

Framingham Housing Authority Policy Force Account Labor

It shall be the policy of the Framingham Housing Authority to use "Force Account" labor for modernization work to be done in its developments to maximize the efficient use of funds. "Force Account" labor refers to a project that will be completed by workers employed directly by the agency, whether on a full-time, part-time, permanent or temporary basis. The Authority shall substantiate the cost effectiveness of utilizing "Force Account" labor by performing cost analyses; which include salaries and applicable benefits of force account workers, project managers, and superintendents and the cost of materials and supplies. The Authority shall maintain cost estimates and analyses for each procurement prior to work and that will be supported by construction records and modernization files. During the project the housing Authority will ensure that progress meetings are held on a regular basis to discuss work progress and any problems or deficiencies noted and prepare a written record of the items discussed at each meeting. ¹ Under HUD requirements, a Housing Authority must maintain records that identify the source and application of funds in such a manner as to allow HUD to determine that all funds are, and have been expended in accordance with each specific program regulation and requirement. ²

¹ HUD Handbook 7460.8 REV 2, Sections 10-3, 11-3(D) and 11-2(B)

² Section 9(c) of the *Annual Contributions Contract*