Request for Use of Force Account

Project #: Click or tap here to enter text.

LHA: Click or tap here to enter text.

1. **Scope of Work**

Estimate of Total Cost: Click or tap here to enter text.

Project Description and Scope: Click or tap here to enter text.

1. **Labor Qualifications and Cost Estimate**

List employees below, identifying their title, work to be performed, qualifications, hourly rate, and total hours needed for the job. Please replace or remove the examples below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Trade | Wage/Hr | Hours | Total Cost |
| Person A | Carpentry | $34.69 | 130 | $4,509.70 |
| Person B | Carpentry | $16.18 | 130 | $2,103.40 |
| Person C | N/A | $38.90 | 40 | $1,556.00 |
| Person D | N/A | 32.534 | 40 | $1301.20 |
| **Totals** |  |  | **340** | **$9,470.30** |

1. **Procurement**

Describe procurement process for materials. Click or tap here to enter text.

Describe procurement process for labor not already on staff. Click or tap here to enter text.

1. **Schedule**

Projected NTP: Click or tap here to enter text.

Projected CFC: Click or tap here to enter text.

1. **Reconciliation**

Force account reconciliation will happen at regular intervals on all projects. Dates of budget and/or scope reconciliation will be determined at the beginning of each project by the Construction Advisor. At each reconciliation meeting, the LHA will provide the Construction Advisor with material invoices and printed time slips with a summary cover page that’s been approved by an external auditor. Reconciliation meeting dates and times are outlined below, and will be initialed by the CA upon completion:

|  |  |  |
| --- | --- | --- |
| Phase Completion | Reconciliation Date | Completed (CA Initial) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |