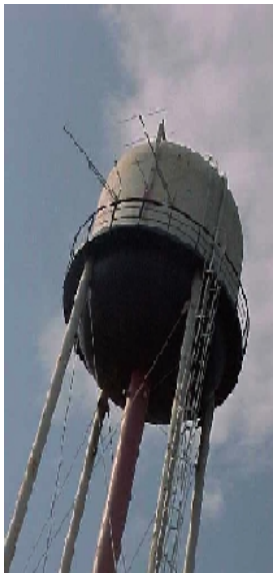
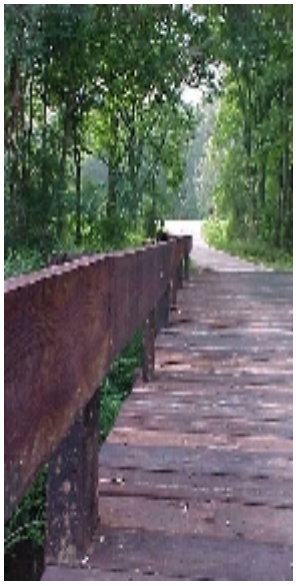
Non-State Entity Capital Outlay Administrative Guidelines





Facility Planning and Control
Division of Administration

July 1999

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INTRODUCTION

The State Capital Outlay Act traditionally has included funding for non-state entity capital projects. These projects, while funded by the State, are not State owned facilities. The Capital Outlay Act appropriates funds for these non-state projects to the Office of Facility Planning and Control (FP&C) within the Louisiana Division of Administration. FP&C disburses the State funds to the non-state entities on an as-needed basis while assuring that:

- ✓ State funds are used for the project scope as described in the Capital Outlay Act and/or Capital Outlay Request Form
- ✓ A functional facility is in place upon full disbursement of the State funds

FP&C administers non-state projects under cooperative endeavor agreements between the State and the non-state entities. The *Non-State Entity Capital Outlay Administrative Guidelines (Guidelines)* is part of the cooperative endeavor agreement (by reference) and therefore is a component of a legally binding contract between the State and a non-state entity.

A principal component of the Capital Outlay non-state entity program is certification by the non-state entity. All requests for State disbursements, except those associated with real estate purchase prices, must be made with a Request for Disbursement form (see Figure 1). On this form the non-state entity certifies that:

> *"... each of the invoices on this list and attached list(s) is in accordance with the terms of the applicable contracts and/or agreements* ***and that the services have been performed or the goods received*** *... this certification also indicates compliance with the terms and conditions of the cooperative endeavor agreement ..."*

There are some cases where FP&C requires submittals in addition to the certification. The *Guidelines* is arranged so that FP&C's administrative requirements for each component of a project can be quickly reviewed. For example, if a non-state entity wishes to know what FP&C requires when acquiring land with Capital Outlay funds, the section **Real Estate Acquisition** in Chapter 1 should be referenced. All of the forms mentioned in the *Guidelines* are customized for each project and are provided with the executed cooperative endeavor agreement.

Each non-state project is assigned to a Project Manager at FP&C. This individual is identified in the FP&C letter that transmits the executed cooperative endeavor agreement. All communication with FP&C should be through this individual. Since the cooperative endeavor agreement is between the State and a non-state entity, FP&C will not directly engage with a non-state entity's contracted consultants or contractors. Refer to the **Authorized Representative** section of Chapter 2 for a discussion on the requirement for the non-state entity to designate a project representative.

FP&C has attempted to make this program as simple as possible while still maintaining oversight of the disbursement of State funds. Many non-state projects funded through State Capital Outlay have been successfully completed, with hundreds more currently in progress. By following the simple procedures outlined in the cooperative endeavor agreement and the *Guidelines*, a non-state entity will assure its dealings with the State run smoothly.

FP&C wishes you well with your project.

Request for Disbursement

Request No. _____

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

Invoices Enclosed:

Invoice Number	Vendor Name	Cost Code*	Amount
		Total	

This document will hereby certify that each of the invoices on this list and attached list(s) is in accordance with the terms of the applicable contracts and/or agreements and that the services have been performed or the goods received. Furthermore, this certification also indicates compliance with the terms and conditions of the cooperative endeavor agreement by and between the State of Louisiana and (Grantee).

