WELCOME

Non-State Capital Outlay Training Manual

Capital Outlay Seminar: September 2020
By: Edwin Lee, Senior Manager
CONTACT INFORMATION

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Chapters 5 thru 12
2020 Non-State Entity Project Administration Process
CHAPTER 5
Cooperative Endeavor Agreement (CEA)

CHAPTER 6
Non-State Entity Guidelines

CHAPTER 7
Changing Project Descriptions

CHAPTER 8
Real Estate Acquisition

**BREAK (If needed)**

CHAPTER 9
Planning Contracts

CHAPTER 10
Construction Contracts

CHAPTER 11
Multi-Year Appropriations

CHAPTER 12
Furniture, Fixtures Equipment Purchase

**THE END**
PROGRAM CONFIGURATION

- Funds are appropriated to FP&C (not a grant program)

- Cooperative Endeavor Agreements (CEA) are established (contract between the state and entity)

- FP&C Project Managers administer the project

- Funds are disbursed on a as-need basis

- For eligible contracts subsequent to CEA
DO NOT SIGN ANY CONTRACTS

UNTIL YOU HAVE CONTACTED YOUR PM

Contracts executed prior to the date of the CEA, prior to the date cash was made available for the state appropriation, or prior to FP&C concurrence ARE NOT ELIGIBLE for State participation
VARIOUS PROJECT TYPES

Alario Center

Interior

USO Pavilion – Amer. Sector Bar

WWII Museum-Theatre
Audubon Zoo
Audubon Zoo – Bull Elephant Fountain
BUILDINGS & INTERIORS

N. LA Criminalistics Laboratory
GBRPC Maritime Special Operations Center

Conference Room

Control Room
Terrebonne Parish EOC
Jefferson Parish Business Park: Science and Technology Academy and Conf. Center
FACILITY PLANNING AND CONTROL
STATE OF LOUISIANA DIVISION OF ADMINISTRATION

BUILDINGS & INTERIORS

Audubon Elephant Barn

Clinton Courthouse

AG Building

Visitors Center-Forts Randolph and Buhlow
INFRASTRUCTURE PROJECTS

Playground
FACILITY PLANNING AND CONTROL

STATE OF LOUISIANA DIVISION OF ADMINISTRATION

INFRASTRUCTURE PROJECTS

Drainage Rip-Rap  Pump Station  Generator @ Pump Station

HVAC Installation  Boat Launch  Street Paving and Drainage
INFRASTRUCTURE PROJECTS

- Aviation Fuel Storage Tank
- Liq. Fertilizer Storage Tank
- Sewer Lift Station
- Sewer Treatment Improv.
- Drainage Pump Station
- Nature Boardwalk
FILM INDUSTRY

HURRICANE ON THE BAYOU

DIVISION OF ADMINISTRATION

STATE OF LOUISIANA

FACILITY PLANNING AND CONTROL
CHAPTER 5

Cooperative Endeavor Agreements (CEA)
Excerpt from HB 2 – Act 2 of 2020

- Must have a fully executed CEA from FPC
- Before entering into any contracts which obligate State funds
- Must follow all laws pertaining to public bidding
- If an Entity enters into a contract prior to receipt of funds or
- Prior to execution of a CEA, then all payments under such contracts are Prohibited from capital outlay appropriations and are the responsibility of the Entity
Key Points – Cooperative Endeavor Agreement (CEA)

