CAPITAL OUTLAY TRAINING SEMINAR for Non-State Entities
POINTS TO REMEMBER

- Capital Outlay Bill Development is a statutory process
- Funding for Capital Outlay projects is extremely competitive
- Understanding the requirements is your best chance for success
- There are resources available to you
PERCEPTION OF CAPITAL OUTLAY

Submit Capital Outlay Request

Capital Outlay Process “Black Box”

Included in the Act and received funding

Included in the Act, but did not receive funding

Not included in the Act
FY 10-11 Capital Outlay Requests for Discretionary Funding Total $2.0 Billion

- State Agencies: 35.3% of requests received ($1.052 B)  
  Total Requests: 372

- Non State Entities: 64.7% of requests received  
  ($0.921 B)  
  Total Requests: 681
Capital Outlay Process

PROCESS OVERVIEW
HOW LONG DOES THE PROCESS TAKE?

**BEST CASE SCENARIO**

- **Nov 2009**: Funds Requested
  - Capital Outlay Request submitted in eCORTS
- **July 2010**: Funds Appropriated
  - Project included in Capital Outlay Act
- **Sep 2010**: Project Funded
  - Project receives a Line of Credit from the Bond Commission
- **Oct 2010**: Cooperative Endeavor Agreement Executed
- **Nov 2010**: Funds Available
Capital Outlay Budget Process

- Capital Outlay Requests Submission (August/September through November)
- Governor’s Budget Development (November through March)
- Original bill submitted to House (8th day of Regular Session)
- Legislature modifies and approves bill (throughout the Regular Session)
- Governor signs bill into law (within 20 days of receipt of the bill)
**CAPITAL OUTLAY BUDGET PROCESS**

- Commissioner’s Appropriation Memo (July)
- Reauthorized Lines of Credit (July)
- New Lines of Credit (usually August or September)
- Commissioner’s Memo Regarding Unfunded Projects (late September, early October)
CAPITAL OUTLAY DEADLINES

- Requests due November 1
  R.S.39: 101 A

- Requests submitted after November 1 must be:
  - certified as economic development by Secretary of DED; OR
  - approved by Commissioner of Administration as an emergency project; OR
  - approved by the Joint Legislative Committee On Capital Outlay prior to last day for introducing bills in session

R.S. 39:112 C
HOUSE BILL 2: THE CAPITAL OUTLAY BILL

- Originally proposed by Governor and later amended by the Legislature
- Always House Bill 2 (HB 2)
- Introduced in House Ways & Means
- Considered by two House Committees (Ways and Means, Appropriations) then moves to the House floor.
- Considered by two Senate Committees (Revenue and Fiscal Affairs, Finance) then moves to the Senate floor.
- Goes back to House floor for concurrence
EXECUTIVE ACTIONS

- Typically, the governor has 20 days to act on a bill (after receiving it from the Legislature).

- The governor can line item veto appropriations.
NOTIFICATION LETTER FROM COMMISSIONER

- Sent in July
- Goes to all entities who receive an appropriation, even if it has not yet been funded
- Will include a Request for Line of Credit form as an enclosure if your request may be considered for a new line of credit
- Will include a Cooperative Endeavor Agreement Data form as an enclosure if there is not an executed cooperative endeavor agreement for your project
“FUNDING” OF CAPITAL OUTLAY REQUESTS

Requests that are shown in the Capital Outlay Act have been **appropriated**

Requests have been **funded** when the appropriated funds become available.

- General Fund appropriations are funded when the Act becomes effective.

- General Obligation Bond appropriations are funded when they receive lines of credit.
In 1993, the Legislature started a policy of limiting the authorization of new capital outlay bond lines of credit to $200 million per year.

Act 911 of the 2008 Regular Session incorporated this policy into the Revised Statutes.

This $200 million, adjusted for inflation puts the limit at $335 million for FY 09-10.