Certified Correct by Grantee: _____ Date: _____

(Signature)

_____

(Type or Print Name)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

*Cost Code	Category
RQ	Real Estate
PN	Planning
CN	Construction
MI	Miscellaneous
EQ	Equipment

Figure 1. Form Used When Requesting Disbursement of State Funds

CHAPTER 1 ALLOWABLE COSTS

Real Estate Acquisition

When acquiring land or immovable property with Capital Outlay funds, prior to closing FP&C must review and approve the following information provided by the non-state entity:

- ❑ State Certified General appraisal
- ❑ Preliminary title opinion attesting that the non-state entity will have good, clear, and merchantable title upon execution of the act of sale, or title insurance
- ❑ Phase I environmental assessment, prepared by an environmental professional according to current ASTM standard practice, that also considers asbestos containing materials, lead-based paint, lead in drinking water and wetlands
- ❑ Draft act of sale with warranty that the property is free of CERCLA defined hazards and petroleum products identified in the environmental assessment as existing or suspected

The non-state entity would submit a Request for FP&C Concurrence in Real Estate Closing form, with this required information attached (see Figure 2). Faxes will not be accepted. After FP&C concurs in closing, FP&C will initiate its check writing process. The State disbursement for a real estate selling price cannot exceed the appraised value as determined by a State Certified General appraisal. The non-state entity should plan on closing within two weeks after FP&C disburses the funds. A copy of the executed act of sale as recorded in the local Clerk of Court office must be provided to FP&C after closing.

> ***When real estate is to be acquired with Capital Outlay funds, FP&C must concur that the sale is ready for closing.***

State funds can also be used for reimbursement of actual reasonable costs for title work, appraisals, abstracts, property surveys, legal fees associated with the purchase of property, and other such similar costs as determined by FP&C to be allowable. Requests for FP&C payments for these costs must be made with a Request for Disbursement form (see Figure 1).

All services for which State funds will be used for payments must be done under written contracts. Copies of executed contracts must be submitted to FP&C prior to or concurrent with Associated Request(s) for Disbursement. The products of professional contracts must be provided to FP&C when the contract fee is greater than or equal to $25,000 in order to receive disbursements associated with these contracts.

Contracts executed prior to the date of the cooperative endeavor agreement, or prior to the date cash was made for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.

If desired by a non-state entity, FP&C will provide courtesy reviews of draft contracts in order to confirm that costs will be eligible for State participation.

Request for FP&C Concurrence in Real Estate Closing

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

⇩ **To be completed by the Grantee**

The following information is attached and Grantee requests FP&C's concurrence that the transaction is ready for closing.

- ❑ State Certified General appraisal
- ❑ Preliminary title opinion attesting that the non-state entity will have good, clear, and merchantable title upon execution of the act of sale, or title insurance
- ❑ Phase I environmental assessment, prepared by an environmental professional according to current ASTM standard practice, that also considers asbestos containing materials, lead-based paint, lead in drinking water and wetlands
- ❑ Draft act of sale with warranty that the property is free of CERCLA defined hazards and petroleum products identified in the environmental assessment as existing or suspected.

Grantee: _____ Date: _____
(Signature)

_____
(Type or Print Name)

⇩ **To be completed by FP&C and returned to the Grantee**

- ❑ FP&C concurs that the transaction is ready for closing
  (FP&C will initiate writing a check in the amount of $ _____)
- ❑ FP&C does not concur that the transaction is ready for closing
  Reason: _____
  _____

(Grantee must resolve and then submit another Request for FP&C Concurrence in Real Estate Closing)

Project Manager: _____ Date: _____
(Signature)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!

Figure 2. Form Used for Concurrence in Real Estate Closing

Planning

Planning costs associated with the approved project can be eligible for State participation, up to the amount listed in the cooperative endeavor agreement project budget.

> ***State disbursements for Planning costs cannot exceed 10% of the construction cost.***

All Planning services where State funds will be used for payments must be done under written contracts. Copies of executed written contracts must be submitted to FP&C prior to or concurrent with the first associated Request(s) for Disbursement. Faxes will not be accepted. A copy of the final product of a professional contract must be provided to FP&C in order for funds to be disbursed when the fee is greater than or equal to $25,000.

Contracts executed prior to the date of the cooperative endeavor agreement or, prior to the date cash was made available for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.

If desired by the non-state entity, FP&C will provide courtesy reviews of draft contracts in order to confirm that costs will be eligible for State participation.