- CEA Data Form starts the process (return promptly)
- Appropriation must be at least partially funded
- Draft CEA is developed (Terms and Conditions & Funding Summary) reviewed by PM and final sent to Entity
- Funding Summary of CEA (Identifies all State Capital Outlay Funding & Entity’s Share - 25% Match Requirement)
- FP&C will send final CEA and Funding Summary to Entity for signature, dating, and witnessing
| **Complete form and return to:** | Facility Planning and Control  
Capital Outlay Section  
Post Office Box 94336  
Baton Rouge, LA 70804-9806 | Telephome: (225) 342-8823  
Fax: (225) 342-7624  
Email: capitaloutlay@lde.state.la.us |
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<tr>
<td><strong>Project Name:</strong></td>
<td>FIRE STATION EXPANSION, ACQUISITION, PLANNING AND CONSTRUCTION</td>
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<tr>
<td><strong>Parish(ies):</strong></td>
<td>EVANGELINE</td>
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| **FPSC Project #:** | 10-MZ2-10-01  
Act #: 20  
Year #: 2018  
Page #: 58 |
| **Entity Name:** | TOWN OF MARAIS |
| **Entity Address:** | MAYOR PLACIDE GUDRY |
| **Federal Identification Number:** | 72-8888888 |
| **Person authorized to sign Cooperative Endeavor Agreement (Name and Title):** | MAYOR PLACIDE GUDRY |
| **Telephone:** | 337-123-4567  
Fax #: 337-123-4567 |
| **Contact Person (Name and Title):** |  
| **Telephone:** | 337-123-4567  
Fax #: 337-123-4567  
E-Mail:  
MGOUDRY1@GMAIL.COM |
| **Please attach the following, if applicable:** |  
- Proof that funds have been pledged and set aside to meet match requirement  
- Verification of 80/20 or other matching requirement |

- **Authorized Representative**
Key Points – Review of Draft CEA & Funding Summary

- Look at HB 2 – Act 2 of 2020 (Capital Outlay Act)
  - Check Entity, Project Title, Project Number, & Funding

- CEA Funding Summary list all State Capital Outlay Funding
  - Identify Funding Source, GF, CLOC, NLOC
  - Look at match, minimum 25% match required unless exempted
  - Max: Design 10%, Misc. 5% of construction cost
  - Limit FP&C involvement and increase project schedule efficiency by consolidating State Funds
  - Does the project meet function and intent of Capital Outlay Request
  - Will the project be fully functional
COOPERATIVE ENDORSEMENT AGREEMENT BETWEEN
THE STATE OF LOUISIANA and
TOWN OF MARAIS
FIRE STATION EXPANSION, ACQUISITION, PLANNING AND CONSTRUCTION
(HYANNIS)
FP&C Project No. 50-MZZ-18-01

In accordance with Article VII, Section 14 of the 1974 Constitution of the State of Louisiana (Constitution), the STATE OF LOUISIANA (State), herein represented by MARK A. MOSES, DIRECTOR, OFFICE OF FACILITY PLANNING AND CONTROL (FP&C) OF THE DIVISION OF ADMINISTRATION (DOA), and TOWN OF MARAIS (Entity), a not-for-profit organization, herein represented by MAYOR PHILIPPE GUISRY, do hereby enter into a Cooperative Endorsement Agreement (Agreement) made public for the purpose herein declared.

ARTICLE I

1.1 WHEREAS, the Capital Outlay Act (Act), adopted in accordance with Article VI, Section 5 of the Constitution, is the comprehensive capital outlay budget required by said Article VI, Section 5, and contains an appropriation for the Entity for the Project Number and Project Description (Project) as set forth in the State Funding Summary ("Funding Summary") attached hereto for reference only and

1.2 WHEREAS, the Omnibus Bond Act of the Louisiana Legislature (OBA), adopted in accordance with Article VII, Section 6 of the Louisiana Constitution of 1974, provides for the issuance by the State Bond Commission of State General Obligation Bonds ("State Bonds") of the project contained in the Act, including the Project, which bonds are to be secured by a pledge of the faith and credit of the State, as well as by monies dedicated to and paid into the Security and Redemption Fund, as provided in Article VII, Section 9 of the Constitution, which authorization includes the creation, if applicable, of State General Obligation Bonds for the Project ("Project Bonds") as set forth in the Funding Summary; and

1.3 WHEREAS, if applicable, the Entity has submitted the State with evidence of the availability and commitment of Local, Federal or Non-State Matching Funds for the Project, as set forth in the Funding Summary; and

