Non-State Entity Capital Outlay Administrative Guidelines

Facility Planning and Control
Division of Administration
State of Louisiana

October 2019

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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 agreements (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* booklet is arranged so that the 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 uncomplicated 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.

It is FP&C's mission to administer the State's funds and assist in the successful completion of projects for the good of the citizens of Louisiana.

Request for Disbursement

Request No. _____

Project Number:_____ **Entity:**_____ **Contact Person:**_____

Phone Number:_____

Project Name:_____ *****Contract Number:**_____

*****PO Number:**_____

WBS Number ***	Invoice Number	Vendor Name	Cost Code *	G/L ***	Invoice Amount	State's % ***	State's Amount ***	Entity's Amount ***	Ineligible Amount ***
				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 Entity.

Certified Correct by Entity: _____ Date: _____

(Signature of Authorized Representative)

_____

(Type or Print Name)

**Cost Code*	*Category*
Real Estate	
RQ	Real Estate
Construction	
CN	Construction Services
CN-TS	3rd Party Testing during Construction
Equipment	
EQ	Equipment
Design	
F1	Basic Design Services

**Cost Code*	*Category*
Design Miscellaneous	
R1	Topo
R2	Geo
R3	Environmental
R4	Testing Lab Fees
R5	Other Reimbursables
A1	Additional Design Services
MI-TS	3rd Party Testing/Lab Fees

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

*** G/L = Project Expenditure Code (see tables)
***** Areas for FP&C Use Only**

Revised 8/30/18

Figure 1. Form Used When Requesting Reimbursement 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:

1. State Certified General appraisal

2. 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

3. 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

4. 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

5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match

The non-state entity must submit a Request for FP&C Concurrence in Real Estate Closing form, with this required information attached (see Figure 2). After FP&C concurs in closing, FP&C will initiate its check writing process or Electric Funds Transfer (EFT). 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's 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 the property or donated property, provided the property was acquired to advance the capital outlay project, and other 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 performed under written contracts. Copies of executed contracts must be submitted to FP&C prior to or concurrent with associated Request(s) for Disbursement. The deliverables 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 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. *Note: This is a statutory requirement as defined in the Capital Outlay Act.*

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

Request for FP&C Concurrence in Real Estate Closing

Project Number:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

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

1. State Certified General appraisal
2. 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
3. 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
4. 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.
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match.

Entity: _____ Date: _____
(Signature of Authorized Representative)

_____
(Type or Print Name)

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

❑ 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: _____

_____

(Entity 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

Design

Design Costs for Basic Services or Miscellaneous costs, associated with the approved project, can be eligible for State participation, up to the amount determined by FP&C.

• Basic Services

All Design – Basic Services scope, 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. A copy of the final deliverable of a professional contract must be provided to FP&C in order for the funds to be disbursed when the fee is greater than or equal to $25,000.

State disbursements for Design - Basic Services costs cannot exceed 10% of the construction cost.

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 cash is made available is the date the Bond Commission approves a cash line of credit. *Note: This is a statutory requirement defined in the Capital Outlay Act.*

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 deliverables 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, prior to advertisement, Entity shall submit final plans and specifications to FP&C to confirm that the planned project/facility is functional and within the intent of the Capital Outlay Act/Request.

Contracts for the preparation of construction documents where the fee is greater than or equal to $25,000 will need to have the deliverables 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.

For all projects, the construction documents/final design deliverables (plans, specifications, and cost estimate) shall be reviewed by FP&C to confirm that the planned project/facility is functional and within the intent of the Capital Outlay Act/Request. This review shall take place prior to advertisement for bidding. *A final review, as part of the submission of the Request for FP&C Concurrence in Construction Contract Award (see Figure 3), must be made prior to the award of the construction contract in order for construction costs to be eligible for State participation.*

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 Design Basic Services costs cannot exceed 10% of the construction cost.

- Miscellaneous

Miscellaneous costs associated with the approved project can be eligible for State participation, up to the amount determined by FP&C.

