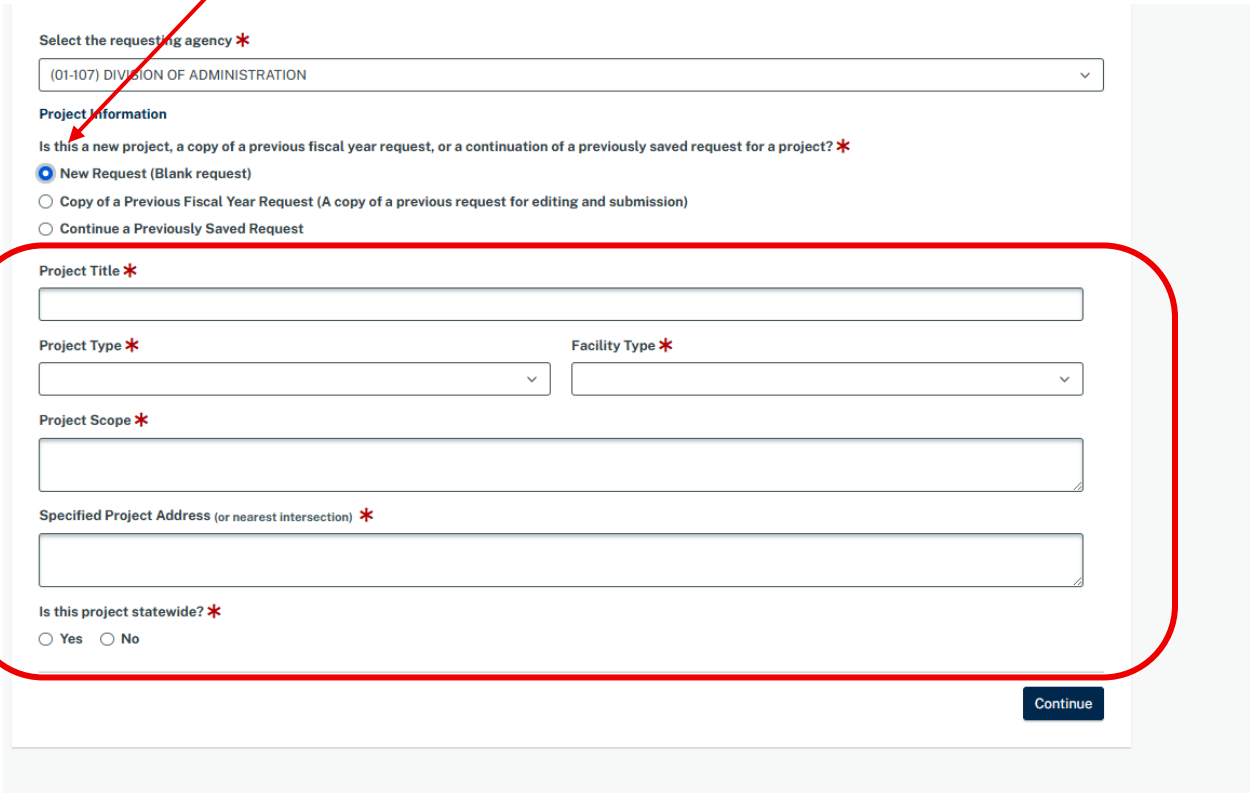
SELECTING: **New Request**



Several required fields appear on screen when New Request is selected *(Note: the red asterisk * is used throughout the system to indicate a field is required information)*:

Project Title – enter a brief descriptive name unique to one individual project.

Project Type – select from the list of project types the one that best fits your project *(by clicking on the field, a menu list of options will pop up)*.

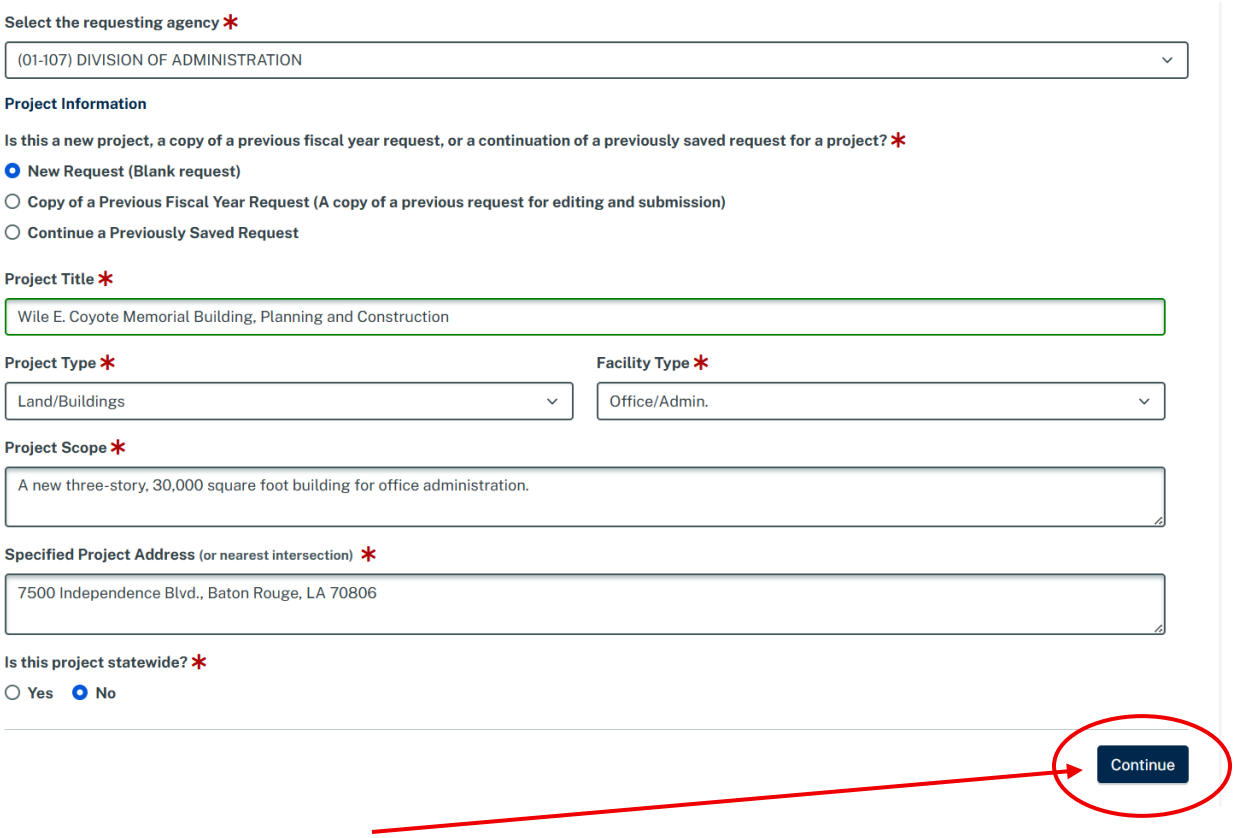
Facility Type – select from the list of facility types that best fits your project *(by clicking on the field, a menu list of options will pop up)*.

Project Scope – provide an overall description of the project scope including the general layout, systems involved, and equipment/furnishings necessary.

Specified Project Address – provide the physical address of the property the project is located on. If the physical address is not available, then at the minimum provide the nearest intersection to the location.

Is this project statewide? – Select "Yes" if the project spans multiple Parishes. Select "No" if the project is in just one Parish.

EXAMPLE: **New Request**

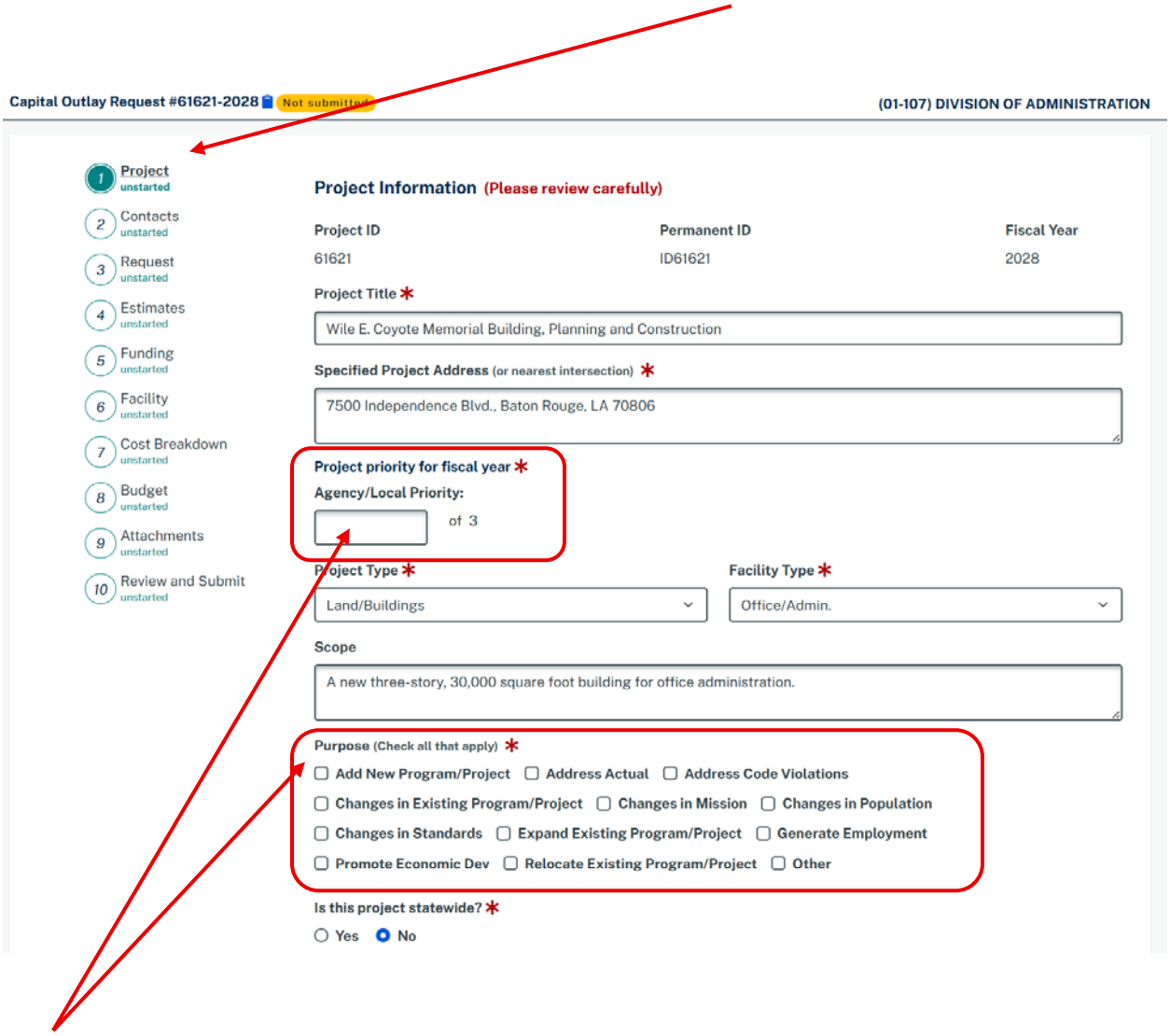


When you click the Continue button, after filling out the required information, the project will be created in CORTS for you to continue working on.