1.4 WHEREAS, the State appropriated State General Fund (Direct) or other sources of cash for the Project or the Bond Commission to effect a cash flow of cash and/or a non-cash line of credit for the Project in the amount(s) as stated in the Funding Summary; and

1.5 WHEREAS, the Act provides that all of the funds appropriated, in the absence of express language to the contrary, shall be considered as having been appropriated directly to FP&C and shall be administered by FP&C under Cooperative Endorsement Agreements;

IT IS HEREBY AGREED by the State and the Entity that:

ARTICLE II
PURPOSE

2.1 The purpose of this Agreement is to set forth the terms of administering the Project by FP&C. FP&C will administer this Project in accordance with the Non-State Entity Capital Outlay Administrative Guidelines, January, 2019 ed. (the “Guidelines”), which is incorporated herein and made a part of this Agreement. As required by Section 147(e) of the Internal Revenue Code of 1986, as amended (the “Code”), the Entity hereby understands and agrees that, in addition to the requirements of the Guidelines, no proceeds of the Project Bonds can or will be used for airplanes, elevators or housing private homes, health clubs facilities, facilities primarily used for gambling, or any store the principal business of which is the sale of alcoholic beverages for consumption off-premises.
EXHIBIT A

COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE STATE OF LOUISIANA and TOWN OF MARAIS
Crawfish Museum, Planning and Construction
FP&C Project No. 5b-MZZ-11-01 (Evangeline)

COSTS AND FUNDS THIS AGREEMENT ($):

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<th>COST CATEGORIES</th>
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<th>NON-CASH LINE OF CREDIT</th>
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<td><strong>$ 550,000</strong></td>
<td><strong>$ 250,000</strong></td>
<td><strong>$ 750,000</strong></td>
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Federal Tax Identification No. for Entity: 72-9999999

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.

EXHIBIT B

COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE STATE OF LOUISIANA and TOWN OF MARAIS
Crawfish Museum, Planning and Construction
FP&C Project No. 5b-MZZ-11-01 (Evangeline)

State of Louisiana-ISIS Financial System-State Funding Summary

<table>
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OLD FORMAT

OLD FORMAT
FUNDING SUMMARY
THE STATE OF LOUISIANA and
Town of Abbeville
Fire Station Expansion, Acquisition, Planning and Construction
(Plaquemines)
FP&C Project No. 50-NNZ-18-01

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TOTAL: $200,000 $350,000 $250,000 $4,000,000

Federal Tax Identification for Entity: 72-9999999

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. Total in “Other” column equals required 25% match as reflected in Article XV.
4. The estimated cost of construction is $975,000 per the 2019-20 Capital Outlay Request.
CHAPTER 6

Non-State Entity Guidelines
October 2019
Introduction

CHAPTER 1. Allowable Costs
- Real Estate Acquisition
- Planning
- Construction
- Miscellaneous
- Equipment
- Escrow
- Administration

CHAPTER 2. Other Requirements
- Authorized Representative
- Local Match

Appendix

Instructions for Completing Forms
- Request for Disbursement
- Request for FP&C Concurrence in Real Estate Closing
- Request for FP&C Concurrence in Construction Contract Award
- Request for FP&C Concurrence in Equipment Purchase
Introduction

- The Non-State Capital Outlay Administration Guidelines (Guidelines) is part of the CEA (by reference) and therefore a component of a contract between the State and Entity.

- FP&C disburses State Funds on an as-need basis to assure:
  
  - 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’s Role in Administering Projects

- Is “reactive” and in place to:

- Ensure the project is Functional and within the Intent of the Capital Outlay Request and Act

- Ensure conformance with the Public Bid Law (Chapter 10 of Title 38)

- Administer in accordance with FP&C approved contracts, including the CEA

- Ensure reasonable costs are paid by the State

- When the CEA is returned to the Entity for signature the cover letter will list a link to download the guidelines

- Download at https://www.doa.la.gov/Pages/ofpc/Non-State/Non-State.aspx
Contracts executed prior to the date of the CEA, prior to the date cash was made available for the state appropriation, or prior to FP&C concurrence ARE NOT ELIGIBLE for State participation
CHAPTER 7

Changing Project Descriptions
Interim Emergency Board (IEB) RS 39:461

Changing Capital Outlay Project Descriptions:

- To correct a mistake in a project description, clarify a description, change the scope of a description, or any other adjustment the board deems necessary to implement the purpose of the project

- The board shall not consider an adjustment to any project description unless it receives a written request from the legislators in whose district or districts the project is located and from the entity for which the project funding has been appropriated.