R.S. 39:112 F
LINES OF CREDIT FOR GENERAL OBLIGATION BONDS

- **Priority 1**
  reauthorizes previous lines of credit

- **Priority 2**
  requires new cash line of credit for funding

- **Priority 5**
  requires noncash line of credit for contract authority – not for cash flow
Must have Cooperative Endeavor Agreement with FP&C prior to obligation of state funding

Contracts entered into prior to execution of Cooperative Endeavor Agreement are not eligible for capital outlay funding

All projects must follow the Non-State Entity Capital Outlay Administrative Guidelines, which are a part of the Cooperative Endeavor Agreement
Capital Outlay Process

DEVELOPMENT AND ENACTMENT
CAPITAL OUTLAY REQUESTS

Should be submitted:

- By November 1
- For projects falling within the definition of R.S. 39:2(9)
- Through the senator and representative in whose district the proposed capital project will be located
- To the Office of Facility Planning and Control no later than November 1\textsuperscript{st} of each year

R.S. 39:101
Capital Outlay is defined by statute as:
“expenditures for acquiring lands, buildings, equipment, or other permanent properties, or for their preservation or development or permanent improvement”

R.S 39:2(9)
GUIDELINES FOR CAPITAL OUTLAY PROJECTS

- Anticipated useful life of 20 years or more
- Value or cost of at least $100,000
- Examples include:
  - land acquisition
  - site development and improvement
  - acquisition or construction of buildings
  - additions or expansions of existing structures
GUIDELINES FOR CAPITAL OUTLAY PROJECTS

Examples of requests that should not be included:
- painting
- flooring
- minor repair
- movable equipment and furnishings not associated with a new building
- materials and supplies
CAPPED OUTLAY REQUESTS

Shall include a detailed project description and justification including an analysis of need with:

 Corroborative data
 A reasonable estimate of when the project will be needed
 The project’s proposed location

R.S. 39:102
CAPITAL OUTLAY REQUESTS

- The cost of equipping and furnishing the project
- The space utilization plan of the requesting agency
- The cost of opening and operating the facility for the first year
- The estimated annual operating and maintenance costs of the facility

R.S. 39:102
The method and source of financing for each of the next five years

The estimated completion date of the project

An identification and description of other similar facilities and projects in the given area and an evaluation of their capabilities to meet needs.

R.S. 39:102
REQUIREMENTS FOR CAPITAL OUTLAY REQUESTS

- A Letter of Support from the Senator or Representative for the district where the project is located is required and must be received by November 1st

R.S. 39:101 B

- Act 911 of the 2008 Regular Session amended the Revised Statutes to required a 25% local match unless the entity can demonstrate an inability to provide this required match

R.S. 39:112 E(2)
Capital Outlay Process

COMPLETING THE ECORTS FORM
**Project:** Offices for the Southern Louisiana Health Center

**Title:**

**Location:** New Orleans

**Priority:** Local/Agency 2 of 6

**Department 50 MISC NONSTAT**

- **Parish:** ORLEANS

**Agency:** CS1 LLGFCDA

**House District:** 100

**Schedule 50-C31**

**User:** VFA

**Contact:** Robert Smith

**Phone:** 225-555-2651

**Fax:** 225-358-4070

**Email:** rsmith@yahoo.com

**Address:** 256 Summer Street

**City/State/Zip:** New Orleans, LA 70130

**Hint:** Users should compile and rank their projects before entering or entering all projects and then rank in order to have the correct project total.
### Capital Outlay Request

**Fiscal Year 2010-2011**

#### Cost Estimates

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land/Building Acq.</td>
<td>$62,090</td>
</tr>
<tr>
<td>Planning 10%</td>
<td>$60,544</td>
</tr>
<tr>
<td>Construction</td>
<td>$605,436</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$717,980</td>
</tr>
<tr>
<td>Misc./Contingency</td>
<td>$60,544</td>
</tr>
<tr>
<td>Equipment</td>
<td>$117,340</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$895,864</strong></td>
</tr>
</tbody>
</table>

#### Time Estimates

<table>
<thead>
<tr>
<th>Item</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning (months)</td>
<td>4</td>
</tr>
<tr>
<td>Construction (months)</td>
<td>6</td>
</tr>
</tbody>
</table>

If planning has begun, when will it be completed? **(m/dd/yyyy)**: 1/15/2010

Include land or building acquisition costs where applicable. May be part of 25% Match.