EXAMPLE: **New Request**

① Project

After clicking the Continue button, your project will be assigned a Project ID and Permanent ID. **The project <u>has been created</u> at this point, but <u>not yet submitted</u>**. On the left side of the screen, a menu of sections for CORTS application will appear.



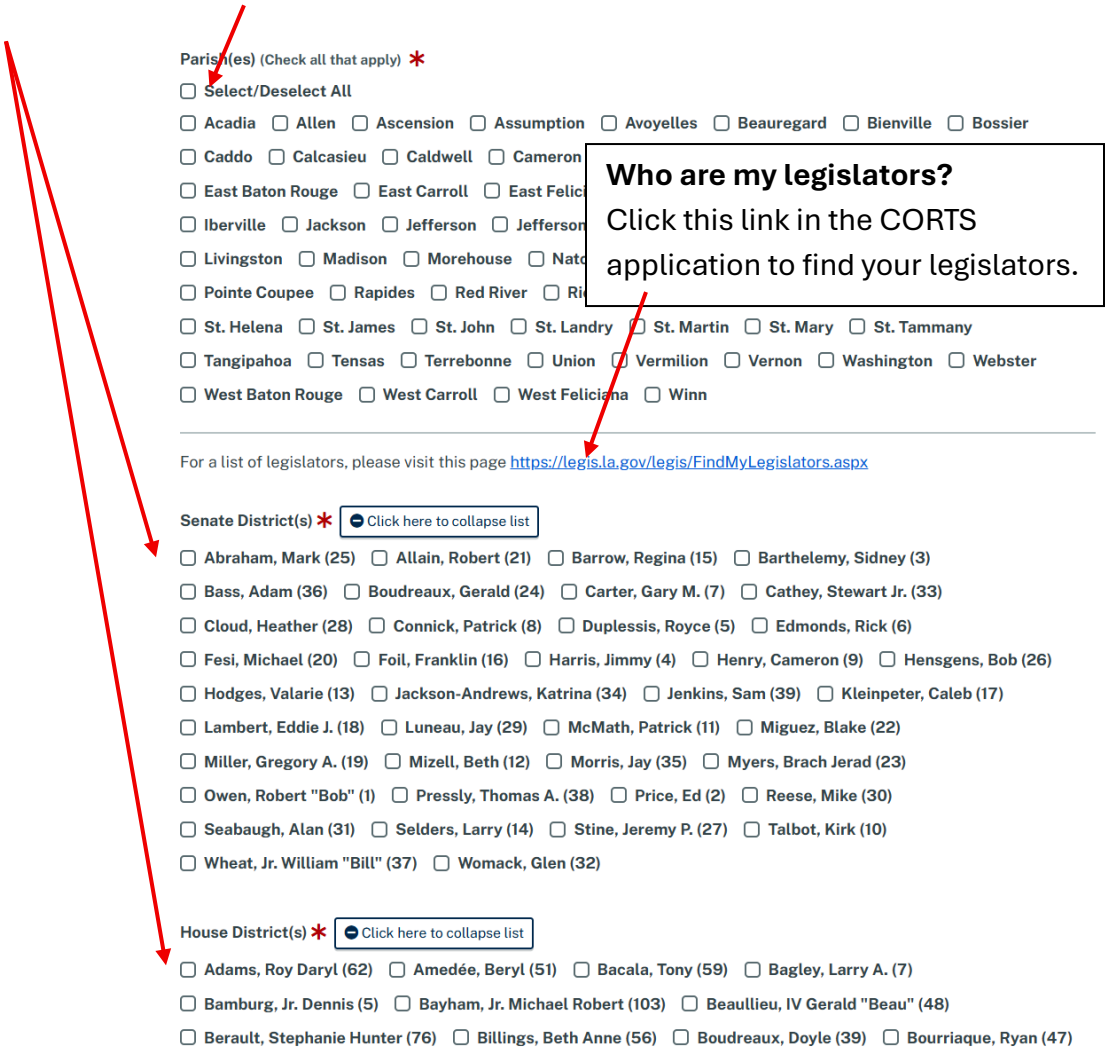
This is the top view of the Project page that appears. Note that you must now enter an Agency/Local Priority number. You also must check the Purpose(s) that apply to this project.

NOTE: There is more required information on the Project page that appears at the bottom of screen as shown in the following snapshot:

EXAMPLE: **New Request**

① Project

Here you will select the Parish the project is located in as well as the Senate and House Districts.

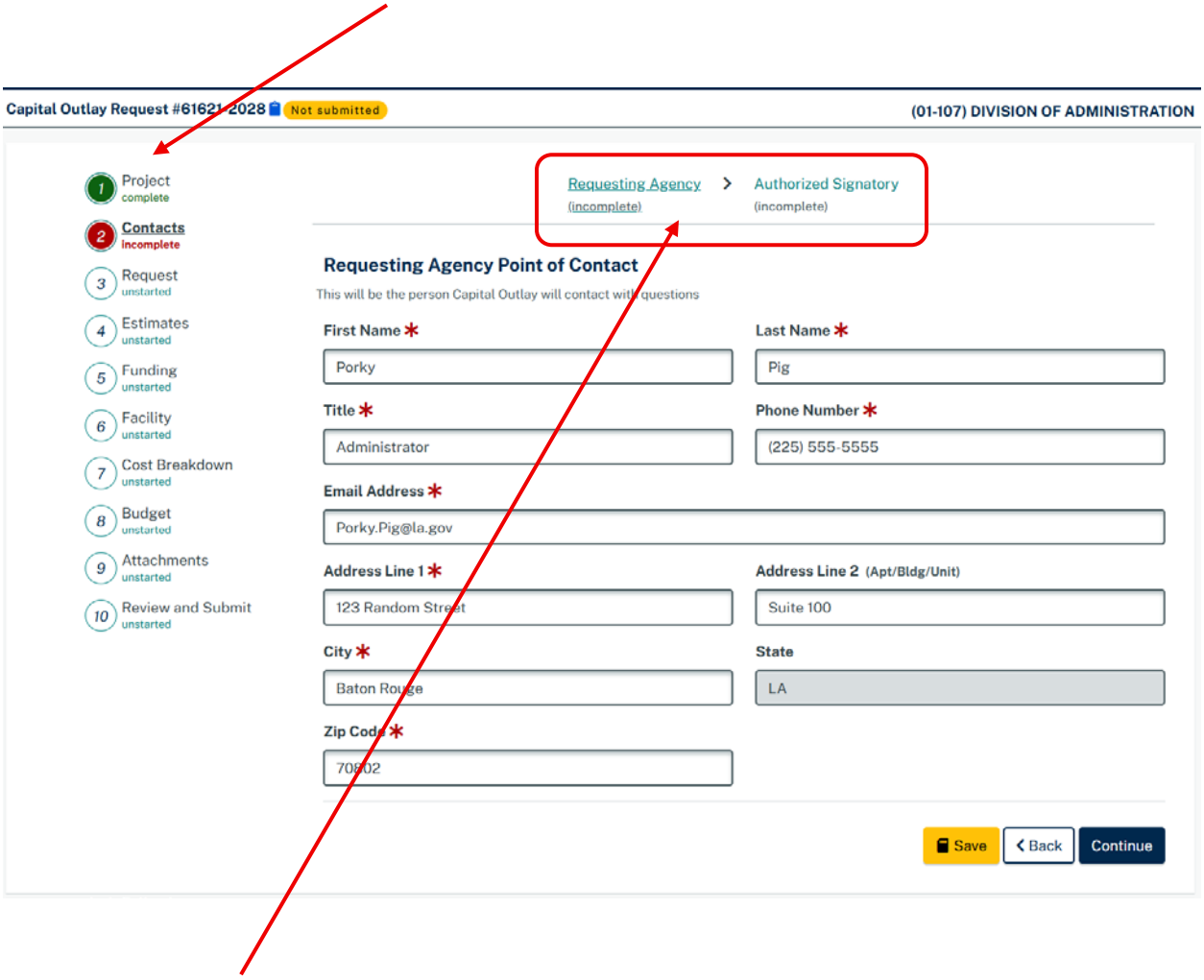


Once you have entered the Agency/Local Priority number, selected the Parish and selected the House and Senate Districts. You will be prompted to either save or continue. For this example we will choose the Continue button

EXAMPLE: **New Request**

② Contacts

After clicking the Continue button, you are taken to the next section, **② Contacts**. Notice on the section menu, that the previous section we were working on **①Project** is now highlighted green and shows as complete.



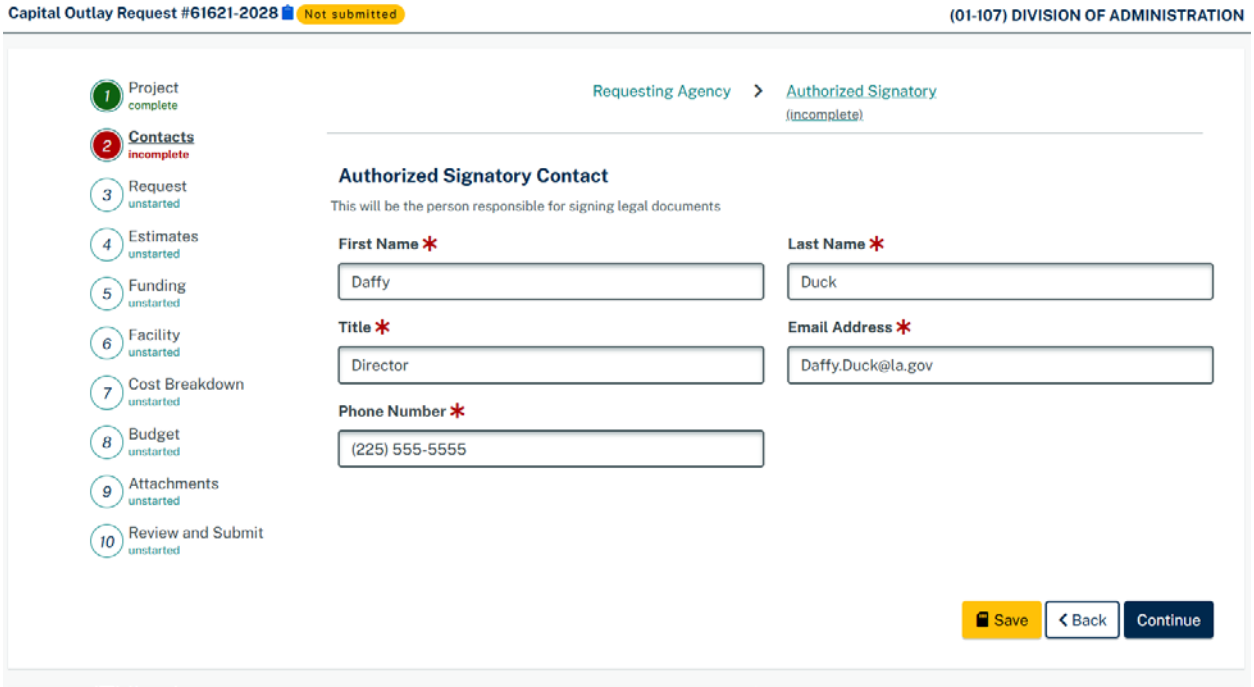
The **② Contacts** section consists of two parts, the Requesting Agency and the Authorized Signatory.