Contracts for the preparation of construction documents where the fee is greater than or equal to $25,000 will need to have the products of the schematic/preliminary design phase (including a cost estimate) submitted to FP&C in order to receive an interim disbursement associated with that phase. Non-state entities are encouraged to allow FP&C to provide a courtesy review of the plans at the schematic/preliminary phase for all projects to confirm that the planned facility is functional and within the intent of the Capital Outlay Act/Request.

> ***For all projects, FP&C will review final plans/specs to confirm that the planned facility is functional and within the intent of the Capital Outlay Act/Request.***

For all projects, the construction documents/final design products (plans and specifications) will be reviewed by FP&C to confirm that the planned facility is functional and within the intent of the Capital Outlay Act/Request. This review can take place either prior to or after advertisement for bidding, but the review must be made prior to award of the construction contract. *Non-state entities are encouraged to submit the plans and specifications with a cost estimate for review prior to advertising for bids.*

Contracts for the preparation of construction documents where the fee is greater than or equal to $25,000 will need to have the products of the construction documents/final design phase (including a cost estimate) submitted to FP&C in order to receive a disbursement associated with that phase.

State funds can be used for actual costs for design services, surveys, geotechnical investigation, supplemental resident inspection, production and distribution of contract documents and other such similar costs determined

by FP&C to be allowable. All requests for FP&C payments for these costs must be made with a Request for Disbursement form (see Figure 1). FP&C payments for Planning costs cannot exceed 10% of the construction cost.

Construction

If State funds are to be used for construction costs, FP&C must be provided the following information prior to construction contract award (FP&C considers exhibits to be construction):

- ❑ Final construction documents (plans and specifications)
- ❑ Construction document addenda
- ❑ Certification that the cooperative endeavor agreement's ownership of property requirements have been met
- ❑ Evidence of current commitment and availability of match and/or in-kind match
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or proposals with recommendation for award
- ❑ Certification that the procurement was in accordance with the Public Bid law

This information must be provided through a Request for FP&C Concurrence in Construction Contract Award form (see Figure 3), with the required information attached. Faxes will not be accepted. Evidence of availability of match or in-kind match is only required when other funds (in addition to the Capital Outlay funds) or services are needed in order to award a contract, or if volunteer labor or donated materials are to be used. Evidence of availability of cash match can be in the form of bank statements, resolutions from the entity's governing authority, etc.

FP&C must concur in contract award prior to the actual award. If a construction contract is awarded prior to FP&C concurrence, then the costs are not eligible for State participation.

FP&C must concur in contract award in order for construction costs to be eligible for State participation.

Once FP&C concurs in contract award, the construction costs are considered eligible for State participation. Interim State disbursements can be made based on certified applications for payment (e.g., AIA Document G702) that are submitted with a Request for Disbursement form (see Figure 1). Copies of the fully executed construction contract with performance bond (or other form of security, if allowable by law) must be provided to FP&C prior to or concurrent with the first construction Request for Disbursement.

In order to disburse funds associated with the 100% application (minus retainage), the punch list(s) will need to be submitted along with written confirmation that the punch list(s) items have been addressed. This written confirmation is in addition to the certified application for payment. FP&C will hold retainage until the 45-day Clear Lien Certificate is provided. Any liquidated damages will be to the benefit of FP&C; if local match is involved, proportionately between FP&C and the non-state entity.

Change orders must be approved by FP&C in order to be eligible for State participation. *Non-state entities are encouraged to submit draft change orders to FP&C prior to execution in order for FP&C to confirm that the costs will be eligible for State participation.* As stipulated in the Public Bid Law, FP&C will require negotiated change orders to be fully documented and itemized as to

Request for FP&C Concurrence in Construction Contract Award

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Grantee

The following information is attached and the Grantee requests FP&C's concurrence in the award of the construction contract for $ _____ to _____.
(Total Bid) (Contractor)

- ❑ Final construction documents (plans and specifications)
- ❑ Construction document addenda
- ❑ Certification that the cooperative endeavor agreement's ownership of property requirements have been met
- ❑ Evidence of current commitment and availability of match and/or in-kind match
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or proposals with recommendation for award
- ❑ Certification that the procurement was in accordance with the Public Bid Law

Grantee: _____ Date: _____
(Signature)

_____
(Type or Print Name)

To be completed by FP&C and returned to the Grantee

- ❑ FP&C concurs in construction contract award
  (Grantee must submit a Request for Disbursement Form(s) to draw from State funds)
- ❑ FP&C does not concur in construction contract award
  Reason: _____

(Grantee must resolve and then submit another Request for FP&C Concurrence in Construction Contract Award)

Project Manager:
_____ Date: _____
(Signature)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!