This Number should equal the construction cost total from the bottom of page 11.

This Number should equal the equipment cost total from page 12.
Check this box only if no funding is required in year 1. Checking this box disables pages 8-16 and clears all previously entered data on these pages.

Provide all prior funding received whether bonded or as line of credit.

Indicate only where bond funding or line of credit was received. Funding included in a previous year’s HB2 but not awarded a line of credit should not be included.

To reference or download Bond Commission documents, go to http://www.treasury.state.la.us/HomePages/BondCommission.aspx?Filter=B

Information also available in ISIS.

The sum of these fields should equal estimate totals on Page 2.

Hint: Do not show all funding in Year 1 unless project can be completed in one year.

Include local funding representing the 25% Match.

### Capital Outlay Request
#### Fiscal Year 2010-2011

<table>
<thead>
<tr>
<th>Prior Funding</th>
<th>FPC Project No. Assigned to Prior Funding</th>
<th>Sub-project No.</th>
<th>Authorized Means of Financing</th>
<th>Amount</th>
<th>Year</th>
<th>Act#</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Obligation Bonds</td>
<td></td>
<td>26,000</td>
<td>2008</td>
<td>26</td>
<td>Bond</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td>General Obligation Bonds</td>
<td></td>
<td>56,000</td>
<td>2009</td>
<td>26</td>
<td>Bond</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Bond</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Bond</td>
<td>Credit</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>75,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed New Funding</th>
<th>This project does not require funding in Year 1</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>200,000</td>
<td>200,000</td>
<td>36,869</td>
<td>0</td>
<td>0</td>
<td>$596,869</td>
</tr>
<tr>
<td></td>
<td>*Local Funds</td>
<td>110,000</td>
<td>114,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$224,000</td>
</tr>
<tr>
<td></td>
<td>*Federal Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$310,000</td>
<td>$314,000</td>
<td>$36,869</td>
<td>0</td>
<td>0</td>
<td>$810,869</td>
</tr>
</tbody>
</table>

*Describe specific source of funds: Capital Campaign, 2008

What fiscal year (FY) was the project or program first submitted for consideration? 2006

For more information or for inquiries, email CapitalOutlay@la.gov

Provide all prior funding received whether bonded or as line of credit.

Indicate only where bond funding or line of credit was received. Funding included in a previous year’s HB2 but not awarded a line of credit should not be included.

To reference or download Bond Commission documents, go to http://www.treasury.state.la.us/HomePages/BondCommission.aspx?Filter=B

Information also available in ISIS.

The sum of these fields should equal estimate totals on Page 2.

Hint: Do not show all funding in Year 1 unless project can be completed in one year.

Include local funding representing the 25% Match.

For more information or for inquiries, email CapitalOutlay@la.gov
Agency Impact Statement

I hereby certify that this project has been reviewed, approved, and integrated into our department's long range strategic plan and five year budget. The impact of this project's operating budget has been approved.

Name: Robert Smith  Title: Director  Date: 6/31/2009

Comments:

This project will enable the agency to provide necessary ongoing services to the local community in accordance with our charter and strategic plan. Ongoing operational costs have been estimated and budgeted through 2015. (From Page 7) To provide ongoing outpatient treatment of emotionally disturbed population due to victimization, displacement, loss, addiction and abuse. Due to the influx of distressed population from hurricane affected areas there is a need to implement services of this type at this location. The growth in distressed population in the past two years is expected to remain in place or continue to grow. Services are required in accordance with the agency's mission and are not available elsewhere in the area presently. (From Page 10) Renovate existing second floor space to support treatment program. Work includes new finishes and relocation of some partitions. Electrical and HVAC systems will be replaced. Restrooms will be retrofitted to meet full ADA compliance. The space will consist of a waiting room to accommodate 20 clients, a reception area suitable for two concurrent employees, 14 treatment rooms, 6 offices, 6 restrooms and a file/recordskeeping area. The existing space is aged and will need to be significantly renovated with electrical, mechanical and finish systems to support the program needs. Costs include all furnishings and equipment necessary to outfit the space.