The section begins with the **Request Agency Point of Contact**. This is the individual for the agency that is filling out and submitting the application. This individual will be the point of contact for correspondence with the Office of Facility Planning and Control on this project.

Click the Continue button to proceed to the Authorized Signatory subsection.

EXAMPLE: **New Request**

② Contacts

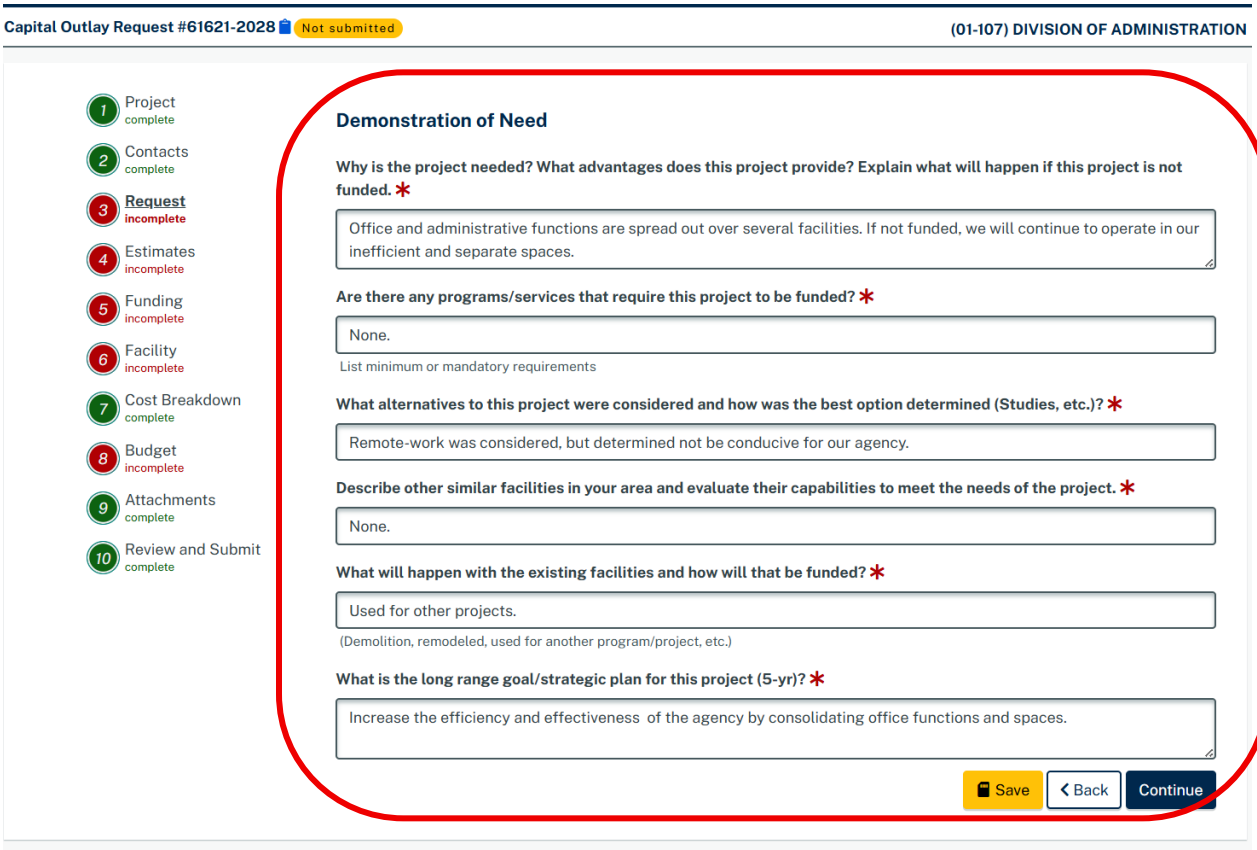


The second part of the section is the **Authorized Signatory** who is the individual that can legally sign off on the Agency's behalf.

Once filled out, Click the Continue button to proceed to the next section **③ Request**.

EXAMPLE: **New Request**

③ Request



The ③ **Request** consists of **Demonstration of Need** questions:

Why is the project needed? What advantages does this project provide? Explain what will happen if this project is not funded. Enter a brief answer to the questions.

Are there any programs/services that require this project to be funded? If the project is not funded is there a program/service your agency will not be able to offer.

What alternatives to this project were considered and how was the best option determined (Studies, etc.)? How did you arrive at the decision that the project is needed.

Describe other similar facilities in your area and evaluate their capabilities to meet the needs of the project. Any other comparable solutions to meet your needs?

What will happen with the existing facilities and how will that be funded? Demolition, remodeled, used for another program, etc.

What is the long range goal/strategic plan for this project (5-yr)? How does this project align with your agency's strategic plan.

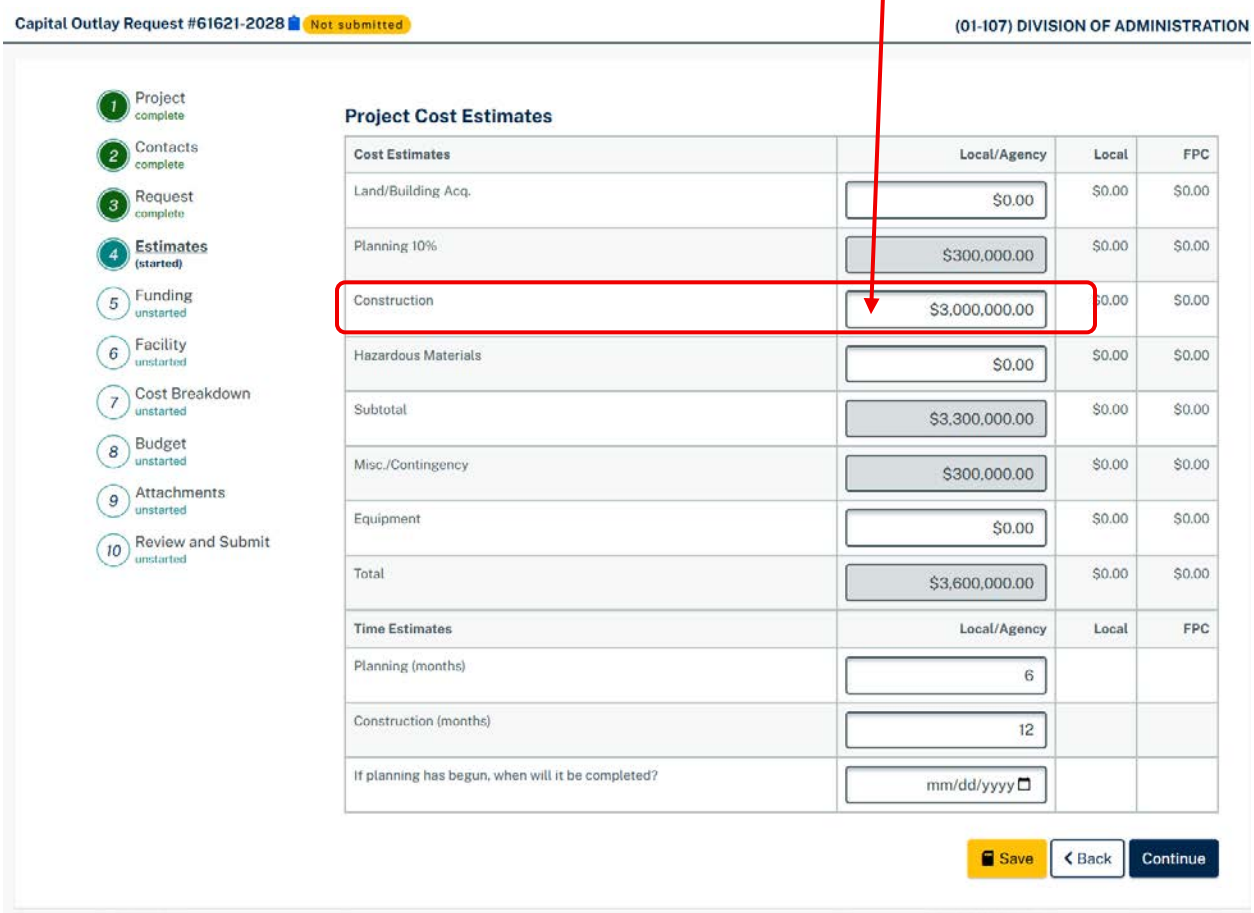
Once filled out, Click the Continue button to proceed to the next section ④ **Estimates**.

EXAMPLE: **New Request**

④ Estimates

The **④ Estimates** consists of **Cost Estimates** and **Time Estimates** on the same page**.**

IMPORTANT! – The Construction cost should equal the total Construction cost calculated in **⑦ Cost Breakdown**.



Cost Estimates: The fields shaded grey are formula driven fields based off the amounts entered in the blank white fields. For instance, with a $3,000,000 Construction cost, Planning is automatically calculated at 10% for $300,000 and Misc./Contingency is also automatically calculated at 10% for another $300,000.

Time Estimates: Provide the estimated time in months for Planning and for Construction. If planning has not begun, then leave blank.

Once filled out, Click the Continue button to proceed to the next section **⑤ Funding**.

