

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance - CF/2
PO Box 7921, Madison WI 53707-7921
Phone (608) 266-7555, Fax (608) 267-0496
dnr.wi.gov

Environmental Improvement Fund (EIF) Force Account Certification

Notice: This form is authorized by ss. 281.58 or 281.61, Wis. Stats. Submission of a completed form is mandatory for all EIF loan applicants requesting funds for force account work as defined by s. NR 162.003(31) or s. NR 166.03(27), Wis. Adm. Code. Failure to submit a completed form shall result in the denial of loan funds for force account work. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Project Information

Name of Municipality	Estimated Cost of Force Account Work	EIF Project No.
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Note: In general, "Force Account Work" means the work a municipality performs using its own employees for project planning, design, construction and construction-related activities, inspections, repairs or improvements to a treatment works or structural urban BMP, a water system, a site or facility. Costs generally eligible for force account consideration include costs of work that is typically contracted out but can be more economically performed by qualified municipal staff. For example, application preparation, planning, design, landscaping and inspection costs may be included as force account if performed by municipal staff.

Description of Project Force Account Work

Required Force Account Documentation

EIF funded force account personnel time and equipment usage records must detail the following:

- employee name, hours, rate of pay and dates worked on the project; and
- machine or equipment usage dates, hours, rates and project function for which the machine/equipment was used.

Municipal Certification

The municipality hereby certifies that:

- the work can be accomplished more economically by force account than by contract and adequate cost accounting records will be maintained;
- emergency circumstances (detailed above) dictate the use of force account;
- sufficient controls exist to verify that costs charged to the project are actually incurred on the project; and
- all state statutes have been complied with.

Name of Municipal Official	Title
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Signature of Municipal Official	Date Signed
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