Figure 3. Form Used for Concurrence in Construction Contract Award

costs, including material quantities, material costs, taxes, insurance, employee benefits, other related costs, profit and overhead.

Change orders must be approved by FP&C in order to be eligible for State participation.

Miscellaneous

Miscellaneous costs associated with the approved project can be eligible for State participation, up to the amount listed in the cooperative endeavor agreement project budget.

State disbursements for Miscellaneous costs cannot exceed 5% of the construction cost.

State funds can be used for actual capital project costs including, but not necessarily limited to laboratory testing services, recordation fees, advertisement for bids, environmental assessments, surveys, geotechnical investigations, supplemental resident inspection, builders risk insurance and other such similar costs determined by FP&C to be allowable. FP&C payments for Miscellaneous costs cannot exceed 5% of the construction cost.

All Miscellaneous services where State funds will be used for payments must be done under written contracts. Copies of executed written contracts must be submitted to FP&C prior to or concurrent with associated Request(s) for Disbursement (see Figure 1). Faxes will not be accepted. The final product of a professional contract must be provided to FP&C in order for funds to be disbursed when the fee is greater than or equal to $25,000.

Contracts executed prior to the date of the cooperative endeavor agreement, or prior to the date cash was made available for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.

If desired by the non-state entity, FP&C will provide courtesy reviews of draft contracts in order to confirm that costs will be eligible for State participation.

Equipment

Actual, reasonable costs for moveable equipment/furnishings required for the project can be eligible for State participation. FP&C references State purchasing contract prices in determining the reasonableness of equipment costs, and the amount eligible for State participation. Some items that are not eligible for State participation include rolling stock (e.g., automobiles, tractors, etc.), supplies, computers, and telephones.

Prior to procurement, it is a good idea to submit the equipment lists to FP&C for confirmation of eligible items.

All equipment purchases where State funds will be used for payments must be done under written contracts or purchase orders. When purchasing equipment through State contract, copies of the equipment list and executed contracts or purchase orders must be submitted to FP&C prior to or concurrent with the associated Request for Disbursement (see Figure 1). Faxes will not be accepted. If desired by a non-state entity, FP&C will pro-

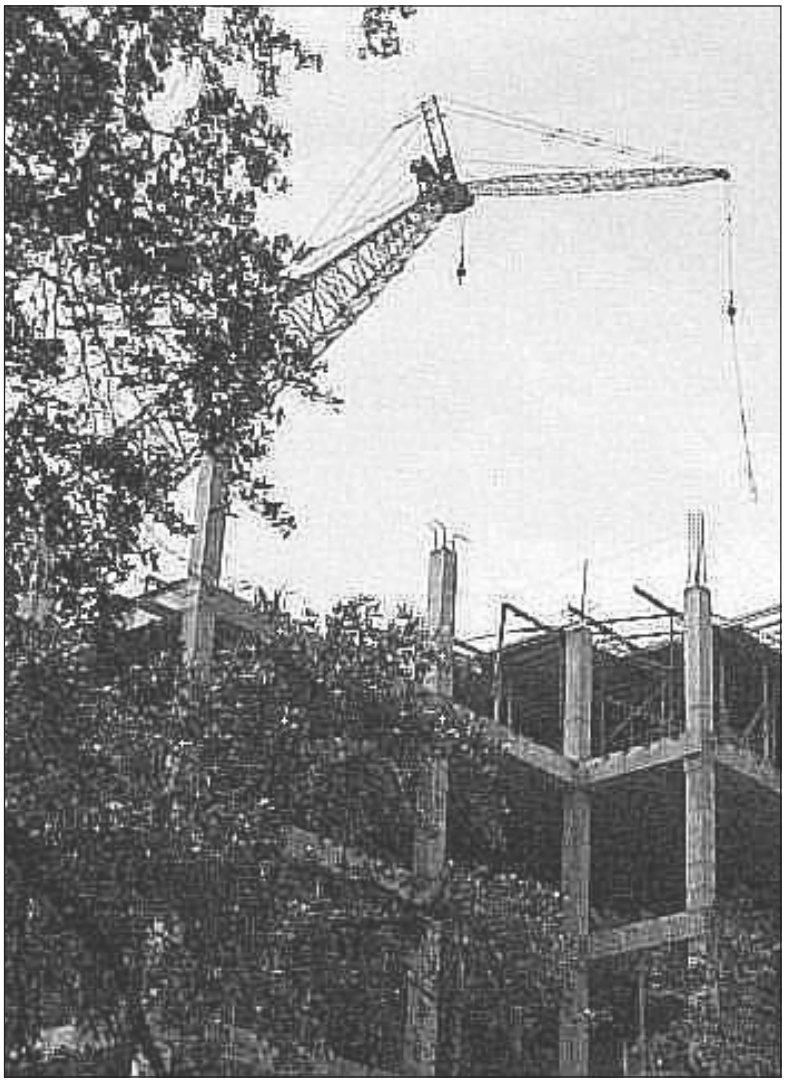
vide courtesy reviews of draft contracts or purchase orders prior to procuring the equipment in order to confirm that costs will be eligible for State participation. *When procuring equipment through State contract, non-state entities are strongly encouraged to submit the equipment lists for FP&C review prior to procurement.*