EXAMPLE: **New Request** ⑤ **Funding**

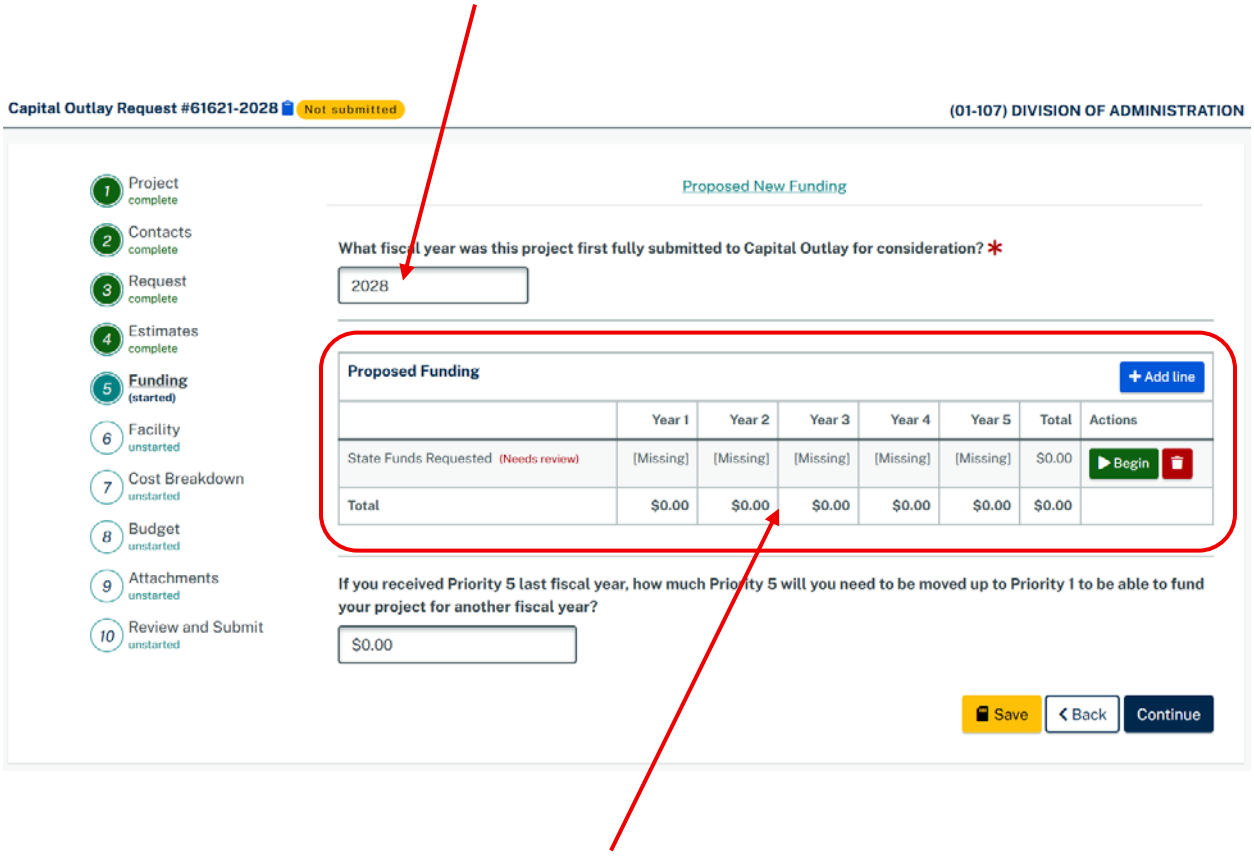
The ⑤ **Funding** section for will only have a Proposed New Funding page for a new project with no prior funding**.**

DEFINITIONS:

Prior Funding is the cumulative total of State Cash, Bond Proceeds, Statutory Dedications, etc. It does not include any Priority 1, Priority 2 or Priority 5 lines of credit regardless of approval.

Proposed New Funding is the amount State Funds in Priority 1, Priority 2 and/or Priority 5 that is needed for the project. Additional Funding Types can be added on different lines.

Enter the fiscal year the project is fully submitted. In this example, the CORTS application is being submitted for the FY 2028 cycle.

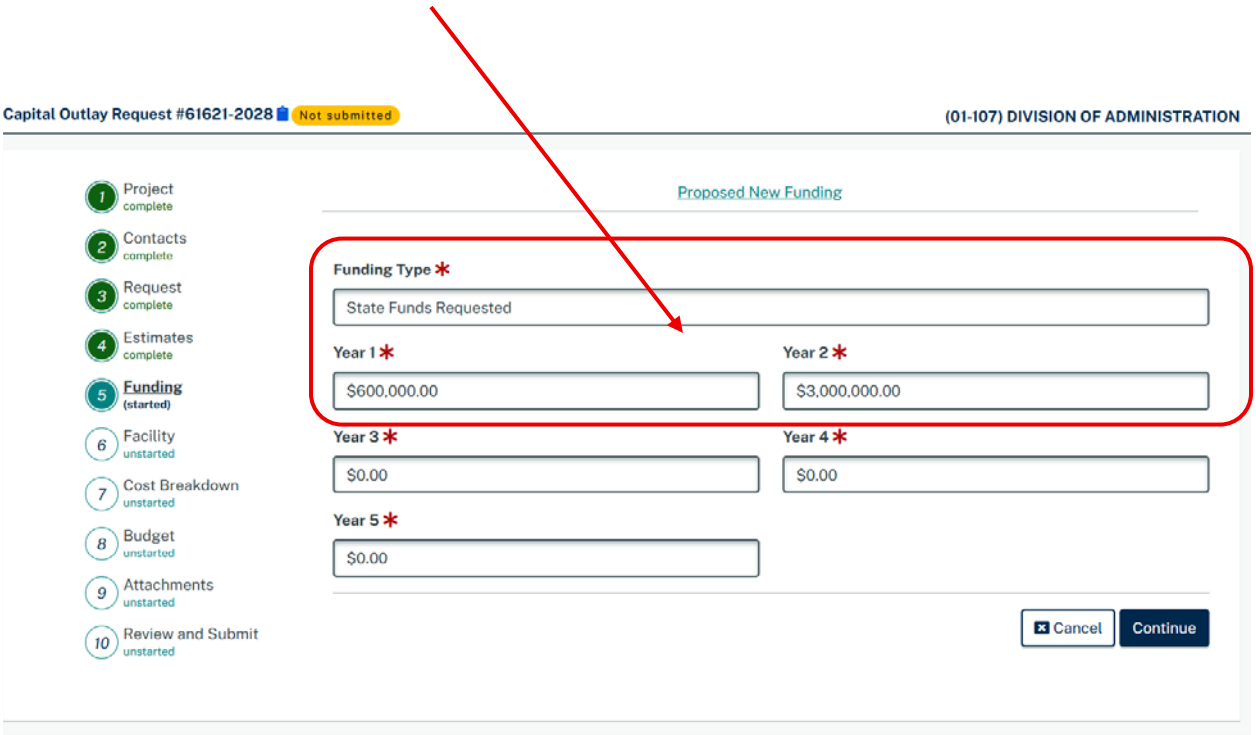


As a new project with no prior funding, you must enter in the amount of proposed new/additional funding begin requested. To do so, click the ▶ **Begin** button to add line by Funding type and enter the amounts Year 1 – Year 5 as shown in the next snapshot:

EXAMPLE: **New Request**

⑤ Funding

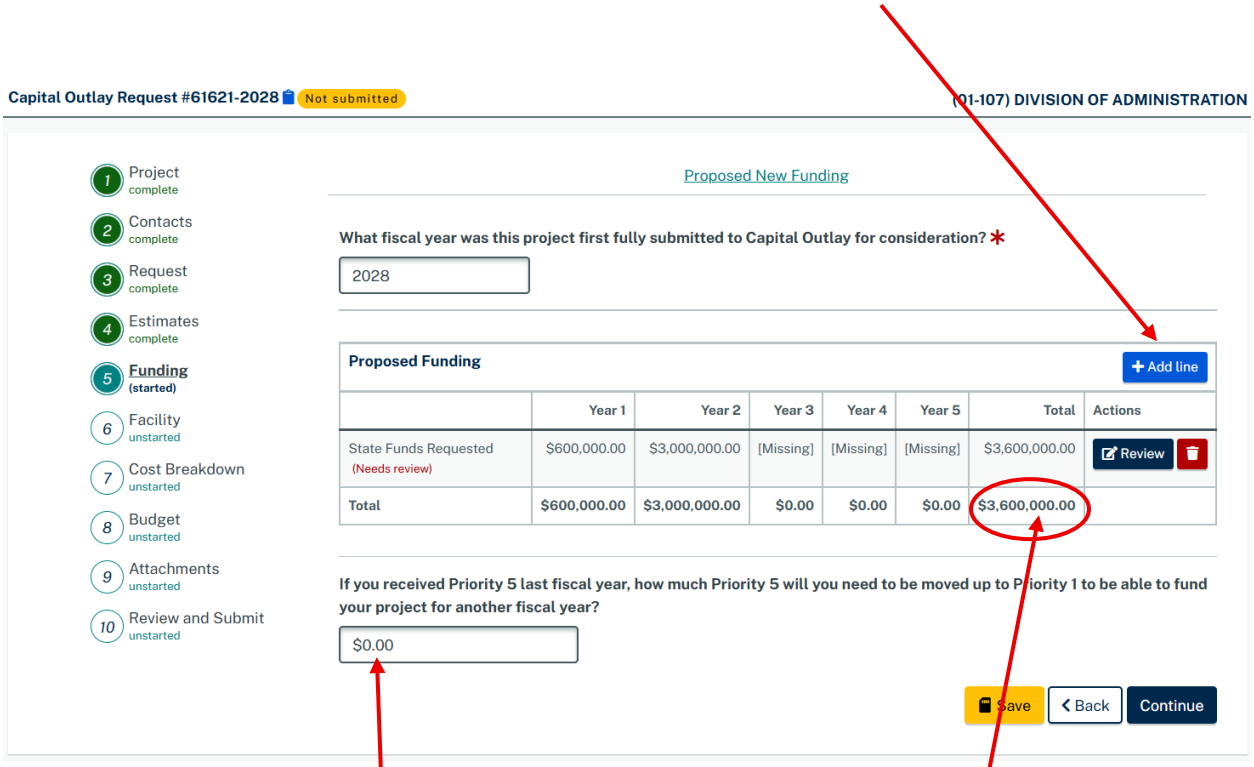
By clicking the ▶**Begin** button a fillable form appears on screen. In this example, the Funding Type selected is "State Funds Requested". Recall that from the section the Total Project cost is $3,600,000 for this example. Below, we request $600,000 for Year 1 and the remaining $3,000,000 in Year 2. Click **Continue** when completed.



EXAMPLE: **New Request**

⑤ Funding

After clicking Continue, you will see the Proposed Funding table with the information. Note: Funding types with amounts can be added by clicking the **+Add line** button.



The Total Proposed Funding should equal to the Total Project Cost in ④ **Estimates** section.

If your project received a Priority 5 line of credit last year, enter the amount you will need to have moved up to Priority 1. In this example, there was no Priority 5 received last year, so the amount is $0.