> *State disbursements for Design - 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 Design – 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). The final deliverable 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 cash is made available is the date the Bond Commission approves a cash line of credit. *Note: This is a statutory requirement as defined in the Capital Outlay Act.*

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):

1. Final construction documents (plans and specifications)
2. Construction document addenda
3. Certification that the cooperative endeavor agreement's ownership of property requirements have been met
4. Evidence of current commitment and availability of match and/or in-kind match
5. Certified proof of publication of advertisement for procurement
6. Certified tabulation of bids or proposals with recommendation for award
7. Certification that the procurement was in accordance with the public bid laws
8. Other – any other documentation as may be appropriate, for the specific project as requested by FP&C

This information must be provided through a Request for FP&C Concurrence in Construction Contract

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

Award form (see Figure 3), with the required information attached. 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

Request for FP&C Concurrence in Construction Contract Award

Project Number:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

The following information is attached and the Entity requests FP&C's concurrence in the award

of the construction contract for $ _____ **to** _____
(Total Bid) (Contractor)

1. Final construction documents (plans and specifications)
2. Construction document addenda
3. ✶ Certification that the cooperative endeavor agreement's ownership of property requirements have been met
4. ✶ Evidence of current commitment of funds for the project and availability of match and/or in-kind match
5. Certified proof of publication of advertisement for procurement
6. Certified tabulation of bids or proposals with recommendation for award
7. ✶ Certification that the procurement was in accordance with the public bid laws
8. Other: _____

Entity: _____ Date: _____
(Signature of Authorized Representative)

_____
(Type or Print Name)

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

❑ FP&C concurs in construction contract award
(Entity must submit a Request for Disbursement Form to draw from State funds)

❑ FP&C does not concur in construction contract award
Reason: _____

_____
(Entity 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

✶ These items can be addressed in a single letter on the Entity's letterhead and signed by the Authorized Representative.

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. 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. *Note: This is a statutory requirement as defined in the Capital Outlay Act.*

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.

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

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 to confirm that the costs will be eligible for State participation.* As stipulated in the public bid laws, FP&C will require negotiated change orders to be fully documented and itemized as to costs, including material quantities, material costs, taxes, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract, no deviations shall be allowed in computing negotiated change order costs.

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.

All equipment purchases where State funds will be used for payments must be performed 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). If desired by a non-state entity, FP&C will provide 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.*

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

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:

1. Equipment list (with specifications, if applicable)

2. Certified proof of publication of advertisement for procurement

3. Certified tabulation of bids or quotes with recommendation for acceptance

4. Certification that the procurement was in accordance with public bid laws

5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match

This information must be provided through a Request for FP&C Concurrence in Equipment Purchase form (see Figure 4), with the required information attached. 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 may be made with a Request for Disbursement(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. ***Note: This is a statutory requirement as defined in the Capital Outlay Act.***

Request for FP&C Concurrence in Equipment Purchase

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

Project Number:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

The following information is attached and Entity requests FP&C's concurrence in purchasing equipment

from _____ **in the amount of $** _____
(Supplier) (Total Bid)

1. Equipment list (with specifications, if applicable)
2. Certified proof of publication of 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 laws
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match.

Entity: _____ Date: _____
(Signature of Authorized Representative)

_____
(Type or Print Name)

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

❑ FP&C concurs with the equipment purchase
(Entity must submit a Request for Disbursement Form to draw from State funds)

❑ FP&C does not concur with the equipment purchase
Reason: _____

_____

(Entity 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, a project is in the preliminary stage and has a construction cost estimate of $5 million. Assume the funding for the initial project costs is $1 million, which includes a 25% local match ($750,000 State and $250,000 Entity). Since only $500,000 (10% of construction cost) can be budgeted for Design – Basic Services costs, and in this example assume only $100,000 is anticipated for Miscellaneous costs, the remaining funds (minus FP&C administrative fee) 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.

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

Administrative

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

Closeout

The Entity shall submit to FP&C a final Request for Disbursement with all invoices, payment applications, etc., on any contract for which FP&C has obligated funding. The Entity shall also submit to FP&C a statement that no additional funds are due to the Entity under this appropriation. Said final Request for Disbursement and statement shall be submitted not later than eighteen months after the date of substantial Completion or acceptance of the project.

Should the Entity fail to submit the final Request for Disbursement within the time period specified, then FP&C will consider all obligations as being paid in full to the Entity and the project will be closed.

