



TECHNICAL FORCE ACCOUNT REQUIREMENTS

The Technical Force Account consists of eligible engineering and/or construction tasks performed by the recipient's employees, including the associated equipment, fuel, and material costs used for planning, design and/or construction of the work to be performed by recipient's employees.

In order for tasks completed by Technical Force Account to be eligible for EFC financial assistance:

- The recipient and engineer must complete and certify this form;
- The Technical Force Account scope of work must support the scope of work described in the EFC or DEC approved engineering report or support the preparation of an engineering report meeting the Engineering Report Outline for New York State Wastewater Infrastructure Projects;
- The recipient/engineer must provide plans and specifications to EFC indicating the work to be performed, stamped by a qualified professional engineer or landscape architect licensed to practice in New York State;
- The scope of work for the construction tasks must be approved by the appropriate regulatory agency and EFC/DOH must deem the applicable contract documents (or other acceptable documentation) eligible for EFC financial assistance;
- The project must be in compliance with all requirements of the Financing and / or Grant Agreement with EFC;
- The recipient/engineer must provide with this form a project description that clearly identifies the work to be performed by recipient's employees and its location, map, proposed construction schedule and a not-to-exceed breakdown of costs including staff resources with job titles, equipment owned, equipment rented, fuel, and materials;
- The recipient/engineer must provide position descriptions for staff identified in the breakdown of costs aligning with the job titles;
- The work must be overseen by a qualified professional engineer licensed to practice in New York State; and
- EFC/DOH must deem the Technical Force Account as presented in this document eligible.

In order to receive disbursement on the tasks:

- The recipient/engineer must provide documentation of costs for each employee's technical work associated with the project and shall be detailed by a cost summary and tabulation signed by the employee at the time of disbursement;
- The recipient/engineer must provide documentation of costs for equipment, fuel, and material costs by submitting records and invoices or current Schedule of Equipment Rates utilizing standard estimating methodology including cost code, size, and rate along with equipment manufacturer and model number;

- The recipient and engineer must sign and submit AIA form G702 Application and Certificate for Payment (or other acceptable form) with each disbursement request;
- The recipient and engineer must sign and submit EFC's Certification of Project Completion, AIA form G704 Certificate of Substantial Completion, or other acceptable form, with final disbursement request; and
- Any proposed scope, schedule, or budget changes from originally approved documentation must be submitted and found to be eligible by EFC.

EFC reserves the right to request additional information including, but not limited to:

- Resumes of individuals performing the work;
- Recipient's organizational chart;
- Engineer's inspection report; and
- Other project information as required by EFC.



TECHNICAL FORCE ACCOUNT CERTIFICATION

I hereby certify on behalf of _____
(Recipient)

that it will meet or has met the requirements identified below for the performance of Technical Force
Account work on Project No. _____ (Grant No. _____)

Please check the appropriate box(es) and provide the information requested below:

For recipient’s employees performing engineering services, they will be or were under the direct supervision of an engineer who is licensed to practice professional engineering in the State of New York under the Education Law of the State of New York.

For recipient’s employees performing construction tasks, they will be or were under the direct supervision of an engineer who is licensed to practice professional engineering in the State of New York under the Education Law of the State of New York who will be or was responsible to inspect work necessary for the construction of the project and determine whether such work is performed in accordance with the approved plans and specifications.

By certifying this form, I attest to the following:

- the work is necessary to complete the project scope defined in the approved engineering report or in support of preparing an engineering report meeting the Engineering Report Outline for New York State Wastewater Infrastructure Projects;
- that the recipient’s employees possess or possessed the necessary skills, experience, and managerial resources to accomplish the work;
- that the recipient’s employees can complete or completed the work in a timely fashion so that the project schedule will not be delayed or was met; and,
- time sheets for each employee performing or who performed technical work will be completed and kept on file, clearly identifying the task(s) performed, the actual hours spent, hourly rate with fringe benefits and any overhead rates.

Certified by Recipient:

(Signature of Authorized Representative)

(Date)

(Print Name)

(Title)

Certified by Professional Engineer:

(Company/Municipality)

(Title)

(Seal, Signature, and Date)