If equipment is to be procured through a bidding process, FP&C must be provided the following information prior to a non-state entity accepting a bid:

- ❑ Equipment list (with specifications, if applicable)
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or quotes with recommendation for acceptance
- ❑ Certification that the procurement was in accordance with Public Bid law

This information must be provided through a Request for FP&C Concurrence in Equipment Purchase form (see Figure 4), with the required information attached. Faxes will not be accepted. FP&C must concur in acceptance prior to the actual acceptance. *If equipment procurement is by bidding and a contract or purchase order is executed prior to FP&C concurrence, then the costs are not eligible for State participation.* After FP&C has concurred in acceptance, and the equipment is obtained, requests for FP&C payments for equipment costs must be made with a Request for Disbursement form(s) (see Figure 1).

Whether procuring equipment through State contract, or through bidding, contracts or purchase orders executed prior to the date of the cooperative endeavor agreement, or prior to the date cash was made available for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.



Request for FP&C Concurrence in Equipment Purchase

(Required if equipment is to be procured through a bidding process)

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Grantee

The following information is attached and Grantee requests FP&C's concurrence in purchasing equipment from _____ **in the amount of $** _____ **.**
(Supplier) (Total Bid)

- ❑ Equipment list (with specifications, if applicable)
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or quotes with recommendation for acceptance
- ❑ Certification that the procurement was in accordance with the Public Bid Law

Grantee: _____ Date: _____
(Signature)

_____
(Type or Print Name)

To be completed by FP&C and returned to the Grantee

- ❑ FP&C concurs with the equipment purchase
  (Grantee must submit a Request for Disbursement Form to draw from State funds)
- ❑ FP&C does not concur with the equipment purchase
  Reason: _____
  _____

  (Grantee must resolve and then submit another Request for FP&C Concurrence for the equipment purchase)
- ❑ FP&C concurs with the equipment purchase, with exceptions (see attachment)

Project Manager: _____ Date: _____
(Signature)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!

Figure 4. Form Used for Concurrence in Equipment Purchase (when procured by bidding)

Escrow

Since Capital Outlay is a multi-year program, occasionally an appropriation may be an amount that cannot be completely spent in the early stages of the project development. For instance, say a project is in the preliminary stage and has a total construction cost estimate of $5 million. Assume the Capital Outlay appropriation is for $1 million with no local match. Since only $500,000 (10% of construction cost) can be budgeted for Planning costs, and in this example assume only $30,000 is anticipated for Miscellaneous costs, the remaining funds (minus FP&C administrative) can be assigned to the Escrow category for future use. These remaining funds could then be moved to the Construction category if/when supplemental funds were obtained in future years to implement construction. Thus, Escrow is not a cost category; it is a bookkeeping category. Refer to Figure 5 for a sample cooperative endeavor agreement project budget illustrating this scenario.