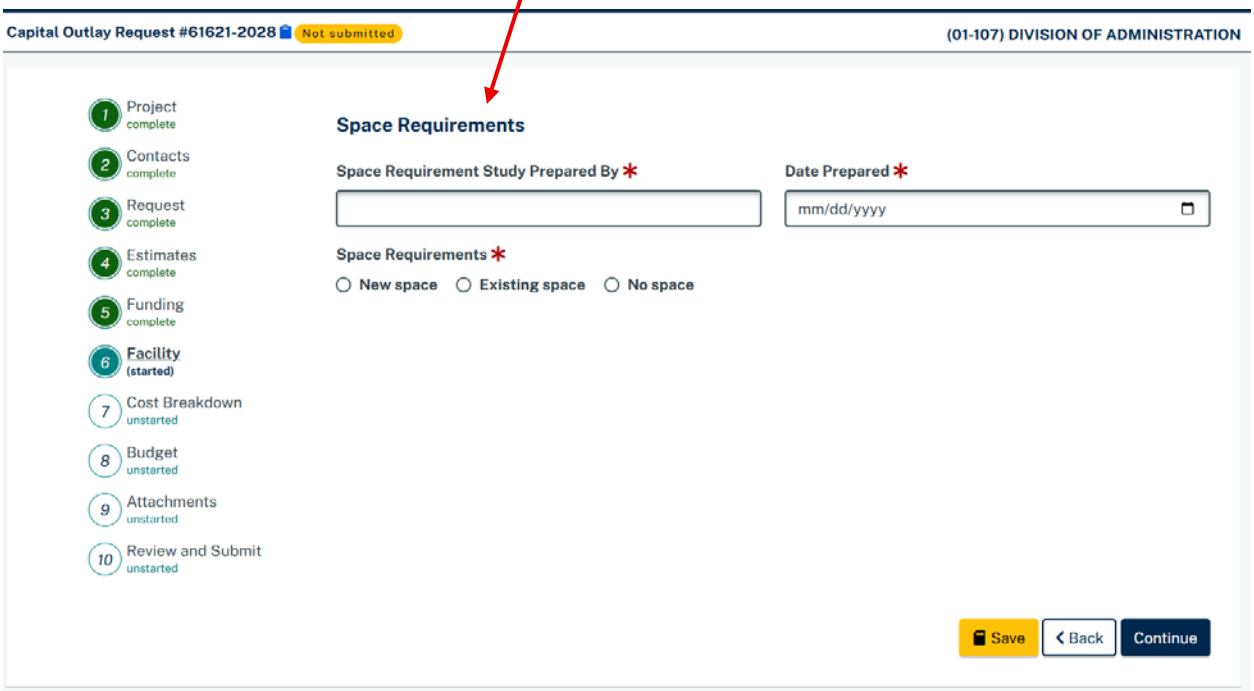
Once filled out, Click the **Continue** button to proceed to the next section **⑥ Facility**.

EXAMPLE: **New Request**

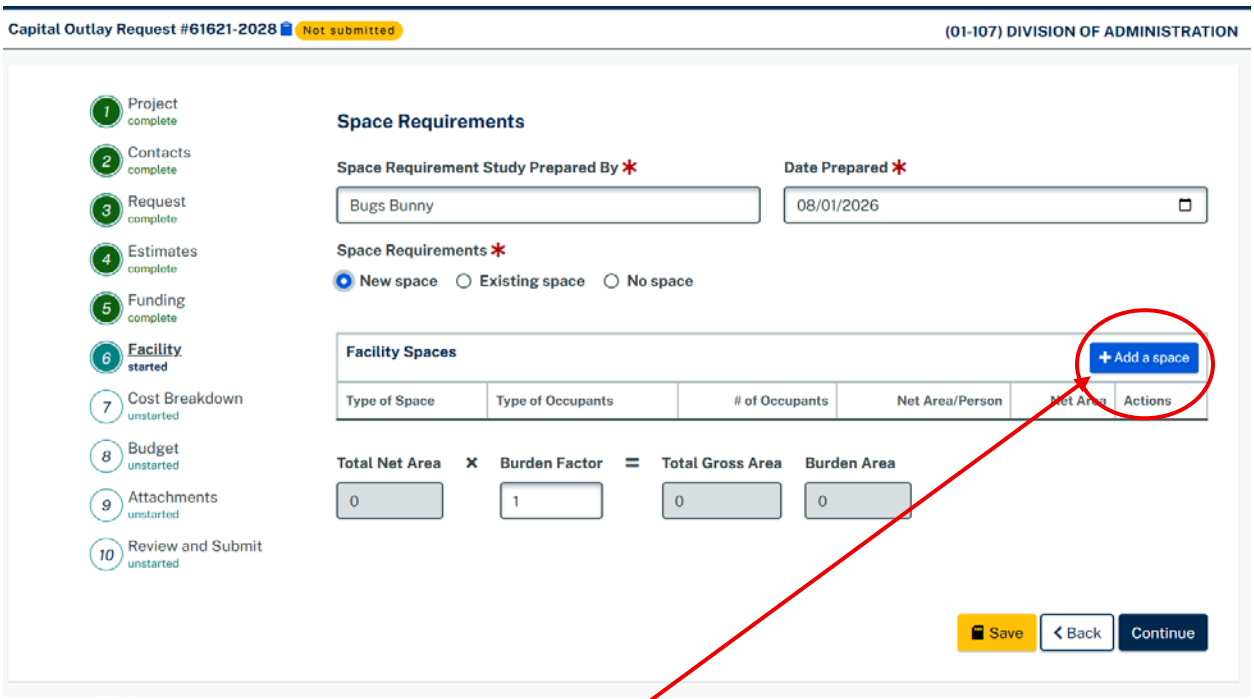
⑥ Facility

After clicking Continue, you will be brought to the Space Requirements subsection under Facility.

Note: The "Space Requirement Study Prepared By" field is either the person or firm that prepared the study.



In this example, we select New Space and additional fields appear on screen:

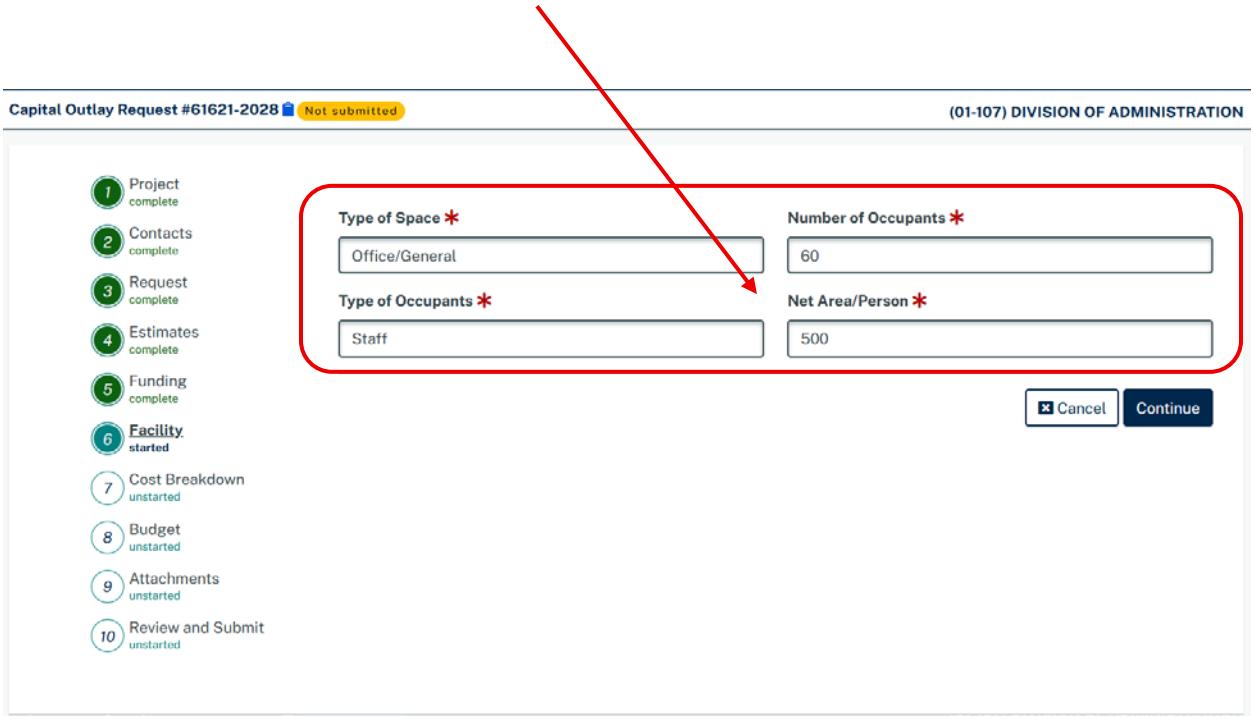


Since this is New Space we click the **+Add line** button

EXAMPLE: **New Request**

⑥ Facility

By clicking the **+Add line** button a fillable form appears on screen.



Type of Space – the type of space will have the same cost per square foot. In more extensive examples, there can be several types of spaces (Classrooms, Conference Rooms, Lobby, bathrooms, etc.). For this simple example we chose one type of space to illustrate the application.

Number of Occupants – The number of people using the space on an average daily basis.

Type of Occupants – Can be several types of occupants such as Staff, Visitors, Students, etc.

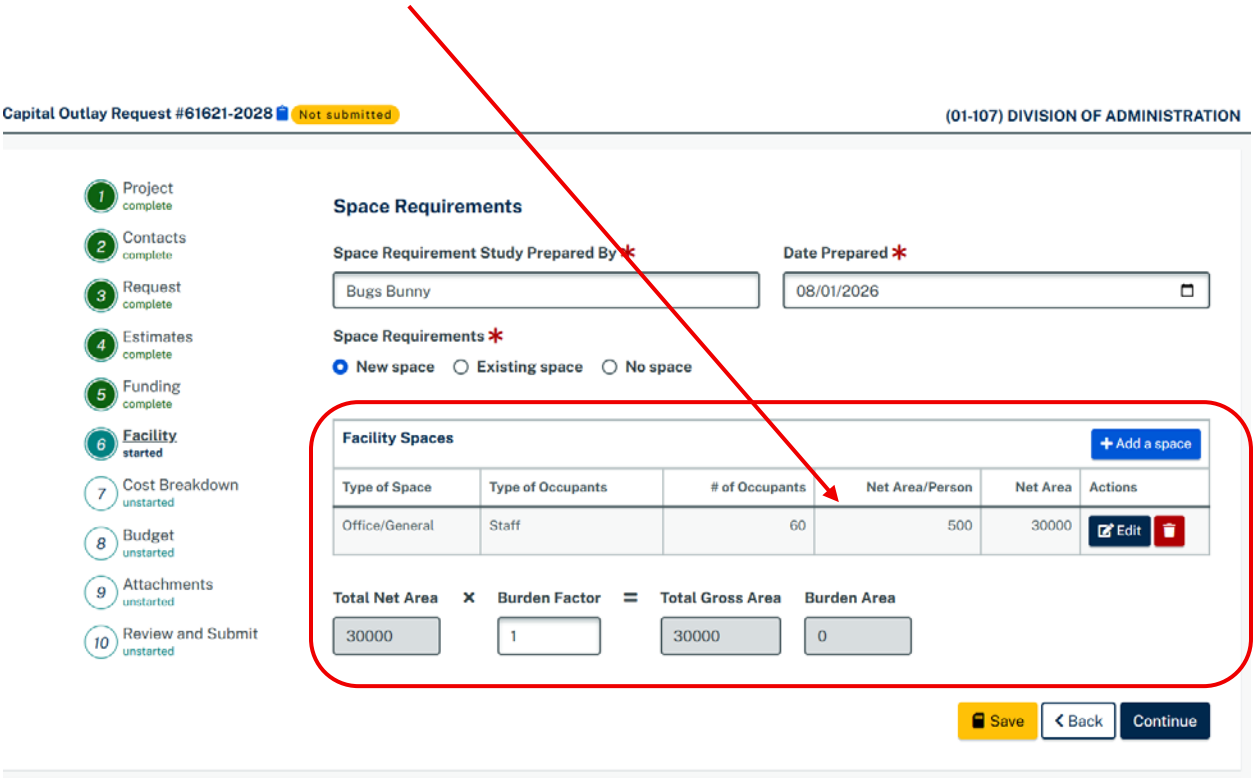
Net Area/Person – The total square footage divided by the number of average occupants. This is to be a 30,000 square foot building, so the calculation used is 30,000 square feet / 60 Occupants = 500 Net Area/Person (in square feet).