- Approval is by majority vote of the elected members of each house of the legislature (takes several months)

- Found on State Legislature website (Miscellaneous Committees)
The board shall not have the authority to do any of the following:

- Change the amount of funding allocated to any project
- Change the source of funds for any project
- Change the local match required of any project
- Change the entity for which the project funding has been appropriated, except to correct the legal name of such entity or unless the entity provides to the commission its written consent for such change
- Change the parish and/or other political subdivision in which the description requires the project to be located
CHAPTER 8

Real Estate Acquisition
Key Points – Real Estate Acquisition

- When acquiring land or immovable property with Capital Outlay funds, prior to closing, FP&C must review and approval the proposal, (Scope defined in the Capital Outlay Request)

- Disbursement for property cannot exceed fair market value

- Some closing costs can be eligible for State participation

- FP&C will require existing mortgages, etc., be satisfied prior to disbursing funds

- Unless the appropriation is for real estate acquisition only, Entity will need to demonstrate adequate funding to complete a project prior to property acquisition
Information Required with Submittal

1. State Certified General Appraisal

2. Preliminary title opinion attesting to good, clear, and merchantable title upon execution of act of sale, or title insurance

3. Phase 1 environmental assessment according to ASTM standards

4. Draft act of sale with warranty the property is free of hazards identified in the environmental assessment report

5. Evidence of commitment of funds and availability of match

*****FP&C must concur prior to closing*****
TAKE A BREAK ?
CHAPTER 9

Planning Contracts
**Key Points – Design Contract**

- Submit proposal to FP&C before you execute contract to determine level of State participation, if any.

- If you execute a contract prior to receipt of funds or execution of the CEA, the State cannot participate in these costs.

- FP&C will reimburse the entity for a *reasonable* fee.

- On State Funding Summary, 10% max. of construction is a budget only, not automatic fee.

- FP&C Non-State Projects do not have a State fee curve for determining fees unlike State owned projects which do have a fee curve.

- FP&C is contracted by CEA with the Entity, not the designer, therefore all communication should be through the Entity. The Entity is responsible for forwarding copies of applicable correspondence to its consultants.
Key Points - Design Contract

- **Function and Intent:** does the project scope meet the function and intent of the Capital Outlay Request (COR) and Act

- **Fee:** is the cost reasonable for complexity of project (there is no fee curve for Non-State Projects)

- **Payment Schedule as example:**
  - Schematic Design Phase 15%
  - Design Development Phase 20%
  - Construction Document Phase 30%
  - Bidding and Contract Phase 5%
  - Construction Administration 30%

- **Resident Project Representative:** is it applicable to the type of project

- **Additional Services & Reimbursable Expenses:** State must approve proposal, no markups allowed
Key Points – Construction Documents Review

Urge that a submission is made PRIOR to advertising !!!!!!

- FP&C is not responsible for correctness of design:
  - Review is provided as a courtesy to avoid public bid problems and potential change orders

- Function and Intent:
  - Does the design meet the function and intent of the COR and Act
  - Is the cost estimate within the budget / available funds

- Specifications:
  - Are they complete and coordinated
  - Do they meet the Public Bid Law
  - Advertisement
  - 5% bid bond, performance and payment bonds
  - No closed specifications unless permitted by LA R.S. 38:2290-96
  - Is the bid form the Louisiana Uniform Public Work Bid Form
  - Anything in the bidding process which might cause possible rejection of bids
  - Any obvious technical problems to prevent future change orders (the State does not pay for errors and pays a percentage for omissions)
Key Points – Construction Documents Review (continued)

