CONTENTS

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V. POTPOURRI

VI. ERRATA

Executive Order

EXECUTIVE ORDER DCT 80-17

This Executive Order is issued by virtue of authority vested in me by law, in accordance with the provisions of R.S. 39, Chapter 17:1551-1736, with reference to the subject matter covered herein. Effective as of the date of my signature below, this Order revokes and supersedes Executive Order 80-13 dated June 12, 1980.

R.S. 39:1596: Small Purchases

"Any procurement not exceeding the amount established by Executive Order of the Governor may be made in accordance with Small Purchase Procedures prescribed by such Executive Order, except that procurement requirements shall not be artificially divided so as to constitute a Small Purchase under this Section."

Therefore, pursuant to the above authority, in order to discharge my duty and responsibility as directed by the above-quoted Section of the State Statutes, it is hereby ordered that all state of Louisiana agencies shall observe and abide by the following rules and regulations, and provided further that all purchases shall be made through the State Purchasing Office in the Division of Administration except where specific authority to purchase any materials or supplies has been delegated in writing by the Commissioner of Administration.

Therefore, pursuant to the authority vested in me by R.S. 39:1596, all departments, institutions, boards, commissions, budget units, and any other agencies under the jurisdiction of the Executive Department of the state government shall be required to observe and be guided by the following specific directives.

Small Purchases: Any procurement not exceeding five thousand dollars may be made in accordance with the following small purchase procedures, except that procurement requirements shall not be artificially divided so as to constitute a small purchase.

1. All agencies shall requisition their requirements for all tagable equipment of any kind through the State Purchasing Office of the Division of Administration, with the provision that the only exceptions shall be by written permission of the Commissioner of Administration or those agencies exempted by R.S.:39:1572.

2. All agencies of the state government covered by R.S.:39: Chapter 17, wherever the cost is estimated to be above fifty dollars, regardless of whether purchases are made by the State Purchasing Office or agencies to whom purchasing has been delegated, shall observe the following rules and regulations on small purchases, but maximum competitive bidding shall be obtained in all cases in accordance with R.S.39:1655. *This Executive Order in no way affects or changes the purchasing authority which has been delegated to your agency.*

a. Purchases under fifty dollars. No competitive bidding is required.

b. Purchases over fifty dollars but under two hundred dollars shall be made by receiving price quotations wherever time permits, or if time does not permit, telephone and telegraph quotations may be obtained and purchases made on the basis of the lowest quotation received; however, it shall be determined in writing why time did not permit written quotations.

c. Purchases over two hundred dollars but under one thousand dollars shall be made by soliciting written quotations from at least five bona fide prospective bidders using DA 101 and FACS 101 forms.

d. Purchases over one thousand dollars but under five thousand dollars. No purchases where the estimated cost is over one thousand dollars but under five thousand dollars shall be made except by sending out written invitations for bids to at least eight bona fide, qualified bidders. In addition, the agency may advertise at their discretion. Written invitations for bids shall contain complete specifications, the quantity required, and shall stipulate that bids will be publicly opened and read at a specific date and time, as well as such other pertinent information such as the delivery point and other information sufficient for a supplier to make an acceptable bid. Agencies shall follow the requirements of the Purchasing Rules and Regulations established by the Commissioner of Administration in all other aspects of purchasing except as indicated above.

e. Purchases over five thousand dollars. No purchases where the estimated cost is over five thousand dollars shall be made except by advertising in accordance with R.S. 39:1594C and sending out written invitations for bids to at least eight bona fide, qualified bidders and where feasible, use should be made of State Purchasing's computerized vendor list. In addition, all purchases must be made in accordance with the Purchasing Rules and Regulations established by the Commissioner of Administration.

f. Automotive, Machinery and Equipment Parts and Repairs under five thousand dollars. Parts and Repairs for Automobiles and Machinery shall be obtained by either:

(1) The use of an "Authorized Dealer." (An "Authorized Dealer" is defined as a dealer certified by the manufacturer to perform maintenance on their equipment.)

(2) Obtaining competitive bids as indicated above.

g. Exceptions to minimum competitive requirements:

(1) Federal Government surplus property.

(2) Livestock for slaughter when purchased at public auction sale.

(3) Purchasing or selling transactions between State budget units.

(4) Textbooks, newspapers, subscriptions, or foreign publications.

h. *Telephone or telegraph quotations should be obtained for the following from at least three bona fide, qualified bidders wherever possible.*

(1) Farm products which include, but may not be limited to, fresh vegetables, milk, eggs, fish, or other perishable foods.

