|  |  |
| --- | --- |
| GRANTEE/UGLG NAME: |  |
| DEHCR GRANT AGREEMENT #: |  |

#### FORCE ACCOUNT AFFIDAVIT

If using a Force Account for the project, the payroll clerk or Davis-Bacon contact must complete and sign the following affidavit. Retain this document in the local CDBG files and email a copy to the assigned DEHCR Project Representative.

I hereby certify that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is using Force Account labor for

(City/Village/Town/County)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Description of Work)

on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Project Name) (Contract Number)

No overtime payments will be made to Force Accounts out of CDBG funds.

Separate work hours must be kept and logged when working on CDBG work and non-regular municipality work.

All payrolls and records of payments must be kept in the Labor Standards Files under General Labor Standards.

Failure to submit this form prior to a draw request will force the regular Davis-Bacon Wage Rate that applies to the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Payroll Clerk or Davis Bacon Contact) (Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone Number) (Date)

#### REQUIRED DOCUMENTATION FOR FORCE ACCOUNT WORK

1. The UGLG must keep separate payroll records for hours worked on the CDBG project versus the hours worked on regular duties for the UGLG.

Payroll Records must indicate the following:

* Each employee’s name;
* Each employee’s hourly rate;
* Number of hours worked (separate CDBG vs. other duties); and
* Pay period.

1. No overtime will be paid from CDBG funds unless the employee works in excess of their normal full-time work week, as stated in any labor contract, on the CDBG project.
2. The UGLG must submit all payrolls for each employee working on the CDBG project with **each** *Request for Payment of Federal CDBG Funds* form (found in Chapter 8: *Financial Management*). No CDBG funds will be released without the required payrolls.
3. Upon requesting reimbursement from DEHCR, the UGLG **must** detail costs incurred for labor. The UGLG must record payments as **separate** checks and clearly indicate force account line items, (e.g. “Force Account”). Any materials purchased for the project **must** be shown separately. This information is required on the CDBG Disbursement Journal, Matching Funds Journal (if applicable) and the Cash Control Register. No CDBG funds will be released without accurate accounting of ‘Force Account’ labor.