- **Drawings:**
  - Are they complete and meet the public bid law
  - Any obvious technical problems to prevent future change orders

- **Permits:**
  - Entity is responsible for obtaining all local, state, and federal permits
  - Building project, State Fire Marshal approval if applicable
  - Road or Sewer project, are DOTD or Railroad permits required
  - Is ownership of property an issue, i.e. have servitudes or leases been obtained (will need prior to FP&C concurrence of contract award)

- **Proposed Construction Contract:**
  - Is the entity a signatory

- **Conclude all reviews with warning:**
  - Entity must submit a Request for FP&C Concurrence in Construction Contract Award for with accompanying documentation prior to awarding a contract
Key Points - Public Bid Law Review

- **Applicable Statutes:**
  - Chapter 10 Title 38 of the Louisiana Revised Statutes

- **Estimated Cost:**
  - R.S. 38:2212(A)(3)(i) states if designer’s estimate is more than funds budgeted, project can not be advertised
  - Designer’s estimate shall be read aloud upon opening bids

- **Method of Securing Bids (R.S. 38:2212 (A)(1)(a):**
  - Cost expected to be over $250,000 (effected July 1, 2020) must be advertised, publicly bid, awarded to the lowest responsible bidder
  - Must use “Louisiana Uniform Public Work Bid Form” (On FPC website)
Key Points – Public Bid Law Review (continued)

- Advertisement (R.S. 38:2212(G)(1):
  - Published once a week for three weeks in a newspaper in the locality (Official Journal)
  - First ad not on a Saturday, Sunday, or Legal Holiday
  - First ad at least 25 days prior to bid opening
  - If mandatory (recommend voluntary) pre-bid conference must be in first ad

- Instruction to Bidders:
  - Plan deposits (twice actual cost of reproduction) (R.S. 38:2212(A)(1)(e)
  - Prime bidders get first set full refund others get ½ deposit back if returned in good condition
  - Submission of bids (R.S. 38:2214)
Key Points – Public Bid Law Review (continued)

- **Alternates (R.S. 38:2212(A)(3)(e):**
  - No more than three and must be taken in order unless the bidder is not affected

- **Addenda (R.S. 38:2212(C):**
  - Issuance and bid postponements

- **Bonds Required:**
  - Bid Bond (R.S. 38:2218)
  - Performance Bond (R.S. 38:2216; R.S. 38:2219)
  - Payment Bond (R.S. 38:2218; R.S. 38:2241)

- **Product Equals (R.S. 38:2212(F)(2):**
  - Standard of quality statement
  - Utilize “or approved equal” in the technical portion of the specs.
Key Points – Public Bid Law Review (continued)

- **Retainage (R.S. 38:2212(A)(3)(e):**
  - 10% if <$500,000 and 5% if = or >$500,000

- **Project Closeout (R.S. 38:2248(A)(B):**
  - Certificate of Substantial Completion/Acceptance
  - Costed Punch List (if applicable)
  - 45 Clear lien Certificate (when retainage payment is released)

- **Closed Specifications (R.S. 38:2290-2296):**
  - Not allowed except for few exceptions
  - When allowed
  - What is required
  - Separate line item on bid form
LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: ___________________________________________ BID FOR: ___________________________________________

(Owner to provide name and address of owner) (Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understood the Bidding Documents; b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda; c) has personally inspected and is familiar with the project site; and hereby proposes to provide all labor, materials, tools, appliances, and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referred project, all in strict accordance with the Bidding Documents prepared by: ____________________________ and dated: ____________________________

(Bidder to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Contractor has assigned to each of the addenda that the Bidder is acknowledging). ____________________________________________

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated “Base Bid” but not alternate) the sum of: ____________________________________________

Dollars ($ ____________)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether added or deducted for the lump sum of: ____________________________________________

Dollars ($ ____________)

Alternate No. 2 (Owner to provide description of alternate and state whether added or deducted for the lump sum of: ____________________________________________