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 Representative must be from the non-state entity, and cannot be 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 a cash match or something other than cash (in-kind match). If an appropriation specifically calls for a "cash match", then the match must be cash. If an appropriation specifically calls for an "in-kind match", then the match can be cash or something other than cash. The funding summary will reflect the amounts of State funds and "other" funds ("other" funds can be a cash match, the value of an in-kind match, or both, depending on the appropriation language). Note: In addition, "Match" requirements are further outlined in the cooperative endeavor agreement and current year promulgated legislation.

For construction costs, State participation will be determined by FP&C. If an eligible construction project is bid at an amount greater than the state funds available for construction and the entity wishes to fund the difference, the State participation percentage will be the percentage the State funds are 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, as long as it advances the project.

Cypress Grove

APPENDIX

Instructions for Completing Forms:

Request for Disbursement …….…….. 16

Request for FP&C Concurrence in Real Estate Closing …….. 18

Request for FP&C Concurrence in Construction Contract Award …….. 20

Request for FP&C Concurrence in Equipment Purchase …….. 22

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.

❶ 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.

❷ 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.

❸ 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.

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

❺ G/L = Project Expenditure Codes are required to process all line item requests. All G/L codes can be found on the Division of Administration "Facility Planning and Control" website under the "Project Admin – Non-State" tab. http://www.doa.la.gov/Pages/ofpc/Non-State/Non-State.aspx

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

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

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

❾ Date that the Authorized Representative signs the form.

❿ Typed or printed name of the Authorized Representative who signed the form.

Request for Disbursement

Request No. _____❶_____

Project Number:_____ **Entity:**_____ **Contact Person:**_____

Phone Number:_____

Project Name:_____ *****Contract Number:**_____

*****PO Number:**_____

WBS Number ***	Invoice Number	Vendor Name	Cost Code *	G/L ***	Invoice Amount	State's % ***	State's Amount ***	Entity's Amount ***	Ineligible Amount ***
	❷	❸	❹	❺	❻				
				Total	❼				

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 Entity.

Certified Correct by Entity: ❽ Date: ❾

(Signature of Authorized Representative)

❿

(Type or Print Name)

**Cost Code*	*Category*	**Cost Code*	*Category*
Real Estate		**Design Miscellaneous**	
RQ	Real Estate	R1	Topo
Construction		R2	Geo
CN	Construction Services	R3	Environmental
CN-TS	3rd Party Testing during Construction	R4	Testing Lab Fees
Equipment		R5	Other Reimbursables
EQ	Equipment	A1	Additional Design Services
Design		MI-TS	3rd Party Testing/Lab Fees
F1	Basic Design Services		

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

*** G/L = Project Expenditure Code (see tables)
***** Areas for FP&C Use Only**

Revised 8/30/18

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.

❶ Check each item indicating the information required and attached to the form.

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

❸ Date that the Authorized Representative signs the form.

❹ Typed or printed name of the Authorized Representative who signed the form.

Request for FP&C Concurrence in Real Estate Closing

Project Number:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

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

❶

1. State Certified General appraisal
2. 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
3. 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
4. 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.
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match.

Entity: ❷ _____ Date: ❸ _____

(Signature of Authorized Representative)

❹ _____

(Type or Print Name)

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

❑ 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: _____

_____

(Entity 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.

❶ The total amount of the recommended bid or proposal, including all alternates.

❷ Name of the contractor who submitted the recommended bid or proposal.

❸ Check each item 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 number. If the contract price is such that public advertisement is not required, write "N/A" over the number pertaining to proof of ad publication.

❹ 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.

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

❻ Date that the Authorized Representative signs the form.

❼ Typed or printed name of the Authorized Representative who signed the form.

❽ Items 3, 4, and 7 can be addressed in a single letter on the Entity's letterhead, signed by the Authorized Representative.

Request for FP&C Concurrence in Construction Contract Award

Project Number:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

The following information is attached and the Entity requests FP&C's concurrence in the award

of the construction contract for $ ❶ _____ **to** ❷ _____ **.**
(Total Bid) (Contractor)

↓❸

1. Final construction documents (plans and specifications)
2. Construction document addenda
3. ❽ Certification that the cooperative endeavor agreement's ownership of property requirements have been met
4. ❽ Evidence of current commitment of funds for the project and availability of match and/or in-kind match
5. Certified proof of publication of advertisement for procurement
6. Certified tabulation of bids or proposals with recommendation for award
7. ❽ Certification that the procurement was in accordance with the public bid laws
8. Other ❹ _____

Entity: ❺ _____ Date: ❻ _____
(Signature of Authorized Representative)

❼ _____
(Type or Print Name)

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

❑ FP&C concurs in construction contract award
(Entity must submit a Request for Disbursement Form to draw from State funds)

❑ FP&C does not concur in construction contract award
Reason: _____

_____

(Entity 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!