Provide any necessary comments in the space provided. Note that if more space is required from fields on other pages, supplemental comments can be entered here. (See example from pages 7 and 10.)

This field is the best place to describe the project in depth and justify the need. Please provide as much detail as possible. A quality submission will show a significant amount of narrative and commentary in this box.
Provide a brief description of how this project supports your agency’s long range strategic plans.

Note that additional space is available for use on Page 4.
Enter specific requirements related to this project. Do not include general requirements for all projects such as ADA or fire codes.

Select all alternatives that were considered, whether in a formal study or as part of project development.

If formal study not completed, describe the decision process in this box. Input is limited in this box, continue on Page 4 if necessary.
**Capital Outlay Request**

**Fiscal Year 2010-2011**

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Number of Occupants</th>
<th>Type of Occupants</th>
<th>NA/Per</th>
<th>Net Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>6</td>
<td>Employees</td>
<td>110</td>
<td>660</td>
</tr>
<tr>
<td>Reception</td>
<td>2</td>
<td>Employees</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>Waiting Room</td>
<td>20</td>
<td>Visitors/ Clients</td>
<td>30</td>
<td>620</td>
</tr>
<tr>
<td>Treatment Room</td>
<td>14</td>
<td>Visitors/ Clients</td>
<td>80</td>
<td>1,120</td>
</tr>
<tr>
<td>Restrooms</td>
<td>6</td>
<td>Visitors/ Clients</td>
<td>64</td>
<td>384</td>
</tr>
<tr>
<td>Recorders</td>
<td>1</td>
<td>Students/ Assistants</td>
<td>144</td>
<td>144</td>
</tr>
</tbody>
</table>

- **Total Net Area**
  - Employees: 22
  - Contract Employees: 0
  - Temporary Employees: 0
  - Visitors/ Clients: 20
  - Students/ Assistants: 1

- **Burden Factor**
  - Employees: 3,300 x 1.09 = 3,603

**Hint:** Net areas calculated on this page are used in the construction cost calculations, it is important to show accurate total net area for each space.

- For each occupant type, the total in the bottom box should equal the sum of the same type above. For example, there are 22 employees identified which is equal to 6+2+14 (in this case each employee is assigned to a treatment room).
- Note that transient and common areas like restrooms and elevator lobbies should not be added to the occupant total since that would result in redundancy. Occupant totals should include people only once.
### Renovation / Addition

The building was constructed in 1982 and consists of four stories above ground. Renovations have been performed on the 1st, 3rd and 4th floors in 1999, 2002 and 2004 respectively. The roof is from 2001, condition is good overall.

- Renovate existing second floor space to support treatment program. Work includes new finishes and relocation of some partitions. Electrical and HVAC systems will be replaced. (See additional comments on page 4.)
- Existing record storage will remain in place.

### Hazardous Materials

- Undergound Storage Tanks
- PCB’s
- Lead Paint
- Asbestos
- Other

Enter the date if site has been surveyed for underground storage tanks: [ ]

Provide contact information if the facility’s asbestos management plan was consulted for abatement requirements:

- Contact Name: Robert Smith
- Phone: 225-565-1818

### Roof

What is the current age, condition, and type of the existing roof and anticipated date of replacements?

- Age of Roof (yrs): 8
- Condition: good
- Type: 46 Ml EPDM
- Replace Date: 7/1/2001
- Describe roof penetrations, equipment, etc.: Exhaust fans, stairwell skylights, etc.

For more information or for inquiries, email CapitalOutlay@la.gov
**Capital Outlay Request**

**Fiscal Year 2010-2011**

**Provide information on how the costs were estimated.**
Provide additional information as necessary in the comments box on page 4.

