



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

February 13, 2019

TO: LHA Executive Director

**RE: Force Account Approval**

Dear LHA Executive Director:

Your attached request to perform the work above with your own forces is approved, subject to the following conditions:

- The Housing Authority is to procure materials per statutory requirements. Please see the enclosure for procurement requirements. If the value of materials exceeds \$10,000, please submit your procurement package to your Project Manager for review before soliciting prices;
- The Housing Authority is to schedule regular visits with their DHCD Construction Advisor for review of work in progress;
- The Housing Authority is to submit requests for payment to their DHCD Construction Advisor for approval. The requests are to include a Certificate of Compliance, an invoice for labor hours indicating the name of the staff person(s) that completed the work, number of hours worked, the date(s), the hourly rate (excluding retirement benefits), whether regular or overtime and invoices for all materials for which the LHA is seeking reimbursement. A labor hours invoice form is available on the web at <http://www.mass.gov/hed/housing/ph-mod/0-25000-dhcd-small-projects-guide.html>;
- The Housing Authority is to contact their DHCD Construction Advisor immediately if they anticipate an increase in the cost of construction. The approved construction budget and TDC are listed in your Phase Approval Email Notification.
- The expected date of completion is in your Phase Approval Email Notification.

Should you need further assistance during the course of this contract, please contact your Project Manager, or the Construction Management Unit.

Sincerely,

Ben Stone, Director  
Bureau of Housing Development & Construction