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.

❶ Name of the supplier who submitted the recommended bid or proposal.

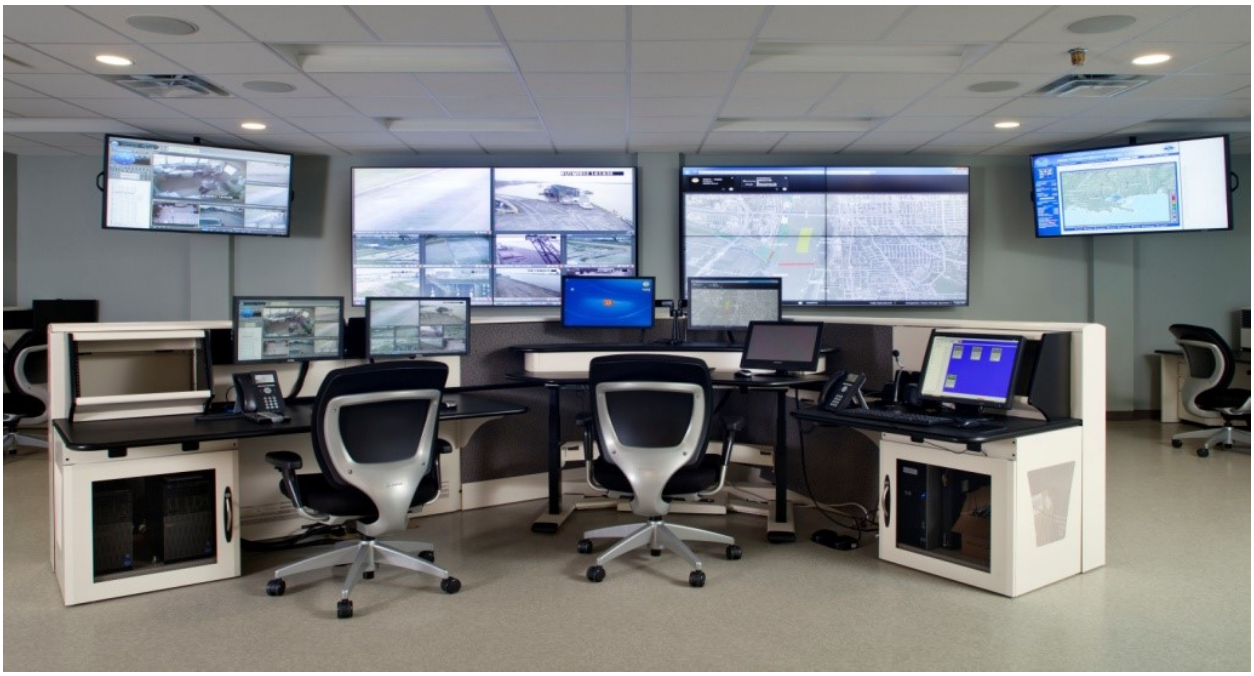
❷ The total amount of the recommended bid or proposal.

❸ Check each item 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 item pertaining to proof of ad publication.

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

❺ Date that the Authorized Representative signs the form.

❻ Typed or printed name of the Authorized Representative 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:	Entity:
Project Name:	Contact Person:
	Phone Number:

To be completed by the Entity

The following information is attached and Entity requests FP&C's concurrence in purchasing equipment

❶ **from** _____ (Supplier)

❷ **in the amount of $** _____ (Total Bid)

❸

1. Equipment list (with specifications, if applicable)
2. Certified proof of publication of 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 laws
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match

Entity: ❹ _____ *(Signature of Authorized Representative)*

Date: ❺ _____

❻ _____ *(Type or Print Name)*

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

❑ FP&C concurs with the equipment purchase
(Entity must submit a Request for Disbursement Form to draw from State funds)

❑ FP&C does not concur with the equipment purchase
Reason: _____

(Entity 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: _____ *(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!