**For space related projects, area information is populated automatically from Page 9. Be sure to account for all costs, including demolition, etc.**

**For projects not related to space, use this section to calculate costs. Can also be used for additional costs in space related projects.**

### Construction Cost (cont.)

<table>
<thead>
<tr>
<th>Source of Data</th>
<th>2009 RS Means Construction Cost Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Prepared</td>
<td>9/31/2009</td>
</tr>
</tbody>
</table>

**Additional Line Item Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security System</td>
<td>1</td>
<td>12,500</td>
<td>12,500</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Subtotal of Additional Line Item Expenses: 12,500

Total Construction Cost: 608,430
Provide estimates of moveable equipment here.

**Hint:** For projects involving new space, be sure to include furniture and other equipment based on the use of the space (computers and office equipment for office space, kitchen equipment for cafeteria, etc.).

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moveable furniture</td>
<td>42,000</td>
</tr>
<tr>
<td>Portable defibrillator</td>
<td>340</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>48,000</td>
</tr>
<tr>
<td>Telecom equipment</td>
<td>27,000</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Equipment Costs</strong></td>
<td><strong>117,340</strong></td>
</tr>
</tbody>
</table>
### Capital Outlay Request

**Fiscal Year 2009-2010**

#### Operation Budget (Expenditures)

<table>
<thead>
<tr>
<th>Item</th>
<th>Existing Operating Budget Current Year</th>
<th>Annual Projected Increase (Decrease) After Project Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>7,125,419</td>
<td>1,255,359</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>546,230</td>
<td>0</td>
</tr>
<tr>
<td>Related Benefits</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Travel</td>
<td>185,025</td>
<td>25,425</td>
</tr>
<tr>
<td>Operating Services</td>
<td>2,542,365</td>
<td>835,628</td>
</tr>
<tr>
<td>Supplies</td>
<td>965,201</td>
<td>265,408</td>
</tr>
<tr>
<td>Professional Services</td>
<td>262,364</td>
<td>0</td>
</tr>
<tr>
<td>Other Services</td>
<td>63,459</td>
<td>0</td>
</tr>
<tr>
<td>Debt Services</td>
<td>1,256,998</td>
<td>0</td>
</tr>
<tr>
<td>Interagency Funds</td>
<td>3,650,963</td>
<td>0</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>877,965</td>
<td>0</td>
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<tr>
<td>Major Repairs</td>
<td>1,156,445</td>
<td>356,203</td>
</tr>
<tr>
<td>Unallocated</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>18,632,363</td>
<td>2,739,024</td>
</tr>
</tbody>
</table>

#### Operation Budget (Financing)

<table>
<thead>
<tr>
<th>Source</th>
<th>Current Year</th>
<th>Project Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>State General Fund (Direct)</td>
<td>9,065,354</td>
<td>1,423,781</td>
</tr>
<tr>
<td>State General Fund by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interagency Transfer</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fees and Self-Generated Rev.</td>
<td>8,034,936</td>
<td>1,181,164</td>
</tr>
<tr>
<td>Statutory Dedications</td>
<td>912,073</td>
<td>134,079</td>
</tr>
<tr>
<td>Interim Emergency Board</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Financing</strong></td>
<td>18,632,363</td>
<td>2,739,024</td>
</tr>
</tbody>
</table>

#### Excess/Deficiency of Expenditures Over Financing

- Excess/Deficiency (should = 0) :
  - Current Year: 0
  - Project Completion: 0

---

**Notes:**
- **Total Expenditures and Total Financing** should be the same. Balance is automatically calculated by the system and should be equal to 0.
- The impact of a project on operating costs is an important contributor to feasibility and prioritization. In order for a project to be "feasible" it is necessary for ongoing operations costs to be identified and budgeted.

**Hint:** If the building and program are new, this column should be zero. If a program is being relocated include operating costs at current location.

**Should show total current operating budget before project.** Show operating budget at the level impacted by project. For example, total department budgets are not appropriate for a single location.

