



Alabama Department of Economic And Community Affairs

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GOVERNOR

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Alabama CDBG Intergovernmental Policy Letter Number 3 (Revision 2)

To: Persons Interested in State
CDBG Program

From: Jean D. Davis
Chief, Planning & Economic
Development Division

POLICY ON THE USE OF MATCH IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AS RELATED TO MAN HOURS AND USE OF EQUIPMENT

In order for there to be an auditable record of force account projects for the purpose of either local contribution or in lieu of contracting labor or equipment, statewide uniform standards are necessary. Therefore, any community using man hours or equipment usage as match should adhere to the following:

LABOR

1. Time sheets must be kept on each individual for each week throughout the life of the project. All hours worked each week according to service performed and project worked on must be shown to include all hours both on usual city/county work and project work.
2. Hourly rates should be in accordance with OMB A-87 and may not exceed actual compensation paid. Fringe benefits may not be counted.
3. When using local labor and equipment other than as local contribution, the department involved must bill the CDBG Program on a cost incurred basis in order to be paid for services rendered. The billing must include proper documentation (time sheets, etc.)
4. Costs should be journalized on a monthly basis with time and equipment converted to cash credit in accordance with payroll timeframes.

EQUIPMENT

1. Use of community owned equipment on a CDBG Project requires prior approval by the state.
2. Equipment purchased with federal funds may not be used as credit toward local contribution, nor may the recipient be reimbursed for its use in a force account project.
3. In order to obtain state approval and receive rates for any equipment to be used, the following information must be submitted to the ADECA for each piece of equipment to be used prior to its usage:
 - a. Make/Description
 - b. Manufacturer/Brand
 - c. Model Number
 - d. Year
 - e. Size/Capacity
 - f. Horsepower
 - g. Gas/Diesel
 - h. Source of Funds Used for Purchase

Effective date: Immediately