Click **Continue** when completed. You will be prompted with a question, we will answer no:

EXAMPLE: **New Request**

⑥ Facility

Since we enter no other space, we are returned to the Space Requirements page with Facility Spaces table filled out.

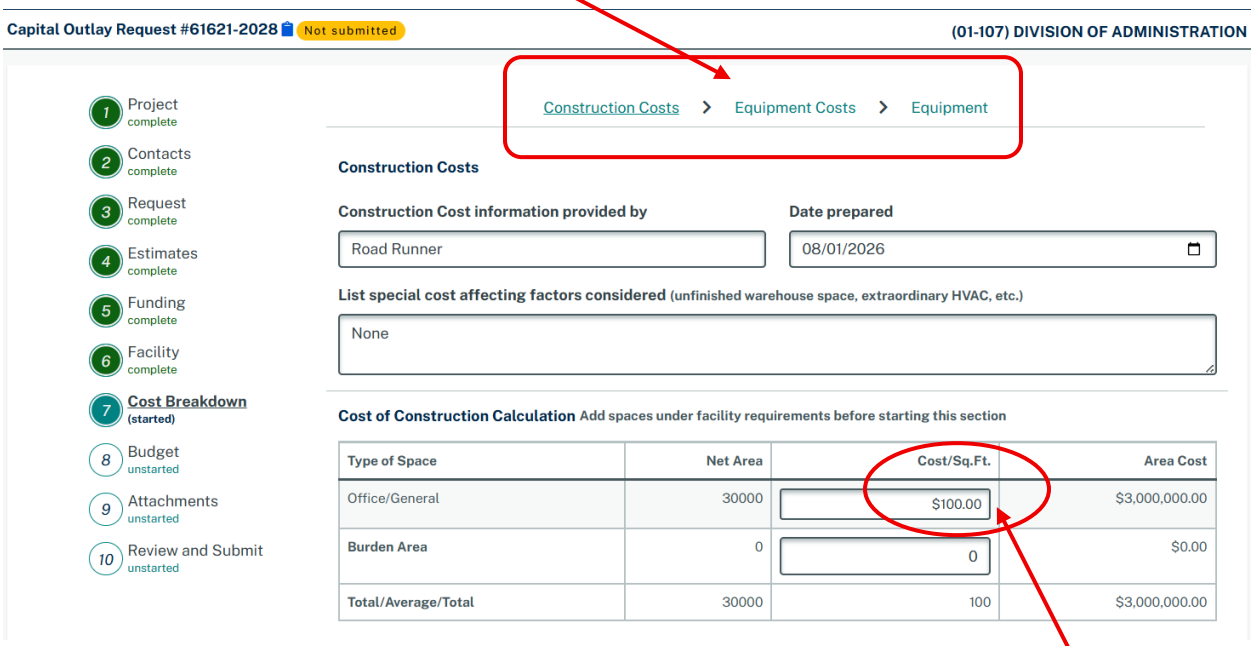


Once filled out, Click the Continue button to proceed to the next section **⑦ Cost Breakdown**.

EXAMPLE: **New Request**

⑦ Cost Breakdown

The ⑦ **Cost Breakdown** section consists of three parts: Construction Costs, Equipment Costs, and Equipment.

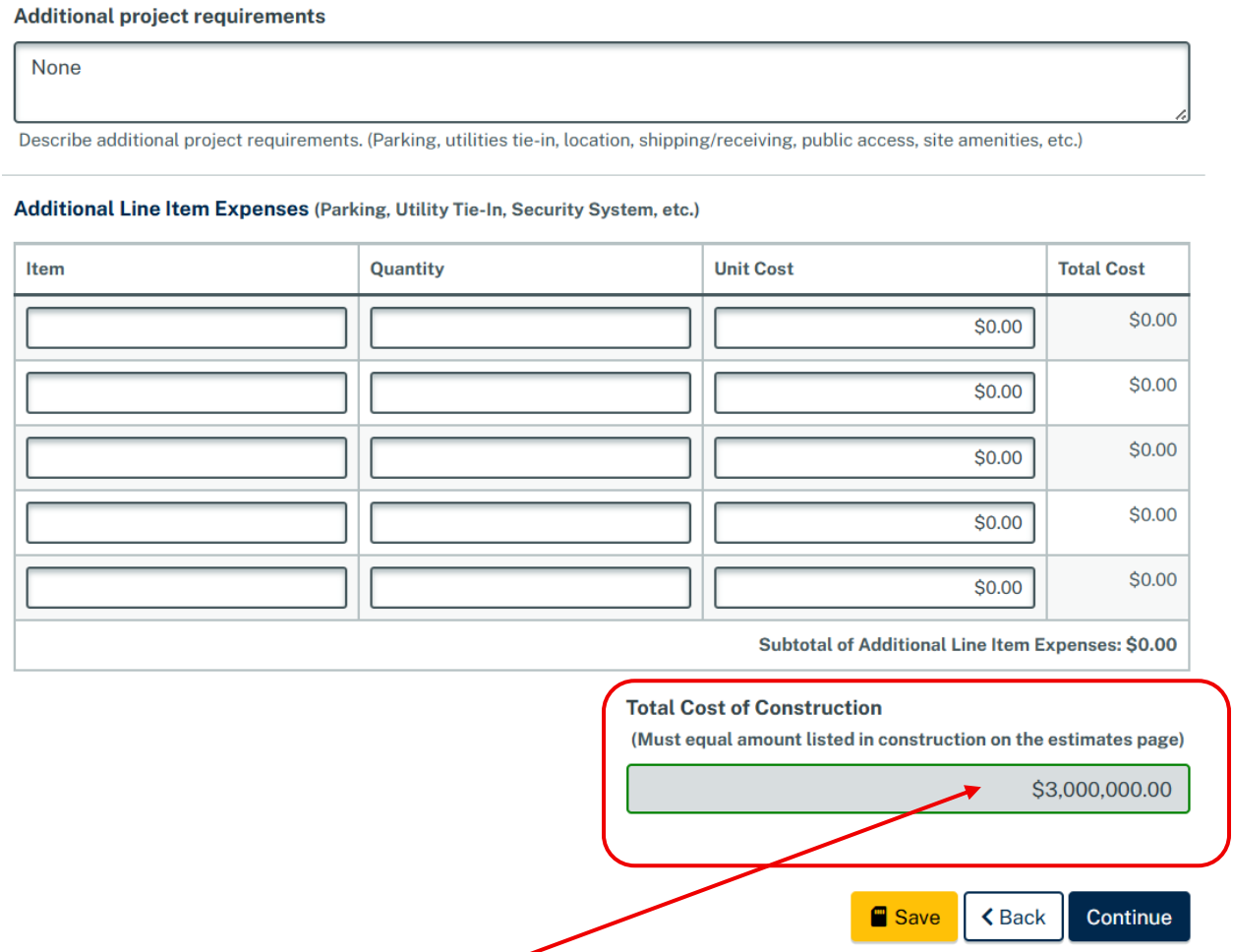


The ⑦ **Cost Breakdown** section begins with the **Construction Costs**. You must enter a Cost/Sq. Ft. amount which is multiplied by the total Net Area from the previous ⑥ **Facility** section.

The bottom of the page for Construction Costs continues with the next snapshot:

EXAMPLE: **New Request** ⑦ **Cost Breakdown**

The Construction Costs page continues and asks for any **Additional Line Item Expenses**, in this example there are none.



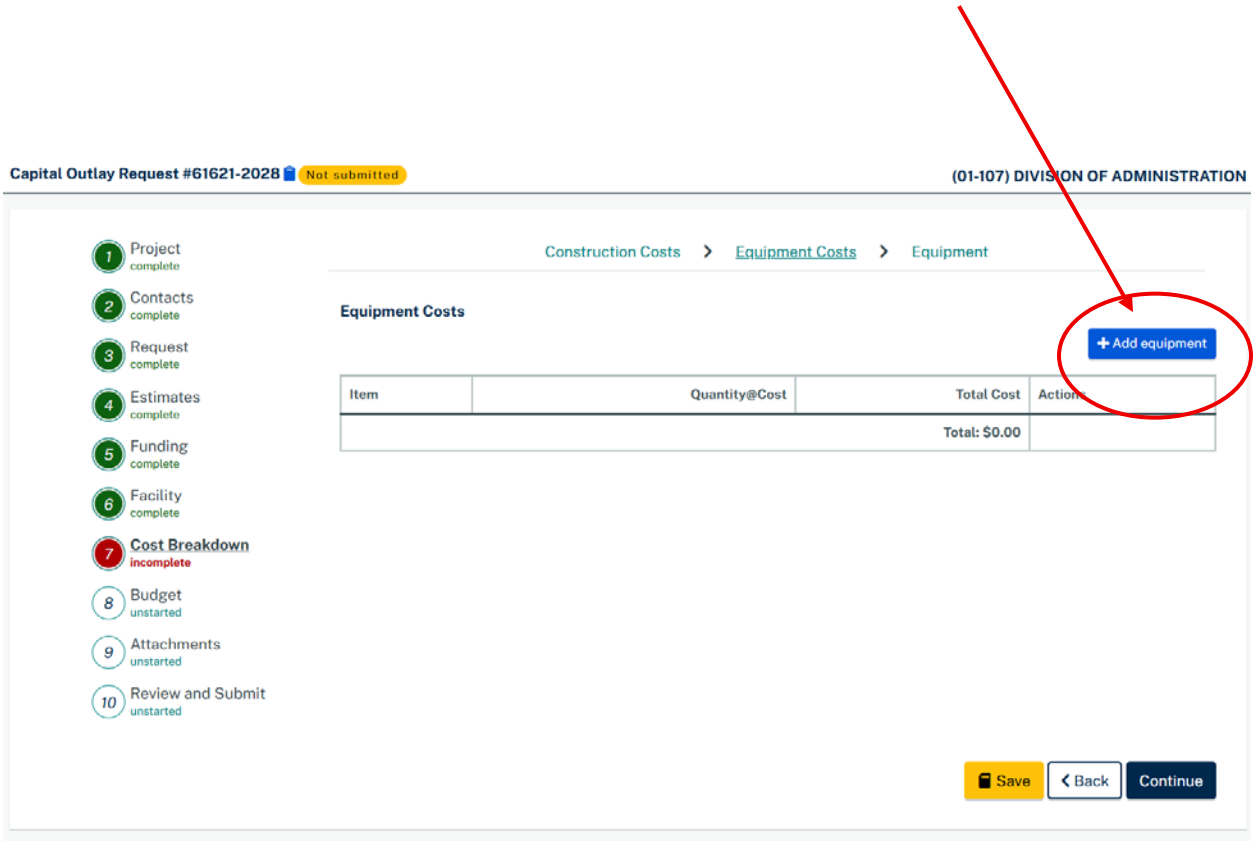
The **Total Cost of Construction** is the number that must total what is on the Estimates page for Construction Costs.