**Should show changes in the operating budget line items as a result of requested project completion.**

**Should show distribution of existing operating budget funding sources.**

**Should show changes in operating budget funding as result of requested project completion.**
## Capital Outlay Request

**Fiscal Year 2009-2010**

### Operating Budget (Summary)

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Gen. Fund (Direct)</td>
<td>9,685,354</td>
<td>9,685,354</td>
<td>10,397,345</td>
<td>11,109,135</td>
</tr>
<tr>
<td>Interagency Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fees/Self-Gen. Revenue</td>
<td>8,034,936</td>
<td>8,034,936</td>
<td>8,625,517</td>
<td>9,216,099</td>
</tr>
<tr>
<td>Statutory Dedications</td>
<td>912,073</td>
<td>912,073</td>
<td>979,112</td>
<td>1,046,151</td>
</tr>
<tr>
<td>Interim Emergency Board</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Means of Financing</td>
<td>18,632,363</td>
<td>18,632,363</td>
<td>20,001,974</td>
<td>21,371,385</td>
</tr>
</tbody>
</table>

### Comments

Operating increase due to expansion of staff to occupy renovated space, additional cleaning, maintenance and repair for space and supplies associated. Distribution of financing sources for the increase assumed to match distribution of existing funding. Increase assumed to start at project completion, midway through year 3 and continue in full in years 4 and 5. No inflationary increases shown in budget, actual budgets may increase slightly due to inflation.

Show projections of operating funding 5 years beyond start of project with new budget required as a result of project. Operating funds increases may not be required until later years.

Use this text box to explain the reasons for operating budget increases (or decreases) and any assumptions used in the calculations.
Capitol Outlay Request
Fiscal Year 2010-2011

Certification Questionnaire:

1. What was your budget for capital improvements for the last 3 years?
   - Current Year: [ ]
   - Last Year: [ ]
   - 2 Years Ago: [ ]

2. What was your undesignated or owned general fund balance for the last 3 years?
   - Current Year: [ ]
   - Last Year: [ ]
   - 2 Years Ago: [ ]

3. What was your designated or reserved general fund balance for the last 3 years?
   - Current Year: [ ]
   - Last Year: [ ]
   - 2 Years Ago: [ ]

4. What is your ad valorem tax capacity?
   - Milage Authorized: [ ]
   - Milage Levied: [ ]

5. When did you last have an election to remove or increase milage?
   Did the electors approve or reject the milage removal or increase? [ ]
   (Approve/Reject)

6. What is your local sales tax?
   - Percent Authorized: [ ]
   - Percent Levied: [ ]

7. When did you last have an election to remove or increase the percent?
   Did the electors approve or reject the percent removal or increase? [ ]
   (Approve/Reject)

8. How much was requested? [ ]

9. Did the electors approve or reject this issue? [ ]
   (Approve/Reject)

10. Do you plan to have an election to obtain voter approval for a bond issue for this or other projects? [ ]
    (Yes/No)

11. If so, please describe the source and projected amount of the revenue:
    - Source 1: Amount
    - Source 2: Amount
    - Source 3: Amount

12. How much do you receive from the Parish Transportation Fund?
    - Current Year: [ ]
    - Last Year: [ ]
    - 2 Years Ago: [ ]

13. Have you been approved for or received funding from any other state program for this project? [ ]
    (Yes/No)

14. The above information is certified by:
    - Name:
    - Title:
    - Contact Person:
    - Date:
    - Phone Number:

This information should be filled in as accurately as possible to best inform the project feasibility review.
Capital Outlay Request

Fiscal Year 2010-2011

Space Utilization Plan

Schedule No.: 50-C01
Department: 60 MISCELLANEOUS NON-STATE
Agency: C01 LA LCL GVT FAC COMM DEV AUTH
Local User Facility: VFA
Prepared By: Robert Smith
Project Title: Offices for the Southern Louisiana Health Center

Detail plan here:

Program currently housed in 1st, 3rd and 4th floors of existing building. Program requires additional space to expand. Currently vacant space on second floor of building to be fit out to accomodate additional area needed. Support and administrative space provided on the existing floors can support most of the expanded program, as a result the focus of the renovation will be on direct service space. See distribution of space on page 9. The ratio of direct service space to administrative space in the existing occupied area is 60% to 40%. With the addition of the newly renovated space, the ratio changes to 75% direct service to 25% administrative and support overall, which is consistent with agency guidelines and industry standards. When completed the net area per service provider will be 120 square feet, which is 10% below industry recommendations, but within acceptable tolerances to operate.