> ***This escrow category is not a cost category; it is a bookkeeping category.***

EXHIBIT "A"
COOPERATIVE ENDEAVOR AGREEMENT BETWEEN
THE STATE OF LOUISIANA AND NON-STATE ENTITY
Project Name
FP&C No. 50-XX-99-1
Planning and Construction
Parish

COSTS AND FUNDS THIS AGREEMENT ($) :

COST CATEGORIES	CAPITAL OUTLAY CASH	NON-CASH LINE OF CREDIT	OTHER	TOTAL
REAL ESTATE	0	0	0	0
PLANNING	500,000	0	0	500,000
CONSTRUCTION	0	0	0	0
MISC.	30,000	0	0	30,000
EQUIPMENT	0	0	0	0
ESCROW	450,000	0	0	450,000
FP&C ADMIN.	20,000	0	0	20,000
TOTAL COSTS AND FUNDS	1,000,000	0	0	1,000,000

Notes:

1. Planning Costs shall not exceed 10% of Construction Costs. Miscellaneous Costs shall not exceed 5% of Construction Costs.
2. Capital Outlay Cash includes General Funds, NRP Bonds, Cash Line of Credit and/or Bonds sold
3. Estimated total project construction cost is $5,000,000

Figure 5. Example Project Budget with Funds in Escrow

Administrative

The Capital Outlay Act authorizes FP&C to retain up to 6% of the appropriation for State administrative costs. The amount retained by the FP&C is typically much less than 6%.

Operating and maintenance expenses of a non-state entity are not eligible for State participation. Also, historically typical owner administrative responsibilities are not eligible for State participation, even if a contracted consultant is used (e.g., a project management consultant in addition to a professional designer).

Operating and maintenance expenses of a non-state entity are not eligible for State participation.

CHAPTER 2 OTHER REQUIREMENTS

Authorized Representative

Each non-state entity is required to provide FP&C a copy of a resolution designating and authorizing an official of the non-state entity to act on behalf of the non-state entity in all matters pertaining to the Capital Outlay project, including certifying requests for State disbursements. This resolution should be included when the non-state entity transmits to FP&C the signed cooperative endeavor agreement. *No State funds can be disbursed without the resolution being provided to FP&C.*

The authorized individual must be from the non-state entity, and not a contracted consultant. Costs for historically typical owner administrative responsibilities are not eligible for State participation.

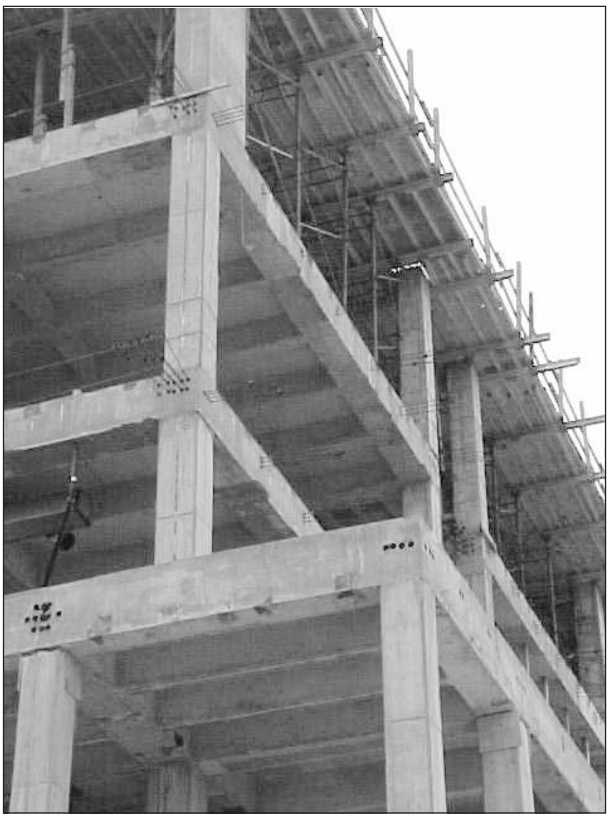
Local Match

If an appropriation includes "match", then the match can be cash match or something other than cash (in-kind match). If an appropriation specifically calls for "cash match", then the match must be cash. If an appropriation specifically calls for "in-kind match", then the match can be cash or something other than cash. The cooperative endeavor agreement budget will reflect the amounts of State funds and "other" funds in the cost categories' budgets ("other" funds can be cash match, the value of in-kind match, or both, depending on the appropriation language).

