

How to Request and Document Force Labor

If requesting force account methods in the original application:

1. Upload A808 to Required Uploads.

The screenshot shows the application interface for CDV21-0114. The left sidebar contains a navigation menu with the following items: General Information, Project Feasibility Information, Community Needs Assessment, Project Beneficiaries and Locations, Budget Details, Required Uploads (highlighted in yellow), Pre-Agreement Strategy, and Certification. The main content area displays a list of required uploads, each with a 'Select' button and a 'Drag Files Here' link. The items are: Project Map with Census Boundaries, Engineer's explanation of benefit area, Project Cost Estimate, and a section for Optional Uploads including Match documentation, FEMA Flood Map, and Selection Guidelines for Housing Activities. The 'Force Account Justification' label is highlighted in yellow at the bottom of the list.

2. Upload A800 to the Grant Overview page to document the eligible hourly costs for the project.

The screenshot shows the application interface for CDM22-0033. The left sidebar contains a navigation menu with the following items: Required Uploads, Application Certification, CDM - Downtown Revitalization Program, Award, Grant Overview (highlighted in yellow), Amendment, Amendment Request Form, and Amendment Certification Form. The main content area displays the 'Force Account' section, which includes a list of checkboxes for labor requested (n/a, Administrative services, Engineering services, Construction services, Other) and a 'Request/Justification to Use Force Account' field. The 'Personnel/Equipment costs (see Form A800)' label is highlighted in yellow. The right side of the page features a list of upload fields, each with a 'Select' button and a 'Drag Files Here' link, and a '+ Add' button at the bottom right.

WHERE is the Grant Overview page? There are multiple ways to navigate to it but using the Search function is most reliable.

Search → Applications/Grants → All fields clear, click Search → Click Grant Agreement Name

In the blue navigation bar, the Grant Overview page is under "Award".

If force account methods were NOT included in the original application, and are now being requested:

1. Complete the Force Account section of the Grant Overview page and upload the A808 Form.

The screenshot shows a web application interface for project CDM22-0033. On the left is a navigation sidebar with items: Required Uploads, Application Certification, CDM - Downtown Revitalization Program, Award, Agreement Certification, Grant Overview (highlighted in yellow), Amendment, Amendment Request Form, and Amendment Certification Form. The main content area is titled 'Force Account' and contains a checklist for 'Force Account labor requested for (check all that apply)'. The options are: n/a no Force account labor requested, Administrative services, Engineering services, Construction services, and Other. Below this is a section for 'Request/Justification to Use Force Account' (highlighted in yellow), followed by four upload fields: 'Personnel/Equipment costs (see Form A800)', 'Certificate of Completion', and 'Other Documentation'. Each field has a 'Select' button and a 'Drag Files Here' label. A plus sign button is at the bottom right.

2. Upload A800 to the Grant Overview page to document the eligible hourly costs for the project.

This is a close-up of the 'Force Account' section from the previous screenshot. It shows the checklist for 'Force Account labor requested for (check all that apply)'. The options are: n/a no Force account labor requested, Administrative services, Engineering services, Construction services, and Other. Below this is the 'Request/Justification to Use Force Account' field, followed by the 'Personnel/Equipment costs (see Form A800)' field (highlighted in yellow), 'Certificate of Completion', and 'Other Documentation'. Each field has a 'Select' button and a 'Drag Files Here' label. A plus sign button is at the bottom right.

NOTE: All Payment Requests that include Force Account costs must include:

- A map of the project area that clearly identifies the areas where work has been completed, the areas where work is included in the current request for payment, and the areas where work will be performed in the future
- Adequate back-up documentation (invoices, time sheets) to support the requested amount

Upload those documents to the Itemized Invoice page of the Payment Request.

CDM22-0033-PMT-01

Final Payment * Yes No

Payee	Invoice Date	Invoice Number	Cost Category	Invoice Amount	Grant Am Request
				\$	\$
Totals				\$0.00	

Additional Documentation

Please include any additional documentation and a description below.

Description

Upload

Whether force account methods were included in the original application or requested later:

3. Upon completion of all work, upload A807 (COCC) to the Grant Overview page.

Force Account

Force Account labor requested for (check all that apply)

n/a no Force account labor requested

Administrative services

Engineering services

Construction services

Other

Request/Justification to Use Force Account

Personnel/Equipment costs (see Form A800)

Certificate of Completion

Other Documentation