Dollars ($ ____________)

Alternate No. 3 (Owner to provide description of alternate and state whether added or deducted for the lump sum of: ____________________________________________

Dollars ($ ____________)

NAME OF BIDDER: __________________________________________

ADDRESS OF BIDDER: __________________________________________

LOUISIANA CONTRACTOR'S LICENSE NUMBER: __________________________________________

NAME OF AUTHORIZED SIGNATORY OF BIDDER: __________________________________________

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: __________________________________________

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: __________________________________________

DATE: ____________________________

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

1. The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** A CORPORATE RESOLUTION OR WRITTEN EVIDENCE of the authority of the person signing the bid for the public work as prescribed by L.A.R.S. 38:2212(A)(3).

BID SECURITY in the form of a bid bond, certified check, or cashier’s check as prescribed by L.A.R.S. 38:2212(A) attached to and made a part of this bid.
### LOUISIANA UNIFORM PUBLIC WORK BID FORM
#### UNIT PRICE FORM

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**Wording for “DESCRIPTION” is to be provided by the Owner.**

**All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.**
Contracts executed prior to the date of the CEA, prior to the date cash was made available for the state appropriation, or prior to FP&C concurrence ARE NOT ELIGIBLE for State participation.
CHAPTER 10

Construction Contracts
Key Points – FP&C Concurrence in Const. Contract Award

- **Final Construction Documents:**
  - Have they been previously reviewed for
  - Function and intent and possible public bid “fatal flaws”

- **Ownership of Property:**
  - Certification by authorized representative required

- **Current Commitment and Match:**
  - Certification the entity will provide any funds needed to complete the project

- **Proof of Advertisement:**
  - Certified statement by publisher and copy of ad

- **Public Bid Law Requirements:**
  - Certification that the procurement meets public bid law

“Fatal Flaws” are discussed with the Louisiana Attorney General’s Office for final verification
FP&C must concur prior to the actual Award

Information Required with Submittal

1. Final Const. Docs
2. Construction Addenda
3. Certification that Ownership of property has been met
4. Evidence of current commitment and availability of match
5. Certified proof of public advertisement
6. Certified tabulation of bids with recommendation for award
7. Certification the procurement was in accordance with the Public Bid Law
### Request for Disbursement

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</table>

**Total**

This document will hereby certify that each of these 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: ____________________________

(Date: ____________________________)

(Signature of Authorized Representative)

(Type or Print Name)

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ</td>
<td>Real Estate</td>
</tr>
<tr>
<td>EQ-Real</td>
<td>Real Estate</td>
</tr>
<tr>
<td>CN</td>
<td>Construction Services</td>
</tr>
<tr>
<td>CN-TS</td>
<td>3rd Party Testing during Construction</td>
</tr>
<tr>
<td>Equipment</td>
<td>Equipment</td>
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<tr>
<td>Design</td>
<td>Basic Design Services</td>
</tr>
<tr>
<td></td>
<td>Design Miscellaneous</td>
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<tr>
<td>R1</td>
<td>Topo</td>
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<tr>
<td>R2</td>
<td>Geo</td>
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<tr>
<td>R3</td>
<td>Environmental</td>
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<tr>
<td>R4</td>
<td>Testing Lab Fees</td>
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<td>R5</td>
<td>Other Reimburseables</td>
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<tr>
<td>A1</td>
<td>Additional Design Services</td>
</tr>
<tr>
<td>M1-TS</td>
<td>3rd Party Testing/Lab Fees</td>
</tr>
</tbody>
</table>

**Remit to:** Facility Planning & Control
LA Division of Administration
Post Office Box 94005
Baton Rouge, LA 70804-9005

Revised 8/31/18
### FACILITY PLANNING & CONTROL - GL CODES

**Design - Basic Fee and Construction contracts should use the GL that best represents the Scope of the Capital Outlay Project**