Click the Continue button to proceed to the **Equipment Costs** subsection.

EXAMPLE: **New Request**

⑦ Cost Breakdown

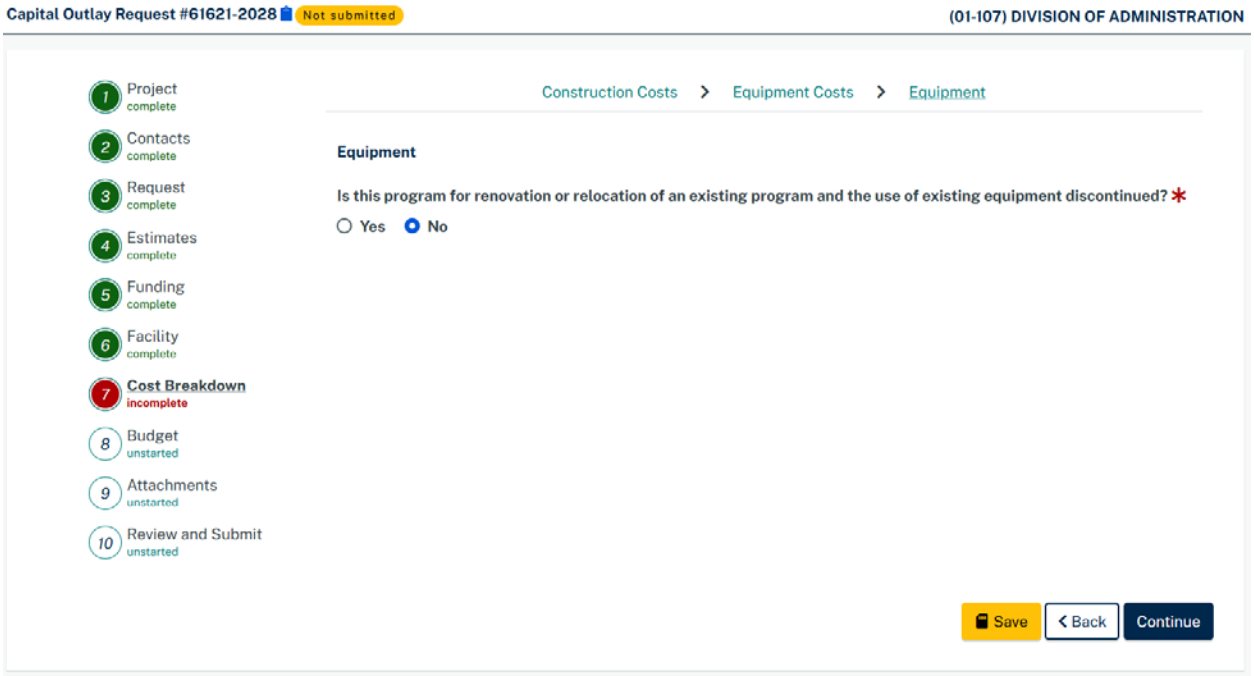
The Equipment Costs subsection page is next. If you entered in a cost amount for Equipment in the ④ **Estimates** section, you would click the **+Add line** button.



In this example there is no equipment cost, so we click continue.

EXAMPLE: **New Request** ⑦ **Cost Breakdown**

The Equipment subsection page is a simple Yes/No question. In this example, an existing program is being relocated, but existing equipment is not being discontinued so we answer no.

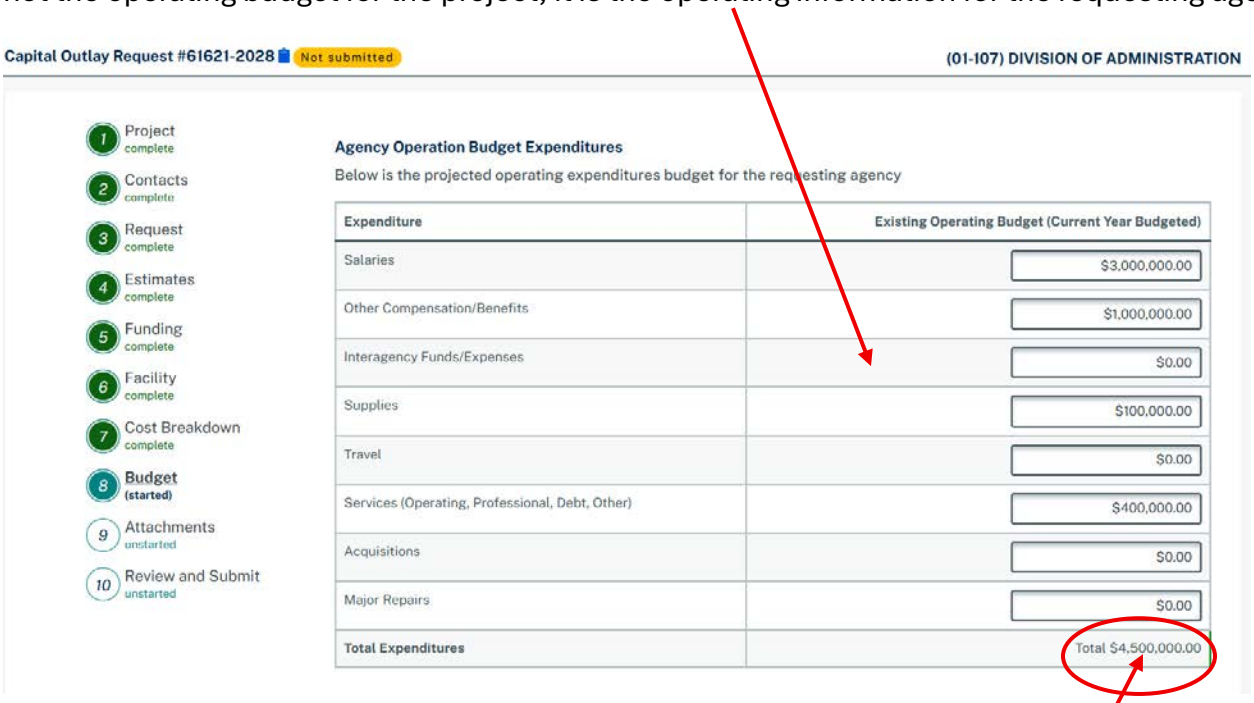


Click the Continue button to proceed to the ⑧ **Budget** section.

EXAMPLE: **New Request**

⑧ Budget

The **⑧ Budget** section begins with **Agency Operation Budget Expenditures** at the top of the page. This is not the operating budget for the project, it is the operating information for the requesting agency.



Capital Outlay Request #61621-2028 Not submitted

(01-107) DIVISION OF ADMINISTRATION

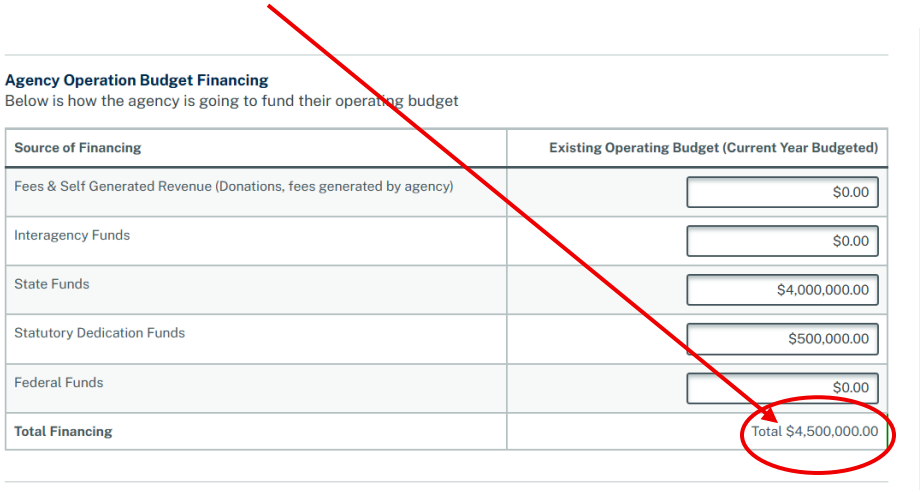
1 Project complete
2 Contacts complete
3 Request complete
4 Estimates complete
5 Funding complete
6 Facility complete
7 Cost Breakdown complete
8 Budget (started)
9 Attachments unstarted
10 Review and Submit unstarted

Agency Operation Budget Expenditures

Below is the projected operating expenditures budget for the requesting agency

Expenditure	Existing Operating Budget (Current Year Budgeted)
Salaries	$3,000,000.00
Other Compensation/Benefits	$1,000,000.00
Interagency Funds/Expenses	$0.00
Supplies	$100,000.00
Travel	$0.00
Services (Operating, Professional, Debt, Other)	$400,000.00
Acquisitions	$0.00
Major Repairs	$0.00
Total Expenditures	Total $4,500,000.00

Next in order on the page is Agency Operating Budget Financing. Note that the **Total Expenditures** should equal the **Total Financing**.



