



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-MA (415-15)

19 JUN 2003

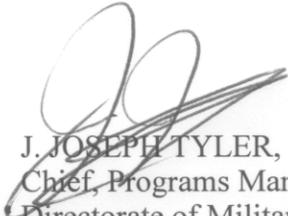
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard MILCON Award / Mod Funds Request Form

1. Reference is made to memorandum, CEMP-MA, "*Clarification of USACE Policy on Planning and Design (P&D), Construction Supervision and Administration (S&A) and Post-Award Engineering and Design (DDC) Services*," 26 Mar 03 (see Web site <http://www.hq.usace.army.mil/cemp/USACE%20Policy-PD%20SA%20DDC.pdf>).
2. The above reference provides policy for requesting funds for the Award Current Working Estimate (CWE) and additional funds after award. A standard calculation format is needed to ensure consistent application of policy. Enclosure "1" Excel spreadsheet will be used for all funds request to HQUSACE for MILCON funded projects beginning 1 July 03. In order to use please save this spreadsheet on a local PC Excel file from the Web @ <http://www.hq.usace.army.mil/cemp/cempm/pmdpolicy.htm> under "*Policy Memorandums, United States Army Corps Of Engineers Directorate Of Military Programs (MP) Programs Management Division (PM) Policy & Guidance*." The Excel spreadsheet contains data input instruction at the first tab, and other tabs are color-coded to assist in easy input of only essential data required by HQUSACE. Enclosure 2 is an example of a funds request using the Excel spreadsheet.
3. The Excel "Mods List" tab has been organized so that an electronic file from the Resident Management System (RMS) may be pasted into the Excel worksheet thus avoiding repetitive entry.
4. My point of contact (POC) here at HQUSACE is Mr. Robert Perrine, 202-761-1260. For technical question on the funds request form, please contact Mr. Harry Jones, 202-761-1566 and for the RMS report please contact Mr. Haskell Barker (CESPL-CO), 760-247-0217.

FOR THE COMMANDER:

2 Encls as


J. JOSEPH TYLER, P.E.
Chief, Programs Management Division
Directorate of Military Programs

CEMP-MA (415-15)

SUBJECT: Standard MILCON Award / Mod Funds Request Form

DISTRIBUTION:

US Army Engineering and Support Center, Huntsville, ATTN: CEHNC-CD

US Army Transatlantic Programs Center, ATTN: CETAC-PD-M

US Army Engineer Division, Great Lakes and Ohio River, ATTN: CELRD-DL-M

US Army Engineer Division, North Atlantic, ATTN: CENAD-PP-M

US Army Engineer Division, Northwestern, ATTN: CENWD-MT (Portland)

US Army Engineer Division, Northwestern, ATTN: CENWD-MT-M (Omaha)

US Army Engineer Division, Pacific Ocean, ATTN: CEPOD-PP

US Army Engineer Division, South Atlantic, ATTN: CESAD-PM-P

US Army Engineer Division, South Pacific, ATTN: CESPDP-PM

US Army Engineer Division, Southwestern, ATTN: CESWD-PP

Naval Facilities Engineering Command, ATTN: Bruce Ulizio, Code 383

CF:

DAIM-FDC

DAIM-FDH-S

Instructions for Data Input to the MILCON CWE/Funds Request Form (18 Jun 03)

1. Input instructions for award request. (This form is for MILCON funds only. Use a separate form for other funds as needed.)

a. Award Tab 1 (bid data).

- (1) Enter project description (mandatory input – marked in green).
- (2) Enter project fiscal year (FY) and Project Number (same as DD Form 1391 Form Number) (mandatory).
- (3) Enter location – this information is automatically inserted in all other tabs. (Mandatory).
- (4) Enter date of request (desired format is 01 Jan 03) (mandatory).
- (5) Enter Program Amount (Congressional Appropriation) enter all values to the dollar and cents (\$, commas, and cents (if none) not required) (mandatory).
- (6) Enter the Reprogrammed Amount (leave blank, if reprogrammed, HQUSACE will fill).
- (7) Enter the S&A amount as **5.7** -or **6.5** - (5.7% CONUS, 6.5% OCONUS) (mandatory).
- (8) Enter the base bid (mandatory).
- (9) Enter for Design-Build design cost bid item (optional).
- (10) Enter description of option (if there is an option, this is a mandatory entry).
- (11) Enter amount of option (if there is an option, this is a mandatory entry).
- (12) Enter description and amount of other options, other contracts, etc. subject to S&A (if there are other costs subject to S&A, this is a mandatory entry).
(Other contracts with S&A may include GFM, Utilities connections, payments to BCE/DPW for contractor used utilities, etc.)
- (13) Enter description and amount of other amounts not subject to S&A (if there are cost not subject to S&A, this is a mandatory entry).
(For Design/Build enter the estimated cost to review the Contractor's design.).

b. CWE Calculation (tab 2) at Award.