(2) Food, materials, and supplies needed for the operation of boats in isolated localities where only limited outlets of such supplies are available.

(3) Food purchased and used in Home Economics colleges courses where purchasing, preparing, and serving is part of the regularly prescribed course.

(4) Food purchases and other materials and supplies required by juvenile Detention homes where the number of the inmates is unstable and unpredictable.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 20th day of October, A.D., 1980.

David C. Treen
Governor of Louisiana

Emergency Rules

DECLARATION OF EMERGENCY

Department of Agriculture

Livestock Sanitary Board

Because of the existence of a two-fold emergency (i.e., (1) the widespread incidence of the animal disease of canine parvovirus, and (2) absence of any existing Rule to control and/or supervise the manufacture, distribution and/or sale of canine parvovirus vaccine), the Louisiana Livestock Sanitary Board, under the authorization of LSA 49:953 B and Attorney General's Opinion Number 80-1290, adopted the following Rule on an emergency basis at its meeting on October 14, 1980:

Proposed Rule

As an addition to Regulation 12 of the Rules and Regulations of the Livestock Sanitary Board, being a new Sub-part 6:

No person, firm, association, or corporation shall manufacture, distribute, or sell any animal vaccine other than those covered above within the State of Louisiana unless such person, firm, association or corporation can prove to the Board that he (it) is currently the holder of a valid Federal license to manufacture, distribute or sell such animal vaccine, provided that this Rule shall not apply to any person, firm, association, or corporation which is the holder of a special permit from the State Veterinarian at the effective date of this regulation.

In accordance with the provisions of LSA 49:951, et seq., the Administrative Procedure Act, and LSA 3:2096, relative to the authority of the Louisiana Livestock Sanitary Board to regulate all matters pertinent to animal health, notice is hereby given that the Louisiana Department of Agriculture, Louisiana Livestock Sanitary Board, will conduct a public hearing to consider the permanent adoption of regulations relative to the manufacture, distribution, and sale of animal vaccines within the State of Louisiana at 9:30 a.m., Friday, December 12, 1980, in the Office of the Commissioner of Agriculture, 21st Floor, State Capitol, Baton Rouge, Louisiana.

Written comments will be accepted through December 10, 1980, by the following: C. T. Raby, DVM, Assistant Commissioner for Animal Health Services, Box 1951 at 12055 Airline Highway, Baton Rouge, Louisiana 70821, or may be presented in person at the public hearing.

All interested persons will be afforded a reasonable opportunity to submit data, views, or arguments, orally or in writing, as provided by LSA 49:953.

Bob Odom
Commissioner of Agriculture

DECLARATION OF EMERGENCY

Office of the Governor

Division of Administration

The Office of the Governor, Division of Administration, does hereby exercise the emergency provisions of the Administrative Procedures Act (R.S. 49:953B and R.S. 49:954B(2)) to adopt effective December 20, 1980, the following rules and regulations pertaining to the Capital Outlay Budget Request procedure mandated by Act 14 of the Second Extraordinary Session of 1980.

Instructions For Preparation of 1981-82 Capital Outlay Budget Request Forms

Section I. General Instructions

Introduction

Act 14 of the Second Extraordinary Session of 1980 amends Section 61 of Title 39 relative to capital outlay budget procedures. In order to reflect and comply with these changes in the law, the capital outlay budget request forms have been revised.

R.S. 39:61-B(1) requires the head of each budget unit and spending agency of the state to submit "a list of all (proposed) expenditures for capital projects falling within the definition contained in R.S. 39:2(8), except for construction of streets, roads, highways, and bridges governed by the budgetary requirements of Part XII of Chapter 1 of Title 48. Such annual requests shall include projects proposed to be funded within the next five years." This section further provides that "Any legislator desiring the expenditure of state funds for any capital projects falling within the definition contained in R. S. 39:2(8) or for any other capital project also shall comply with the provisions of this Subsection. All officials of political subdivisions shall submit their proposed capital projects through the senator and representative in whose district the proposed capital project will be located. Each legislator shall forward such request to the Facility Planning and Control Section of the Division of Administration with his recommendation for approval or disapproval or without recommendations."

"Capital outlays," according to R.S. 39:2(8), "means expenditures for acquiring lands, buildings, equipment or other properties, or for their preservation or development or permanent improvement."