For construction costs at or below the Construction budget in the cooperative endeavor agreement, State participation will be at the percentage reflected in the cooperative endeavor agreement's Construction budget. If an eligible construction project is bid at an amount greater than the Construction budget in the cooperative endeavor agreement, and the entity wishes to fund the difference, then the State participation percentage will be the percentage the State Construction budget amount is to the total eligible construction cost.

If volunteer labor is to be used to install manufactured materials or equipment that is to be acquired with Capital Outlay funds, the materials or equipment must be purchased and installed prior to FP&C disbursements for the materials or equipment costs.

Third party in-kind match is allowable.



APPENDIX

Instructions for Completing Forms:

Request for Disbursement ii

Request for FP&C Concurrence in Real Estate Closing iv

Request for FP&C Concurrence in Construction Contract Award vi

Request for FP&C Concurrence in Equipment Purchase viii

Instructions for Completing the Request for Disbursement Form

The following comments are referenced to the Request for Disbursement form on the next page. The numbers relate to the form spaces that are filled in by an entity when requesting a disbursement of State funds.

1. Each time a request for disbursement is made, the sequential number of that request should be provided. For example, the first request for disbursement would be a "1". The second request, at a later date, would be "2", and so on.

2. This is for the vendor's invoice number. For construction contracts, this should be the number on the contractor's application for payment. If a non-state entity has already paid for the invoiced service and is seeking State reimbursement, a copy of the check the entity used to pay for service must be included with the Request for Disbursement.

3. Vendor name associated with the particular invoice. If a non-state entity has already paid for the invoiced service and is seeking State reimbursement, a copy of the check the entity used to pay for service must be included with the Request for Disbursement.

4. This is the Cost Code for the cost categories as listed in this booklet. Refer to the table at the bottom right corner of the Request for Disbursement form.

5. The actual dollar amount associated with a particular invoice. FP&C will calculate the amount that is State eligible.

6. The total actual dollar amount of all invoices associated with the request for disbursement. FP&C will calculate the amount that is State eligible.

7. Signature of the individual authorized by the non-state entity to certify invoices (see Chapter 2 for requirement of authorization resolution).

8. Date that the authorized individual signs the form.

9. Typed or printed name of the authorized individual who signed the form.

Request for Disbursement

Request No. _❶_

Project Number:	**Grantee**:
Project Name:	**Contact Person**
	Phone Number

Invoices Enclosed:

Invoice Number	Vendor Name	Cost Code*	Amount
❷	❸	❹	❺
		Total	❻

This document will hereby certify that each of the invoices on this list and attached list(s) is in accordance with the terms of the applicable contracts and/or agreements and that the services have been performed or the goods received. Furthermore, this certification also indicates compliance with the terms and conditions of the cooperative endeavor agreement by and between the State of Louisiana and the Grantee.

Certified Correct by Grantee: _____❼_____ Date: _____❽_____

(Signature)

_____❾_____

(Type or Print Name)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

*Cost Code	Category
RQ	Real Estate
PN	Planning
CN	Construction
MI	Miscellaneous
EQ	Equipment

Instructions for Completing the Request for FP&C Concurrence in Real Estate Closing

The following comments are referenced to the Request for FP&C Concurrence in Real Estate Closing form on the next page. The numbers relate to the form spaces that are filled in by an entity.

1. Check boxes indicating the information required and attached to the form.
2. Signature of the individual authorized by the non-state entity to certify invoices (see Chapter 2 for requirement of authorization resolution).
3. Date that the authorized individual signed the form.
4. Typed or printed name of the authorized individual who signed the form.

Request for FP&C Concurrence in Real Estate Closing

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Grantee

The following information is attached and Grantee requests FP&C's concurrence that the transaction is ready for closing.

❶

- ❑ State Certified General appraisal
- ❑ Preliminary title opinion attesting that the non-state entity will have good, clear, and merchantable title upon execution of the act of sale, or title insurance
- ❑ Phase I environmental assessment, prepared by an environmental professional according to current ASTM standard practice, that also considers asbestos containing materials, lead-based paint, lead in drinking water and wetlands
- ❑ Draft act of sale with warranty that the property is free of CERCLA defined hazards and petroleum products identified in the environmental assessment as existing or suspected.

Grantee: _____ ❷ _____ Date: _____ ❸ _____
(Signature)

_____ ❹ _____
(Type or Print Name)

To be completed by FP&C and returned to the Grantee

- ❑ FP&C concurs that the transaction is ready for closing
  (FP&C will initiate writing a check in the amount of $ _____)
- ❑ FP&C does not concur that the transaction is ready for closing
  Reason: _____
  _____

  (Grantee must resolve and then submit another Request for FP&C Concurrence in Real Estate Closing)

Project Manager: _____ Date: _____
(Signature)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!