- (1) For full contingency, enter district contingency. (enter **2.0**). The district receives full contingency amount.
- (2) For \$100k limit, enter district contingency. (enter **1.0**). The district receives 1% up to \$100,000 maximum, i.e, all contracts over \$10 million come with a \$100,000 contingency.
- (3) Enter management reserve (contingency held at HQ) (enter **3.0** or **4.0**) depending on method.
- (4) Enter Design During Construction (DDC) percent in decimal form. If Design-Build, enter **0.3** , if Design-bid-build enter **0.5**.
If the customer request to use contingency funds for DDC, enter **0.0**. Enter the requirement for DDC on the **DDC Requirements TAB**.

2. Input instructions for a mod request (additional contingency funds).

a. Award Tab 1. The only input is the reprogrammed amount entered by HQUSACE if the project is reprogrammed.

Otherwise the award information should be the same throughout the life of the project.

b. CWE Calculation (tab 2) – mod request. Enter values for other contract.

c. Mod List (tab 3).

- (1) Enter Percent Construction Complete (mandatory) (This number is used to calculate allowable contingency based on unplaced balance.)
- (2) Enter date of this request (mandatory).
- (3) Enter Contract Number (optional).
- (4) Enter Change Order Number (optional).
- (5) Enter Mod Number (optional).
- (6) Enter Mod Reason Code (mandatory).
- (7) Enter **M** or **D** (mandatory or discretionary change) Note that the Change Reasons dictate what is mandatory and what is discretionary (mandatory).
- (8) Enter change description. (Mandatory).
- (9) Enter Unfunded – Potential amount. This may be a claim or request from contractor not substantiated. (Optional).
Please note that this input and the next three display an audit trail of the change, each being adjusted upward or downward.
Once awarded, all four columns on the same row may have data.
- (10) Enter Pending, Not Negotiated amount. This and the above amount are combined on the CWE Calculation tab under the column marked “Unfunded Potential and Pending) (optional).
- (11) Enter Negotiated Cost (mandatory).
- (12) After receiving funds, enter Awarded Cost and date awarded (mandatory).

d. DDC Requirements (tab 4).

- (1) Enter the date of this request.
- (2) Enter description and use of DDC amounts at award and additional amounts needed on the current mod request.
- (3) All requirements for DDC must be included to support the total DDC allocation (including the award amount).

Do not use "Cut and Paste" to move data within the spread sheet. This action confuses some of the equations.

Pure DATA may be pasted into the spread sheets as long as cell references are not disturbed. Mod data may be pasted from RMS output

Please contact Harry Jones/HQUSACE, CEMP-MD/202-761-1677/harry.l.jones@hq02.usace.army.mil for program bugs or modifications.

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PROJECT:		<u>Date</u> 18 Jun 2003
FY/PN:		
LOCATION:		

Green - District data input cells.	Yellow - calculation cells, no input
Brown - data fills from BID TAB;	Purple - data fills from DDC TAB;
Blue - data fills from MODS TAB;	Pink - Hq data fill

Construction Bid Schedule

Program Amount: \$ -

ReProgrammed Amount: \$ -

S&A Rate: % (percentage is carried over to CWE spreadsheet)
 (5.7% conus, 6.5% oconus)

Base Bid (does not include design cost)

Options/Additives

	At Award	Items not included or funded at award.
Contractor's Design-Bid Efforts	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Options/Additives Total:	\$ -	\$ -

Grand Total Contract Amout:

Award Support Contracts

Other Contracts and MIPR's with S&A

Communications support contract

Total Other:

<u>Project scope not subject to S&A</u>	At Award
Design/Build Design Rewiew-DDC D-B A-E	\$ -
Design/Build Design Rewiew-DDC D-B IH	\$ -
MIPR'ed funds to Others (Base COMO, etc.)	\$ -
Category E&F Equipment:	\$ -
Other 3 (description)	\$ -

Total:

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PROJECT:	0	
FY/PN:	0	Current Date
LOCATION:	0	18 Jun 2003

CURRENT WORKING ESTIMATE (CWE)

Green - District data input cells.	Yellow - calculation cells, no input
Brown - data fills from BID TAB;	Purple - data fills from DDC TAB;
Blue - data fills from MODS TAB;	Pink - Hq data fill

