

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 Kentucky 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.
2. In accordance with KRS 56.491, a force account project shall not exceed \$250,000.
3. DFSS is the contact agency for force account determinations. Each using agency shall maintain all records for authorized force account construction projects.
4. A state agency seeking approval and establishment of a force account project shall submit to DFSS a written request with sufficient description of the project and estimated cost.
5. 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.
6. The requesting agency shall indicate the source of available funds and the estimated cost of materials, labor and contracted services. Contracted services shall be minimized in force account projects.
7. All labor, materials, equipment and supplies required on an approved project shall be procured in accordance with KRS Chapter 45A.
8. A monetary value shall be assigned to the labor input of the agency's employees for the performance of the project.
9. Pursuant to KRS 56.491, DFSS shall not approve any project if:
 - a. The project is not needed;
 - b. The proposed method of financing is not sound;
 - c. The total cost of the project will exceed the amount of funds available for the project;
 - d. The cost of the project will exceed the statutory dollar limit; or
 - e. The work contemplated will be insufficient to accomplish the purpose of the project.
10. Approval of the project by the DFSS shall be processed by the 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.
11. 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.
12. The using state agency shall maintain fiscal and procurement records on each authorized force account construction project, in accordance with the applicable record retention schedules provided by the Kentucky Department of Libraries and Archives. The records shall indicate fund allotments, expenditures, balances and the procurement process for materials and equipment.

Relates to: KRS 56.491