Agency Operation Budget Financing

Below is how the agency is going to fund their operating budget

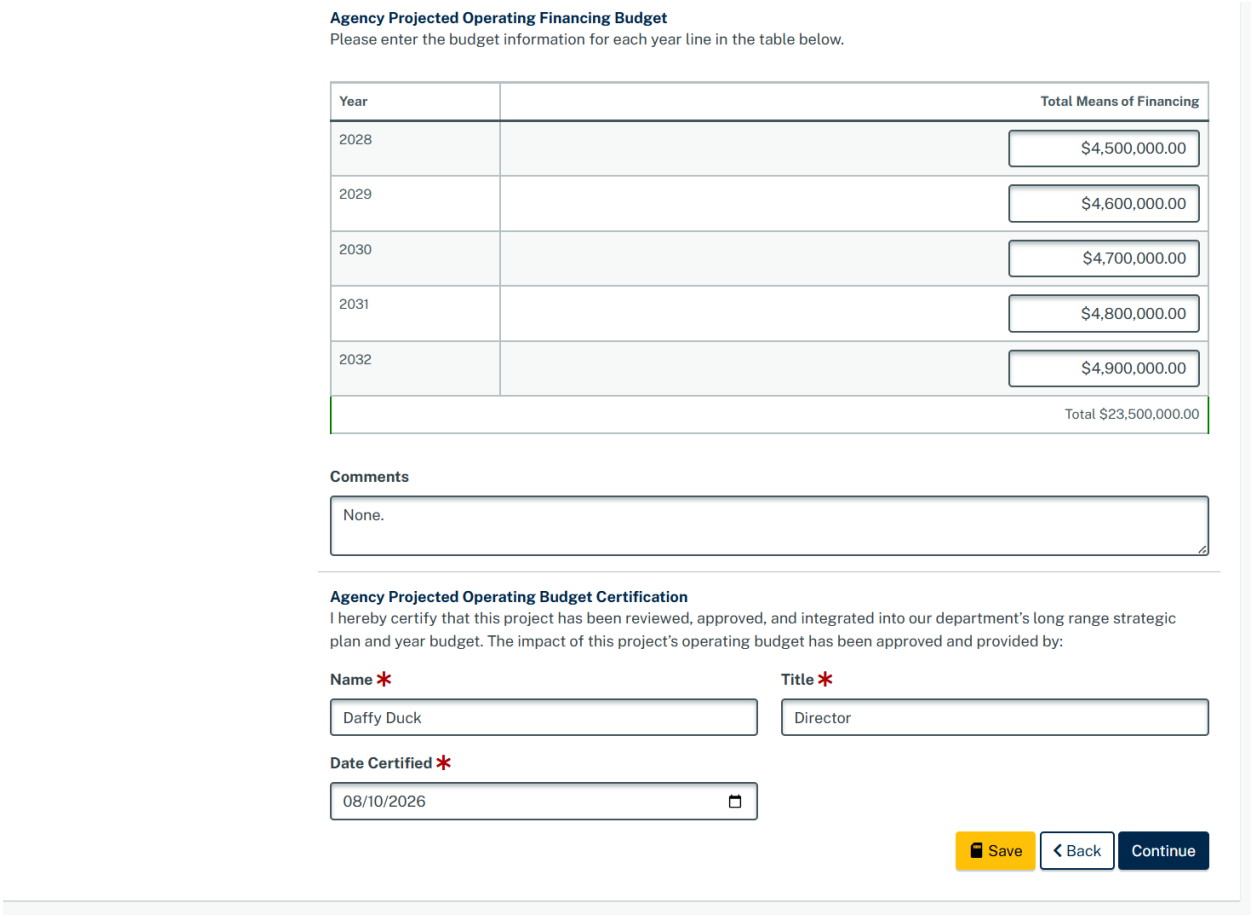
Source of Financing	Existing Operating Budget (Current Year Budgeted)
Fees & Self Generated Revenue (Donations, fees generated by agency)	$0.00
Interagency Funds	$0.00
State Funds	$4,000,000.00
Statutory Dedication Funds	$500,000.00
Federal Funds	$0.00
Total Financing	Total $4,500,000.00

The bottom of the page for the **⑧ Budget** section continues with the next snapshot:

EXAMPLE: **New Request**

⑧ Budget

The **⑧ Budget** section continues with the **Agency Projected Operating Financing Budget** at the bottom of the page.



Agency Projected Operating Financing Budget
Please enter the budget information for each year line in the table below.

Year	Total Means of Financing
2028	$4,500,000.00
2029	$4,600,000.00
2030	$4,700,000.00
2031	$4,800,000.00
2032	$4,900,000.00
	Total $23,500,000.00

Comments

None.

Agency Projected Operating Budget Certification
I hereby certify that this project has been reviewed, approved, and integrated into our department's long range strategic plan and year budget. The impact of this project's operating budget has been approved and provided by:

Name * Daffy Duck

Title * Director

Date Certified * 08/10/2026

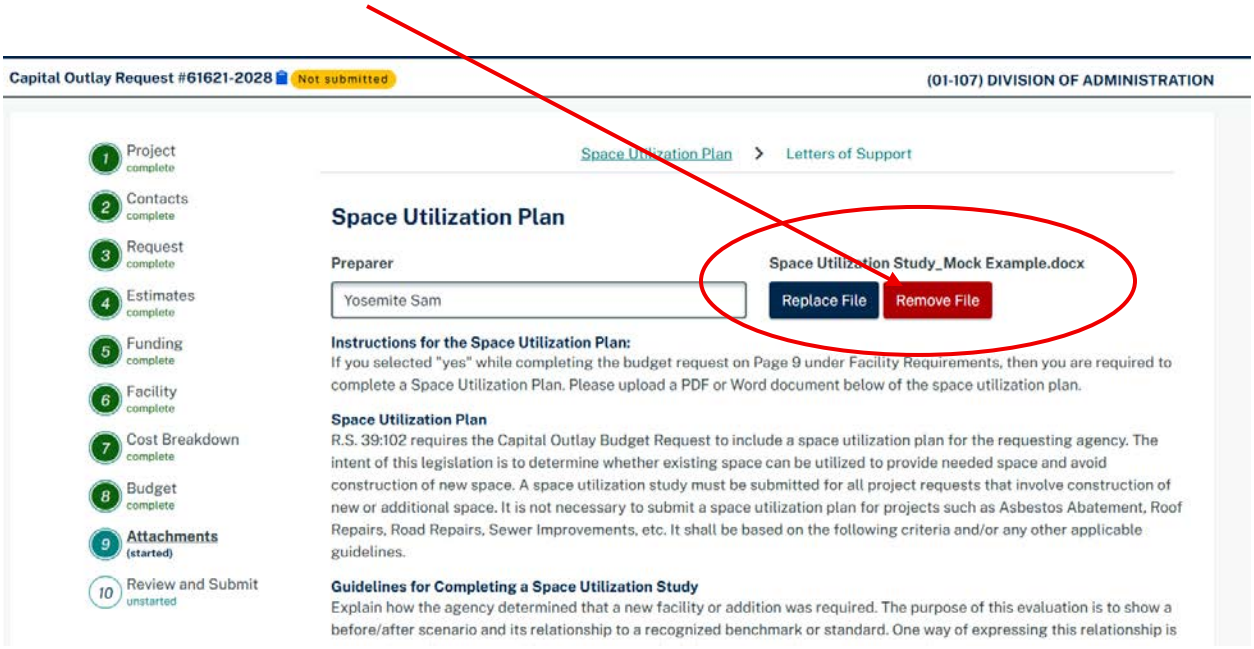
Save | Back | Continue

Click the Continue button to proceed to the **⑨ Attachments** section.

EXAMPLE: **New Request**

⑨ Attachments

The **⑨ Attachments** section provides an upload option for a Space Utilization Plan for a new project. In the example below, it shows that a document has been uploaded and added to the application.

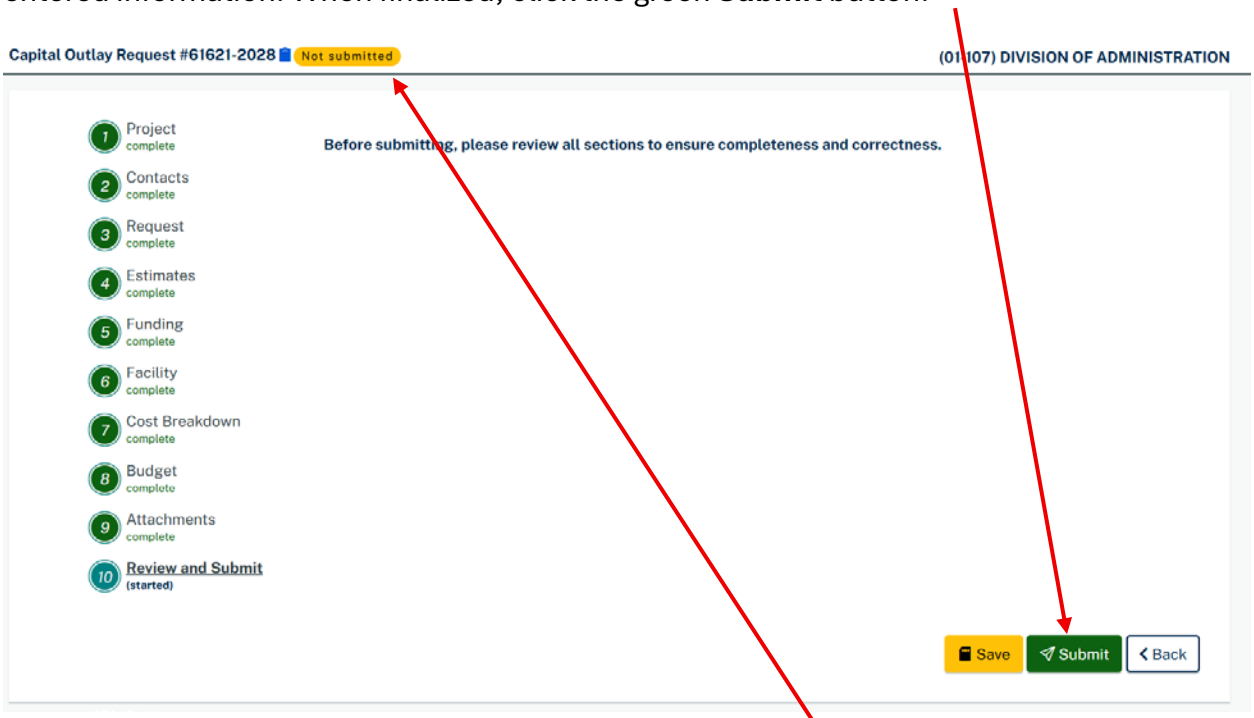


Click the **Continue** button to proceed to the last step.

EXAMPLE: **New Request**

⑩ Review and Submit

The **⑩ Review and Submit** section is a simple screen reminding you to check and review all previously entered information. When finalized, click the green **Submit** button.



After submitting, you will notice the previously yellow **Not Submitted** has now been tagged as **Submitted**.