ADEQUACY OF FORCE ACCOUNT WORK  
CHECKSHEET

|  |  |
| --- | --- |
| Name of Project | **<NAME OF PROJECT/ENTITY>** |
| Project Loan Number | **<ORF-XX-XXX-XX>** |

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| --- | --- | --- |
| **YES** | **NO** | **Details** |
|  |  | Applicant has provided sufficient justification for proposal and received applicable approvals (Engineering Report, Plans & Specifications, Technical Memorandum, etc.) |
| **Applicant has demonstrated that:** | | |
|  |  | He possesses the necessary competence required to accomplish such work |
|  |  | The work can be accomplished more economically by use of such method or emergency circumstances dictate its use. |
|  |  | Adequate cost accounting records will be maintained |
|  |  | Satisfactory controls will be established and used to assure that all material, supplies, equipment, labor cost, etc., charged to the project are usually used in connection with the project. |
|  |  | Adequate insurance will be maintained. This insurance is the same as that covering such construction insurance as is customary and appropriate including fire and extended coverage, workmen's compensation, public liability and property damage and "all risk" as required by local or state law. |
|  |  | Anticipated project administrative cost, including salaries of administrative employees, travel expenses, etc., in order to determine the extent of their allowability |
|  |  | Proposed methods of timekeeping and time-checking (sample time sheets and other information necessary to comply with this item should be submitted) |
|  |  | Shown an indirect cost figure that is going to be used as part of the costs billed to the project |
|  |  | Allowed for use, repair and overhaul of owned equipment and rental rates for rental equipment, including when rental rates begin, apply and end, and the extent of allocability of repairs and overhaul (precise usage records for such equipment must be maintained) |
|  |  | Include the write-off or depreciation of small tools and other expendable items or equipment |
|  |  | Include any disposal and adjustment of costs in connection with unused material and tools left over on completion of the work |

Signature:   
Date: