Please find attached for EPA review/edits/authorization an updated draft of the fund cite estimates we totaled based on EPA needs (as of August 4, 2017). The spreadsheet covers the vehicle needs in all three cities, staff overtime, and other procurement (e.g., mobile phones). We have listed sub-totals and totals in USD (highlighted in yellow) per EPA's request. You'll see there are six worksheets in total with the estimated costs listed in each one. Please note that we have estimated these costs based on work hours, the program in the notional schedule and our best guesses on travel and other schedules. As always, items and the final costs are subject to change and so we may have to amend the fund cite to reflect any changes or updates as the trip gets closer. We appreciate your review of this draft and getting back to us **ASAP** with any preliminary changes/deletions/additions so that we can inform our procurement agents and their contacts what to expect with regards to the needs of the delegation. **Would it be possible to get EPA's confirmation of these figures by COB, Friday, August 4 as we need to reserve vehicles immediately?**

Vehicles

We have changed the vehicle dates based on the changed arrival date of the delegation. Please note that the current vehicle builds and estimates in the spreadsheets do not include estimates for the principal limo/vehicle. We are working with RSO on options for the principal limo/vehicle and will get back to you shortly on this with a decision. We may have to alter the fund cite to add for a principal limo/vehicle rental if necessary. Please also note that the estimated costs are based on the notional advance and delegation schedule EPA has provided as well as the notional schedule EPA Security has provided (and their particular Advance vehicle needs) as well as prices our travel team has worked with their service providers, and that final cost estimates may differ dependent on EPA's final choices for vehicles. The "Airport Transfer" is to transfer the delegation from the domestic flights zone to the international flights zone on the flight back to the United States, upon departure (having travelled from MEL → SYD and then SYD → US).

Staffing

Please note that based on EPA's needs, we may have to alter staffing estimates for overtime if more staff are needed to work on the trip. Because AFP is not providing protection to the delegation, RSO is assigning a Senior FSN-I to accompany the delegation on all parts of the trip as well as having the FSN-Is in each city work the visit. We have included any estimated overtime for the FSN-Is. The Senior FSN-I's travel and hotel costs are included under the "TRAVEL" worksheet. In addition, the sheets contains the Sydney-based local staff will be working the sites of the Administrator's program the weekend of September 2-3 + the September 4 Labor Day holiday

Other

Please let us know if there are any other procurement requests you may need.

James J. Shea

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