Examples of direct expense entries are provided on the Direct Expenses worksheet.
- Direct Expenses are categorized into four categories:
  - Printing and Reproduction: Used for printing and reproduction costs. Several examples are provided on the example expense cost located at the bottom of the worksheet
  - Mileage/Travel: Used for mileage and travel. Use the Standard Rates provided on the Worksheet.
  - Lodging/Meals: Used for lodging and meals . Use the Standard Rates provided on the Worksheet.
  - Other Miscellaneous Costs: Used for expense items that don't fit in to any of the other three categories.
- To enter an expense, determine which of the four categories is applicable. Then enter a description, quantity, and unit cost. The amount will self-populate and be generated throughout the workbook.

FOR DIRECT LABOR COST SUMMARY:

- Enter direct labor rates for personnel classifications.

FOR TOTAL PROJECT COST:

- Assign values for the LPA's approved Overhead Rate. If LPA does not have an approved rate, contact your Project Coordinator to request a Fringe Benefit Calculator.
- After the Estimate of Hours, Labors Rates, and Overhead Rate are entered a calculated project total will self-populate.
- Once Complete, submit to NDOR for review and approval.

## **RC Fringe Benefit**

- If LPA has an approved overhead rate supported by an Indirect Cost Allocation Plan (ICAP) then an overhead rate may be entered on the Cost Summary Work Sheet.
- If LPA doesn't have an approved overhead rate as mentioned above, they must justify their fringe benefit rate developed by their accounting system or fill out the RC Fringe Benefit Worksheet developed internally at NDOR. This adjusted fringe benefit rate must be approved by NDOR before they can be reimbursed.





# CONSTRUCTION ENGINEERING SERVICES RC Fringe Benefit Calculator

Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Control Number: \_\_\_\_\_  
 Location (City, County): \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Consultant Project Manager: \_\_\_\_\_  
 Phone/Email: \_\_\_\_\_  
 LPA Responsible Charge: \_\_\_\_\_  
 Phone/Email: \_\_\_\_\_  
 NDOR Project Coordinator: \_\_\_\_\_  
 Phone/Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

LPA: \_\_\_\_\_

Please Refer to NDOR Reimbursement Policy at : <http://www.dor.state.ne.us/gov-aff/lpa/chapter-forms/lpa-reimbursement-proc>

NOTE: Shaded areas to be completed by the LPA

	Annual Salary	Estimated hours worked/year	Effective Wage Rate
RC1			
RC2			
RC3			

RC1    RC2    RC3

Insurance Cost			
			Health
			Dental
			Accidental Death and Dismemberment (AD&D)
			Life
			Vision
			Other Insurance Benefits
			\$ -    \$ -    \$ -    Insurance Cost/month
			<b>Insurance Cost/hour</b>

Workmen's Compensation (Workman's Compensation Insurance - rate = \$3.99 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$1.40 per hr.)			
			Rate per \$100 of coverage
			<b>Workman's Compensation Insurance Cost</b>

FICA/Medicare (7.65 %)			
			FICA (6.2 Percent of Effective Hourly Wage Rate)
			Medicare (1.45 Percent of Effective Hourly Wage Rate)

Holiday/Vacation/Sick Leave/Personal/Admin Time Off			
			Vacation Days
			Sick Days
			Pers/Adm. Days
			Holidays
			Normal Working Hours/day
			Normal Hours/year
			-    -    -    Leave days/year
			-    -    -    Leave hours/year
			-    -    -    Adjusted Working Hours/year
			Effective Hourly Wage Rate
			<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost</b>

Pension			
			Percent of Effective Wage Rate
			<b>Pension/Retirement Cost</b>

	Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension /Retirement	Total fringe/hour
RC1							
RC2							
RC3							

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

	Effective wage rate	Fringe benefits per hour	Adjusted hourly rate
RC1			
RC2			
RC3			