<table>
<thead>
<tr>
<th>Misc. Capital Outlay Expenditure G/Ls:</th>
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<tbody>
<tr>
<td>5710237</td>
</tr>
<tr>
<td>5210020</td>
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<tr>
<td>5510001</td>
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</tr>
<tr>
<td>5710238</td>
</tr>
<tr>
<td>5710278</td>
</tr>
</tbody>
</table>

**Design Reimbursable Expenses:**

| 5710603  | Capital Projects - Environmental Services, Air Monitoring, Archaeology Monitoring |
| 5710604  | Capital Projects - Geotechnical Services |
| 5710605  | Capital Projects - Survey (Topographic) Services, Elevation Certificate, Subsurface Infrastructure Survey |
| 5510400  | Prof Services - Other, AV Commissioning, Structural Investigation, Printing, Permit fees, RPR Inspection, Electronic Plan Dist., Radiation Testing |

**Capital Outlay Scope of Work G/Ls:**

| 5510041  | Pollution Remediation - All expenditures associated with Pollution Remediation |
| 5530001  | Maintenance - Expenditures associated with the maintenance of buildings. This includes HVAC replacements and re-roofing of buildings |
| 5710219  | Land Acquisitions - Expenditures associated with the purchase of land, right-of-ways, etc. Includes taxes, survey fees, legal fees, and other purchase related costs |
| 5710180  | Capitalized Buildings - Expenditures associated with the construction of new buildings expected to costs at least $100,000.00 |
| 5710275  | Construction - Expenditures associated with the construction of new buildings expected to costs less than $100,000.00. |
| 5710181  | Infrastructure - Expenditures associated with the construction or maintenance of infrastructure including levee systems improvements, ferry landing improvements, oxidation pond improvements, water wells, sewer/wastewater improvements, drainage ditches, exterior lighting systems, traffic signal installation, radio/TV towers, roads, interstates, highways, railroad tracks, airport runways and taxiways, bridges, tunnels, boat ramps, boat docks, piers, wharves, boardwalks. *Infrastructure is not associated with a building. |
| 5610001  | Major Land Improvements - Expenditures associated with the cost of repairs or improvements to land, this physically alters the land. Included would be landscaping projects, improving and repairing roads, parking lots, sidewalks, paths and trails, playgrounds, erosion control |
| 5610002  | Major Building Renovations - Expenditures associated with renovations or major repairs which physically alter existing buildings and facilities |
### FP&C GL Coding Requirements for Equipment Purchased with Capital Outlay Funds

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5710221</td>
<td>ACQ-COMPUTER HARDWARE</td>
</tr>
<tr>
<td>5710222</td>
<td>ACQ-COMMUNICATIONS EQUIP</td>
</tr>
<tr>
<td>5710224</td>
<td>ACQ-OFFICE FURNITURE &amp; EQUIPMENT</td>
</tr>
<tr>
<td>5710225</td>
<td>ACQ-JANITORIAL/HOUSEHOLD EQUIPMENT</td>
</tr>
<tr>
<td>5710226</td>
<td>ACQ-CONSTRUCTION &amp; OTHER EQUIPMENT</td>
</tr>
<tr>
<td>5710227</td>
<td>ACQ-MEDICAL EQUIPMENT</td>
</tr>
<tr>
<td>5710228</td>
<td>ACQ-FARM, AGRICULTURAL, RESEARCH EQUIPMENT</td>
</tr>
<tr>
<td>5710229</td>
<td>ACQ-SECURITY/LAW ENFORCEMENT EQUIPMENT</td>
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<tr>
<td>5710230</td>
<td>ACQ-EDUCATIONAL/RECREATIONAL EQUIP</td>
</tr>
<tr>
<td>5710231</td>
<td>ACQ-MOBILE STRUC/PORTABLE BLDGS</td>
</tr>
<tr>
<td>5710232</td>
<td>ACQ-LIBRARY</td>
</tr>
<tr>
<td>5710234</td>
<td>ACQ-ANIMALS &amp; LIVESTOCK</td>
</tr>
<tr>
<td>5710235</td>
<td>ACQ-DATA COMMUNICATIONS NETWORK EQUIPMENT</td>
</tr>
<tr>
<td>5710236</td>
<td>ACQ-OTHER</td>
</tr>
<tr>
<td>5710250</td>
<td>ACQ-AUTOMOBILES &amp; OTHER VEHICLES</td>
</tr>
<tr>
<td>5710251</td>
<td>ACQ-BOATS</td>
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<tr>
<td>5710252</td>
<td>ACQ-AIRCRAFT</td>
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<tr>
<td>5710253</td>
<td>ACQ-COMPUTER SOFTWARE</td>
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<tr>
<td>5710609</td>
<td>OTHER PROFESSIONAL SERVICES (INSTALLATION OF EQUIPMENT)</td>
</tr>
<tr>
<td>5510400</td>
<td>PROFESSIONAL SERVICES TO MOVE EQUIPMENT</td>
</tr>
</tbody>
</table>