This page is available only if new space is identified on Page 9. Use this box to describe how the space is to be used and reference applicable metrics.
Capital Outlay Process

EXECUTION
“VERSIONS” OF HB2 DURING SESSION

- Original
  - As proposed by governor
- Engrossed
  - After House Ways & Means
- Re-engrossed
  - After House Appropriations
- Re-re-engrossed
  - After House floor amendments
LEGISLATIVE SESSION

- Senate cannot reprint bill, must use amendments
- After Senate returns re-re-engrossed with amendments, then House reports as enrolled
- Conference committee if needed
- Capital Outlay Bill is usually approved near end of session
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>SAMPLE APPROPRIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>36/P33</td>
<td><strong>SOUTH TANGIPAHOA PARISH PORT</strong></td>
</tr>
<tr>
<td>36</td>
<td>(279)</td>
<td>Port Manchac Terminal Roadway Improvements (Tangipahoa)</td>
</tr>
<tr>
<td>37</td>
<td></td>
<td>Payable from General Obligation Bonds</td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>Priority 1 $ 10,000</td>
</tr>
<tr>
<td>39</td>
<td></td>
<td>Priority 2 $ 25,000</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>Total $ 35,000</td>
</tr>
</tbody>
</table>
NOTIFICATION LETTER FROM COMMISSIONER

- Sent in July
- Goes to all entities who receive an appropriation, even if it has not yet been funded
- Will include a Request for Line of Credit form as an enclosure if your request may be considered for a new line of credit
- Will include a Cooperative Endeavor Agreement Data form as an enclosure if there is not an executed cooperative endeavor agreement for your project
UNFUNDED PROJECTS

- Bond appropriations are not funded until they receive lines of credit.
- If a Bond appropriation does not receive lines of credit for the entire amount appropriated by October, a capital outlay request should be re-submitted by November 1st for consideration in the subsequent fiscal year.
Capital Outlay Process

Example: Town of Marais
CAPITAL OUTLAY REQUESTS

eCORTS
Capital Outlay Request Tracking System

Enter Capital Outlay Request Website eCORTS

Capital outlays are expenditures for acquiring lands, buildings, equipment or other properties, or for their preservation or development or permanent improvement. Capital outlay planning and budgeting are directed toward the acquisition or renovation of fixed assets.

Statutory authority for capital outlay planning and budgeting procedures is contained in Sections 101-114 of Title 39 of Louisiana’s Revised Statutes.

Internet Explorer 6.0

For more information or for inquiries, email CapitalOutlay@la.gov

Last Revised Date 11/8/07
The Fire Station Expansion was appropriated $700,000 in Priority 3 General Obligation Bond funding. Unfortunately, it did not receive a line of credit. No line of credit meant that Mayor Guidry needed to submit a new request for FY2011.
## MARAIS’ APPROPRIATION FOR FISCAL YEAR 2011 (ACT 21 OF 2010)

<table>
<thead>
<tr>
<th>50/MZZ</th>
<th>MARAIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Station Expansion, Acquisition, Planning &amp; Construction</td>
<td></td>
</tr>
<tr>
<td>($250,000 Local Match)</td>
<td></td>
</tr>
<tr>
<td>Priority 2</td>
<td>$200,000</td>
</tr>
<tr>
<td>Priority 5</td>
<td>$550,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$750,000</strong></td>
</tr>
</tbody>
</table>

The Fire Station Expansion was appropriated $750,000 and received both cash and non-cash lines of credit. Since the project is now fully funded, Mayor Guidry does not need to submit a request for FY2012.
Mayor Guidry would like to start construction in May 2011. He and his Project Manager developed a cash flow projection that they submitted to Capital Outlay. All of the Priority 5 funding was moved up to Priority 1.
QUESTIONS???
CONTACT CAPITAL OUTLAY

- Website: http://www.doa.louisiana.gov/fpc/fpc.htm
- Email: CapitalOutlay@la.gov
- Phone: 225.342.0823