Projects that qualify as capital budget items include acquisition of land; site development and improvement; construction of buildings and other structures; additions, major improvements, and alterations to an existing facility that will extend its life or increase its usefulness; installation, extension, or replacement of utility systems, fire protection, and other major facilities; and initial equipment and furnishings for new buildings.

Projects that do not qualify as capital budget items include minor alterations to an existing building such as painting, decorating, and repair or replacement of flooring, sanitary fixtures, windows, locks and similar items; equipment and furnishing for existing buildings; and supplies and materials. Projects that involve alterations and improvements but that primarily comprise maintenance work should not be submitted for approval; nor should such projects be lumped together to form an apparent sizable project.

Following is information regarding the new forms and the timetable for submission.

Budget Request Forms

The new budget request forms and preparation instructions are included in Section II of this manual. There are now five forms which are designated as follows:

Form A-1-New Project Request-Needs Assessment/Feasibility/Justification.

Form A-2-New Project Request-Construction Cost Data and Project Financing.

Form A-3-New Project Request-Estimated Annual Operation and Maintenance Costs.

Form B-Status Report of Projects in Process.

Form R-Recap of New Project Requests.

These forms, especially the Form A-1, require thorough, complete information in compliance with the preparation instructions. It is extremely important that working papers and sufficient backup information be retained by preparing agencies so reviewing offices will have access to supporting information. Project requests will be returned to the preparing agencies as incomplete for the following reasons:

(1) Lack of adequate needs assessment, feasibility documentation, or justification of need.

(2) Failure to fill out forms completely.

(3) Failure to specify project locations clearly.

(4) Lack of adequate project description.

(5) Lack of supporting data.

(6) Incorrect data.

Some portions of the instructions may not be clear or may not cover some of the situations confronted by your agency. In such cases, personnel from the Budget Office of the Division of

Administration will be available to help you. The telephone number of the Budget Office is 342-7006 or LINC 421-7006.

After the individual forms have been prepared, they should be assembled in the following order for each budget unit in the department.

1. Form R
2. Form A series in priority order (Form A-1, Form A-2, Form A-3 for priority 1 project, then Form A-1, Form A-2, Form A-3, for priority 2 project; etc. until all new project reports have been assembled from highest to lowest priority).
3. Form B

When the forms have been assembled, assign page numbers beginning with the first Form R, and continuing through the last Form B. This constitutes the original set of capital budget request forms. This original set and five duplicate sets constitute the budget request document. The department head is requested to prepare a transmittal letter to accompany the budget request document(s). In addition, one duplicate set is required to be submitted to the Legislative Fiscal Office.

Capital Budget Timetable

The budget request document, i.e., the original and five duplicate sets along with a transmittal letter, must be SUBMITTED NO LATER THAN December 15, 1980 to: Division of Administration, Facility Planning and Control Department, Box 44095, Baton Rouge, Louisiana 70804.

The submission date for 1981-82 requests is based on the following schedule to comply with statutory requirements:

1. Capital budget requests forms and instructions sent to agencies.
2. Development and preparation of capital budget request document by state agencies. This period includes internal departmental review and review by governing authorities.
3. *December 15, 1980*-Submission of capital budget request documents by department heads or governing authority. Individual agencies or budget units *must* submit their requests through their department head or governing authority. Documents not submitted properly will not be accepted by the Division of Administration.
4. Review of project requests by the Division of Administration. All requests will be evaluated by the State Planning Office as to the adequacy of service projections, environmental impact, spatial impact, and conformity with objectives of the Administration. The requests will also be evaluated by the Facility Planning and Control Department to determine whether the estimates are reasonable and the projects are technically feasible. The Facility Planning and Control Department will also evaluate requests from the standpoint of their architectural and engineering soundness and their compliance with State standards for design and construction. In addition, the requests will be evaluated by the Budget Office in terms of their impact on the operating budget. Throughout this evaluation process, formal conferences will be held between agency directors and the Division of Administration concerning the capital budget requests.
5. The Division of Administration prepares a capital outlay program for the next five fiscal years and submits it to the Governor. The program includes a list of projects recommended and the source of funds for each project for each of the five ensuing years.
6. The Governor shall submit to the presiding officer of each house of the legislature a preliminary capital outlay recommendation together with a summary thereof outlining the maximum amount of monies to be spent in each area and an appendix listing those projects which have been requested and evaluated but not included in the capital outlay program.
7. *By the seventh day of each regular session*-The Governor submits to the Legislature his capital outlay program, a capital outlay budget message setting forth the reasons for the program, and a proposed capital outlay budget act implementing the first year of the five-year program. All capital outlay projects approved by the Legislature are then made part of the capital outlay budget.