**Important Note:**

If the equipment cost over $5,000.00 and should be capitalized, include "FPCXCAPEQUIP" with a G/L from the list above to the purchase order and invoice; otherwise, add "Equipment should not be Capitalized" to the purchase order and invoice.
Contracts executed prior to the date of the CEA, prior to the date cash was made available for the state appropriation, or prior to FP&C concurrence ARE NOT ELIGIBLE for State participation.
CHAPTER 11

Multi-Year Appropriations
HB 2  Multi-Year Appropriations

**FY 2015-2016**

50/MZZ  MARAIS  
Fire Station Expansion, Acquisition, Planning & Construction

Priority 2  $750,000  *(was not funded)*

**FY 2017-2018**

50/MZZ  MARAIS  
Fire Station Expansion, Acquisition, Planning & Construction

Priority 2  $200,000  *(rec'd CLOC)*
Priority 5  $550,000  *(rec'd NLOC)*

Total  $750,000

**FY 2019-2020**

50/MZZ  MARAIS  
Fire Station Expansion, Acquisition, Planning & Construction

Priority 1  $750,000  *(rec'd CLOC)*

25% Match Required  =  $250,000

*Total Project Budget*  =  $1,000,000
CHAPTER 12

Furniture, Fixtures & Equip. Purchases
Key Points - Equipment Purchases
Includes Moveable Equipment and Construction Materials

- **Equipment Purchase and Concurrence Form**
  - Prior to procurement, submit the equipment list (with specifications if applicable) to FP&C for review and confirmation of eligible items.
  - Actual and reasonable costs can be eligible for State participation.
  - All equipment purchases must be done under written contracts or purchase orders.

- **Public Bid Law Requirements (R.S. 38:2212.1)**
  - Purchases > $30,000 shall be publicly advertised to lowest bidder.
  - Published two times first ad not on a Saturday, Sunday, or legal holiday.
  - First ad at least 15 days prior to bid opening.
  - $10,000 - $30,000 must have (3) quotes.
  - <$10,000 PBL does not require (3) quotes (FP&C prefers).

- **FP&C Concurrence in Equipment Purchase**
  - Contracts executed prior to Concurrence are not eligible for State participation.
Information Required with Submittal

1. Equipment List with Specs if applicable
2. Certified proof of public advertisement for procurement
3. Certified tabulation of bids or quotes with recommendation for acceptance
4. Certification that the procurement was in accordance with the Public Bid Law
5. Evidence of commitment of funds and availability of match

*****FP&C must concur prior to the actual Award*****
Contracts executed prior to the date of the CEA, prior to the date cash was made available for the state appropriation, or prior to FP&C concurrence ARE NOT ELIGIBLE for State participation

DO NOT SIGN ANY CONTRACTS

UNTIL YOU HAVE CONTACTED YOUR PM
CONCLUSION

It is easier to ask for forgiveness than to ask for permission
JUST REMEMBER

WE’RE WITH THE GOVERNMENT AND WE’RE HERE TO HELP
? CONFUSED ?

? ANY QUESTIONS ?