



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Force Account

Administrator Workshop





Force Account Is:

- The use of owns personnel and/or equipment
- Used mainly for construction work for cost savings or remote locations
- A flexible mechanism to address project challenges without the need of contract renegotiations





Force Account

When Using Force Account:

- Must be approved by TDA
- Must have written personnel and employment policies

Allowable Force Account Costs:

- Personnel Costs
- Equipment Costs
- Material Costs





Force Account

Advantages of Force Account:

- It is exempt from Davis-Bacon and Related Acts, Contract Work Hours and Safety Standards Act, and the Copeland Acts
- Jobs are kept in the community
- There is greater local control over scheduling and costs





Force Account

NEW Process for Documenting

CDV22-0019-MSR-01

Forms

Materials and Services Report Main Form

MSR Subcontractors

Status Options

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Pre-Selection Information

Type of Work: *

- Administrative/Engineering/Professional Services
- Materials/Eligible Equipment Purchase
- Construction Services

Method of Completing Work:*

- Force Account Labor
- Contracted (or Sub-granted) Agreement

Description of Work: *

Administration

Force Account

Please upload Form A808 [Drag Files Here](#)

Personnel/Equipment costs (required if costs will be claimed as grant and/or match - see Form A800) [Drag Files Here](#)

Was a request for Force Account previously included in the application?



Force Account – Form A808



REQUEST TO USE FORCE ACCOUNT

A808

Grant Recipient: Contract Number: Region:

If a Grant Recipient did not include force account in its TxCDBG application, the Grant Recipient must receive TDA approval prior to the use of Force Account by submitting the following information:

1) Description of the construction activities to be completed by force account:

2) Justification for doing the work by force account:

3) Details of Grant Recipient's experience with projects of like or similar nature:

4) Information on workload as it may affect capacity to do the work within time frame or work schedule:

5a) A complete estimated cost breakdown showing the number of work hours and cost per hour for each category of labor:

Labor Type	Job Description	# of Employees	Est. Work Hrs.	Hourly Wage	Subtotal Cost	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
Estimated Total Labor Costs					<input type="text"/>	

5b) List of material and supplies owned by the Grant Recipient:

Materials	UOM	Qty	Unit Price	Subtotal Cost	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
Estimated Total Material Costs				<input type="text"/>	

5c) List of equipment owned by the Grant Recipient and/or equipment that must be rented (Evidence of ownership must be submitted with this form).

Equipment	Reimbursement Type	Est. Work Hrs.	Hourly Rate	Subtotal Cost	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
Estimated Total Equipment Costs				<input type="text"/>	
Estimated Total Force Account Costs				<input type="text"/>	

6) List the names and qualifications of personnel performing specialized work, such as inspection, testing, electrical work applicable.

Employee Name	Specialized Work to be Done	Qualifications
<input type="text"/>	<input type="text"/>	<input type="text"/>

7) I certify the following:

1. That the persons performing force account work are W-2 form registered employees, (and not 1099 form contractors) of the Grant Recipient, a city/county, a public utility district, or a utility company; and
2. If temporary workers are hired, that they will be W-2 form registered employees (and not 1099 form contractors), and that the employer's policies for temporary employees will be followed.

Signature of Chief Local Official

Date

Printed Name

Title



Force Account – Record Keeping

Required Documentation:

- Employees personnel policies
- Form A800, including time sheets
- Invoices
- Force Account COCC (Form A807)
- Cancelled checks



Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

