



COST ESTIMATING FORMAT STANDARD OPERATING PROCEDURE

This Standard Operating Procedure (SOP) provides an overview of the Cost Estimating Format (CEF) for Large Projects and guidance on how to use the CEF tool. The SOP also discusses FEMA Headquarters large project reporting requirements.

What reference information is available on the CEF for Large Projects?

- The [CEF Information Update \(January 2009\)](#) provides an overview of FEMA's cost estimating methodology for large projects.
- The [Cost Estimating Format for Large Projects Instructional Guide, Version 2.1 \(September 2009\)](#) provides application guidance to users responsible for developing large project cost estimates.
- A Microsoft Excel-based template, referred to as the [CEF for Large Projects Spreadsheet](#), provides more uniformity in estimating costs for large projects, and is user friendly and flexible enough to respond to individual project conditions for all types of permanent restorative work.
- The [Applicant Handbook \(FEMA Publication 523, October 2006\) – Chapter 6, Handling Large Projects](#) describes an applicant's roles and responsibilities in formulating and documenting large projects.

All documents referenced above can be located on the FEMA Web site at <http://www.fema.gov/government/igant/pubs/cefform.doc>.

For which Large Projects can the CEF be used to estimate costs?

The CEF should only be used on large projects for which the permanent restorative work (categories C, D, E, F, and G) is less than 90 percent complete. Percent complete for all types of projects (including unperformed and alternate projects) is calculated by dividing the amount of approved contractor invoices for eligible work by the approved construction contract amount for eligible work and multiplying the resulting decimal by 100.

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Clemens Wendtner



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