

State of Wisconsin  
 Department of Natural Resources  
 Bureau of Community Financial Assistance  
 101 S. Webster St., P O Box 7921  
 Madison WI 53707-7921  
 Phone (608) 266-7555, Fax (608) 267-0496  
 dnr.wi.gov

## Environmental Improvement Fund (EIF) Force Account Certification

Form 8700-245 (3/09)

**Notice:** This form is authorized by ss. 281.58, 281.60, and 281.61, Wis. Stats. Submittal to the Department of a completed form is mandatory for all EIF loan applicants requesting funds for force account work as defined by s. NR 162.003(19), s. NR 166.03(19), or s. NR 167.03(9) Wis. Adm. Code. Failure to submit a completed form shall result in the denial of loan funds for force account work. Personally identifiable information provided on this form will be used for program administration and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

### Project Information

Municipality	Estimated Cost of Force Account Work	EIF Project No.
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Description of Project Force Account Work

**Note:** In general, "Force Account Work" means the work a municipality performs using its own employees or equipment 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.

**Force Account Documentation:** If force account work is funded by the EIF, personnel time and equipment usage records should detail the following: 1) employee name, hours, rate of pay and dates worked on the project; and 2) 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; or emergency circumstances dictate the use of force account method;
- 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
Signature of Municipal Official	Date Signed