		Unfunded Potentia
CONSTRUCTION % COMPLETE: 0 %		
	AT AWARD	CURRENT & Pending
AWARD (Primary contract amt. - from attached bid schedule)	0.00	0.00
Design/Build Contractor Design Cost (with no Contingency)	0.00	0.00
OPTIONS/ADDITIVES (from attached bid schedule)	0.00	0.00
AWARD SUPPT CONTRACTS	0.00	0.00
TOTAL AWARD AMT:	0.00	0.00
Other Contracts and MIPR's with S&A	0.00	0.00
AWD SERV/TELEPHONE INSTL (from attached bid schedule)	0.00	0.00
Award ECC (total of above)	0.00	0.00
CONTINGENCY USAGE:		
Total of Above Changes		0.00
Mods Awarded in Contract (calculated on construction mods sheet)		0.00
Mods Negotiated - Pending Award (calculated on construction mods sheet)		0.00
Mods Not-Negotiated - Un-Funded (from attached page)		0.00
TOTAL OF ALL KNOWN CHANGES		0.00
Select Contingency Allocation Method		
District Contingency - full percentage to district	0.0 %	0.00
District contingency - 1% (max \$100,000)	0.0 %	0.00
DDC DBB after award without S&A		0.00
Management Reserve (3/5%)	0.0 %	0.00
Total contingency	0.0 %	0.00
AWARD ECC PLUS CONTINGENCY:	0.00	0.00
DIST S&A % of awd ecc+dist cont RATE:	0.0 %	0.00
S&A RESERVE % of Management Reserve		0.00
TOTAL S&A:		0.00
Costs not subject to Contingency or S&A		
Design During Construction at awd (DDC D-B-B no S&A)	0.0 %	0.00
Design During Construction (DDC DB A-E)		0.00
Design During Construction (DDC DB HL)		0.00
MIPR'ed funds to Others (Base COMO, etc.)		0.00
Category E&F Equipment		0.00
Other Direct Without S&A		0.00
Total Costs not subject to Contingency & S&A:		0.00
DISTRICT CWE	0	0
(AWD ECC+DIST CONT+DIST S&A+C&T E&F+DDC D-B)		
Management Reserve:	0.00	0.00
TOTAL PROJECT CWE	0	0
(DIST CWE+Mgt Res+S&A RESERVE)		
	COST GROWTH	0.00
FUNDS TO CONSTRUCTION DIST:	(required) 0.00	0.00
(awd ecc+cont+dist S&A)	(sent) 0.00	0.00
CONSTRUCTION FUNDS REQ'D:		0.00
Other Direct Costs witout S&A	(required) 0.00	0.00
	(sent) 0.00	0.00
Other Direct Funds Req'd:		0.00
Grand Total Previously Provided to District:		0.00
TOTAL FUNDING REQUIREMENTS:	0.00	0.00
Revised Total Funding:	0.00	0.00
TOTAL FUNDS AVAILABLE (AUTHORIZED PA/FUNDING)	0.00	0.00
TOTAL FUNDS REQUIRED (Total CWE)	0.00	0.00
EXCESS FUNDS AVAIL	0.00	0.00
DIST FUNDS REQUIRED - DIST CWE	0.00	0.00
TOTAL FUNDS SENT TO DST	0.00	0.00
TOTAL ADDN'L FUNDS SENT TO DIST:		0.00
Mgt Res. & S&A BAL	0.00	0.00
PROGRAMMING STATUS	Programm Amount	0.00
	CWE	0.00
	CWE/PA %	#DIV/0!
	Variance from PA (CWE-PA)	0.00

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PROJECT:	Runway Extension	<u>Date</u> 1 Jan 2003
FY/PN:	FY 2002 PN 19864	
LOCATION:	Ft Benning, GA	

Green - District data input cells.	Yellow - calculation cells, no input
Brown - data fills from BID TAB;	Purple - data fills from DDC TAB;
Blue - data fills from MODS TAB;	Pink - Hq data fill

Construction Bid Schedule

Program Amount: \$ 6,900,000.00

ReProgrammed Amount: \$ -

S&A Rate: 5.7 %(percentage is carried over to CWE spreadsheet)
(5.7% conus, 6.5% oconus)

Base Bid \$ 5,732,000.00 (does not include design cost)

Options/Additives

	At Award	Items not included or funded at award.
Contractor's Design-Bid Efforts	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Option	\$ -	\$ -
Options/Additives Total:	\$ -	\$ -

Grand Total Contract Amout: \$ 5,732,000.00

Award Support Contracts \$ -
Other Contracts and MIPR's with S&A \$ -
Communications support contract \$ -

Total Other: \$ -

Project scope not subject to S&A

	At Award
Design/Build Design Rewiew-DDC D-B A-E	\$ -
Design/Build Design Rewiew-DDC D-B IH	\$ -
MIPR'ed funds to Others (Base COMO, etc.)	\$ 511,018.00
Category E&F Equipment:	\$ -
Other 3 (description)	\$ -