Instructions for Completing the Request for FP&C Concurrence in Construction Contract Award Form

The following comments are referenced to the Request for FP&C Concurrence in Construction Contract Award form on the next page. The numbers relate to the form spaces that are filled in by an entity.

1. The total amount of the recommended bid or proposal, including all alternates.
2. Name of the contractor who submitted the recommended bid or proposal.
3. Check boxes indicating the information required and attached to the form. If match or in-kind match is not to be used, write "N/A" over the match item's checkbox. If the contract price is such that public advertisement is not required, write "N/A" over the checkbox pertaining to proof of ad publication.
4. Occasionally an entity will recommend executing change orders contemporaneously with the contract in order to bring the project within the available funds. If this is done, the change orders must be attached to this form. Other information may be included on a project by project basis.
5. Signature of the individual authorized by the non-state entity to certify invoices (see Chapter 2 for requirement of authorization resolution).
6. Date that the authorized individual signs the form.
7. Typed or printed name of the authorized individual who signed the form.

Request for FP&C Concurrence in Construction Contract Award

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Grantee

The following information is attached and the Grantee requests FP&C's concurrence in the award of the construction contract for $ ❶ (Total Bid) to ❷ (Contractor)

❸

- ❑ Final construction documents (plans and specifications)
- ❑ Construction document addenda
- ❑ Certification that the cooperative endeavor agreement's ownership of property requirements have been met
- ❑ Evidence of current commitment and availability of match and/or in-kind match
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or proposals with recommendation for award
- ❑ Certification that the procurement was in accordance with the Public Bid Law
- ❑ Other ❹

Grantee: ❺ *(Signature)* Date: ❻

❼ *(Type or Print Name)*

To be completed by FP&C and returned to the Grantee

- ❑ FP&C concurs in construction contract award
  (Grantee must submit a Request for Disbursement Form to draw from State funds)
- ❑ FP&C does not concur in construction contract award
  Reason: _____

(Grantee must resolve and then submit another Request for FP&C Concurrence in Construction Contract Award)

Project Manager: _____ *(Signature)* Date: _____

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!

Instructions for Completing the Request for FP&C Concurrence in Equipment Purchase

The following comments are referenced to the Request for FP&C Concurrence in Equipment Purchase form on the next page. This form must be submitted to FP&C when equipment is to be procured through a bidding process. The numbers relate to the form spaces that are filled in by an entity.

1. Name of the supplier who submitted the recommended bid or proposal.
2. The total amount of the recommended bid or proposal.
3. Check boxes indicating the information required and attached to the form. If the contract price is such that public advertisement is not required, write "N/A" over the checkbox pertaining to proof of ad publication.
4. Signature of the individual authorized by the non-state entity to certify invoices (see Chapter 2 for requirement of authorization resolution).
5. Date that the authorized individual signed the form.
6. Typed or printed name of the authorized individual who signed the form.

Request for FP&C Concurrence in Equipment Purchase

(Required if equipment is to be procured through a bidding process)

Project Number:	Grantee:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Grantee

The following information is attached and the Grantee requests FP&C's concurrence in purchasing equipment from _____❶_____ in the amount $ _____❷_____.
(Supplier)
(Total Bid)

↓❸

- ❑ Equipment list (with specifications, if applicable)
- ❑ Certified proof of publication of advertisement for procurement
- ❑ Certified tabulation of bids or quotes with recommendation for acceptance
- ❑ Certification that the procurement was in accordance with the Public Bid Law

Grantee: _____❹_____ Date: _____❺_____
(Signature)

_____❻_____
(Type or Print Name)

To be completed by FP&C and returned to the Grantee

- ❑ FP&C concurs with the equipment purchase
  (Grantee must submit a Request for Disbursement Form to draw from State funds)
- ❑ FP&C does not concur with the equipment purchase
  Reason: _____
  _____

  (Grantee must resolve and then submit another Request for FP&C Concurrence for the equipment purchase)
- ❑ FP&C concurs with the equipment purchase, with exceptions (see attachment)

Project Manager: _____ Date: _____
(Signature)

Remit to: Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!