

**FAP 220-09-00**

**FORCE ACCOUNT PROJECTS**

1. "Force Account Project" means a capital construction project that is performed by a state agency utilizing material and labor provided by the agency. This definition shall not apply to capital outlays of the Transportation Cabinet for roads and bridges and the Department of Corrections for repair, maintenance, improvements, or expansion of present correctional facilities on which prison inmate labor will be utilized.

In accordance with KRS 56.491, a force account project shall not exceed two hundred thousand dollars (\$200,000).

2. The Finance and Administration Cabinet, Department for Facilities and Support Services, is the contact agency for force account determinations. Each utilizing agency shall maintain all records for authorized force account construction projects. The Department for Facilities and Support Services is the designated contact and processing agency of the Finance and Administration Cabinet for force account determinations.
3. A state agency seeking approval and establishment of a force account project shall submit to the Department for Facilities and Support Services a written request with sufficient description of the project and estimated cost.
4. Construction plans shall be submitted to and carry the review approval of the Department of Housing, Buildings, and Construction as to conformity with the Uniform State Building Code, if applicable.
5. The agency shall indicate the source of available funds and the estimated cost of materials, labor, and contracted services. Contracted services should be minimized in force account projects.
6. All labor, materials, equipment, and supplies required on an approved project shall be procured in accordance with KRS Chapter 45A.
7. A monetary value shall be assigned to the labor input of the agency's employees for the performance of the project.
8. The Finance and Administration Cabinet shall not approve any project if:
  - a. The project is not needed; or
  - b. The proposed method of financing is not sound; or
  - c. The total cost of the project will exceed the amount of funds available for the project; or
  - d. The cost of the project will exceed the statutory dollar limit.
9. Approval of the project by the Finance and Administration Cabinet shall be by processed Commonwealth's Appropriation, Allotment, Revenue Budget, Project Management Master, and Journal Voucher Transfer documents (SAS-5, SAS-14). These documents indicate authorization of the project and allocation of funds to designated account and expenditure codes.
10. A project shall not be separated into smaller projects in order to circumvent the statutory maximum dollar limit for a force account project or to facilitate split purchasing.
11. The using state agency shall maintain fiscal and procurement records on each authorized force account construction project, in accordance with the appropriate record retention schedule. The records shall indicate fund allotments, expenditures, balances, and the procurement process for materials and equipment.