Total: \$ 511,018.00

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PROJECT: Runway Extension				Current Date
FY/PN: FY 2002 PN 19864				16 May 2003
LOCATION: Ft Benning, GA				
CURRENT WORKING ESTIMATE (CWE)				
Green - District data input cells;		Yellow - calculation cells, no input		
Brown - data fills from BID TAB;		Purple - data fills from DDC TAB;		
Blue - data fills from MODS TAB;		Pink - Hq data fill		
				Unfunded Potentia
CONSTRUCTION % COMPLETE: 85 %		AT AWARD	CURRENT	& Pending
AWARD (Primary contract amt. - from attached bid schedule)		5,732,000.00	5,732,000.00	5,732,000.00
Design/Build Contractor Design Cost (with no Contingency)		0.00	0.00	0.00
OPTIONS/ADDITIVES (from attached bid schedule)		0.00	0.00	0.00
AWARD SUPPT CONTRACTS		0.00	0.00	0.00
TOTAL AWARD AMT:		5,732,000.00	5,732,000.00	5,732,000.00
Other Contracts and MIPR's with S&A		0.00	0.00	0.00
AWD SERV/TELEPHONE INSTL (from attached bid schedule)		0.00	0.00	0.00
Award ECC (total of above)		5,732,000.00	5,732,000.00	5,732,000.00
CONTINGENCY USAGE:				
Total of Above Changes			0.00	0.00
Mods Awarded in Contract (calculated on construction mods sheet)			72,776.00	72,776.00
Mods Negotiated - Pending Award (calculated on construction mods sheet)			141,704.00	141,704.00
Mods Not-Negotiated - Un-Funded (from attached page)				0.00
TOTAL OF ALL KNOWN CHANGES			214,480.00	214,480.00
Select Contingency Allocation Method				
District Contingency - full percentage to district		0.0 %	0.00	0.00
District contingency - 1% (max \$100,000)		1.0 %	57,320.00	8,919.72
DDC DBB after award without S&A			11,404.00	11,404.00
Management Reserve (3/5%)		4.0 %	229,280.00	52,411.25
Category E&F Total contingency		5.0 %	286,600.00	287,214.97
AWARD ECC PLUS CONTINGENCY:			6,018,600.00	6,019,214.97
DIST S&A % of awd ecc+dist cont RATE:		5.7 %	329,991.24	339,457.78
S&A RESERVE % of Management Reserve			13,068.96	2,987.44
TOTAL S&A:			343,060.20	342,445.23
Costs not subject to Contingency or S&A				
Design During Construction at awd (DDC D-B-B no S&A)		0.3 %	17,196.00	17,196.00
Design During Construction (DDC DB A-E)			0.00	0.00
Design During Construction (DDC DB HL)			0.00	0.00
MIPR'ed funds to Others (Base COMO, etc.)			511,018.00	511,018.00
Category E&F Equipment			0.00	0.00
Other Direct Without S&A			0.00	0.00
Total Costs not subject to Contingency & S&A:			528,214.00	528,214.00
DISTRICT CWE			6,647,525	6,834,476
(AWD ECC+DIST CONT+DIST S&A+CAT E&F+DDC D-B)				
Management Reserve:			242,348.96	55,398.70
TOTAL PROJECT CWE			6,889,874	6,889,874
(DIST CWE+Mgt Res+S&A RESERVE)				
		COST GROWTH	0.00	0.00
FUNDS TO CONSTRUCTION DIST:		(required)	6,119,311.24	6,306,261.50
(awd ecc+cont+dist S&A)		(sent)	6,119,311.24	6,119,311.24
CONSTRUCTION FUNDS REQ'D:			186,950.26	186,950.26
Other Direct Costs witout S&A		(required)	528,214.00	528,214.00
		(sent)	528,214.00	528,214.00
Other Direct Funds Req'd:			0.00	0.00
Grand Total Previously Provided to District:			6,647,525.24	6,647,525.24
TOTAL FUNDING REQUIREMENTS:			186,950.26	186,950.26
Revised Total Funding:			6,834,475.50	6,834,475.50
TOTAL FUNDS AVAILABLE (AUTHORIZED PA/FUNDING)			6,900,000.00	6,900,000.00
TOTAL FUNDS REQUIRED (Total CWE)			6,889,874.20	6,889,874.20
EXCESS FUNDS AVAIL			10,125.80	10,125.80
DIST FUNDS REQUIRED - DIST CWE			6,647,525.24	6,834,475.50
TOTAL FUNDS SENT TO DST			6,647,525.24	6,647,525.24
TOTAL ADDN'L FUNDS SENT TO DIST:			0.00	0.00
Mgt Res. & S&A BAL			242,348.96	242,348.96
PROGRAMMING STATUS		Programm Amount	6,900,000.00	6,900,000.00
		CWE	6,889,874.20	6,889,874.20
		CWE/PA %	100%	100%
		Variance from PA (CWE-PA)	-10,125.80	-10,125.80