Section II: Forms and Preparation Instructions

Preparation Instructions

Form A-1 Needs Assessment/Feasibility/Justification

Purpose

Act 14 of the Second Extraordinary Session of the 1980 Legislature amended R.S. 39:61 regarding new capital outlay requests by requiring a completed feasibility study for each new project requested. R.S. 39:61(3) (a) further provides that "the feasibility study shall include a needs assessment with corroborative data, when the project will be needed, its proposed location, . . . as well as an identification and description of other similar facilities and projects in the given area and evaluation of their capabilities. The list of new project requests shall indicate the order of priority." Section 61 (3)(c) states, "If a feasibility study is requested by a legislator, the Division of Administration shall comply with the request. If the study cannot be completed within sixty days by the Division of Administration they shall send the requesting legislator within fifteen days of receipt of his request, a notice stipulating the projected time period within which said study can be made. If the requesting legislator reasonably believes the Division of Administration's estimate is too lengthy, or reasonably believes the Division of Administration lacks the technical expertise necessary to conduct the study, he may request of the Legislative Fiscal Office that the study be performed under their supervision. Funds shall be appropriated by the legislature annually to the legislative fiscal office for such purpose." Also, Section 61 (3)(d) provides that "A legislator may submit a feasibility study with respect to a project of a local nature prepared by or for a local political subdivision which study shall be in compliance with the provisions of Paragraph 3(a) of Subsection B hereof, and subject to factual verification by the Division of Administration or the Legislative Fiscal Office within thirty days of submission thereof."

The purpose of Form A-1 is to provide a narrative documentation of the needs assessment/feasibility/justification for each new project request. In this context, "new project request" means any request for new or additional funding for a capital outlay project. All the following require new project forms:

(1) Projects not previously requested.

(2) Projects previously requested but not appropriated.

(3) Projects previously requested and appropriated in a prior year, but for which bonds were not sold in that prior year.

(4) Projects previously requested and included in a prior year Omnibus Bond Bill, but for which bonds were not sold in that prior year.

(5) Projects previously requested and funded, but which now require additional new funds to supplement or complete the project.

Items of Information

Department; Office; Section/Facility — Indicate the proper department, office, and section or facility name. Abbreviations may be used. Example: Department: DHHR, Office: Hospitals, Section/Facility: E.K. Long Hospital.

Contact Person; Phone — Indicate the name and phone number of the person to be contacted if there are any questions or if supplemental or clarifying information is necessary.

Agency Number — Indicate the six digit schedule number assigned to the budget unit.

New Project Priority Number — Assign a priority number to each new project request in keeping with the relative importance to the achievement of overall department goals. For example, the priority number given to a project at a general hospital must reflect the overall DHHR priorities, not just the priorities at the hospital.

Classification Letter — Assign a letter classification to each project in terms of the Project Classification Criteria defined in Appendix A. The three classifications are: A - Emergency, B - Current Program Requirements, and C - Anticipated Program Needs.

Parish, City — Indicate the parish and city in which the project is or will be located.

New Project Title — Give the project a concise title that is sufficient to identify it clearly. This title should be the same as the title used for the project on the Recap of New Project Requests (Form - R). This title should be used for the project on all subsequent forms.

Louisiana Senatorial District Number — Indicate the State Senatorial District in which the project is or will be located.

Louisiana Representative District Number — Indicate the State House of Representatives District in which the project is or will be located.

Head of Budget Unit — Signature and typed name of the head of the budget unit or his designee.

Governing Authority Representative — Signature and typed name of the department head or his designee, or a representative of the appropriate management or governing board.

Needs Assessment/Feasibility/Justification — The following format must be followed whether the information is provided by in-house personnel or outside consultants. If this information is provided by outside consultants, identify the consultants and give the preparation date of their report.

Format for Feasibility Studies

I. Conformance with current State Policy Goals and Objectives

A. Cite either an executive order or any section of the Louisiana Revised Statutes of 1950 to indicate the legislative or executive mandate or authority under which the project is being proposed.

B. Describe in five sentences or less how the proposed project is related to the mandate or authority cited in I. A.

II. Description of Project

A. Using Table I, identify which basic function the project fulfills.

B. Cite the location of the project.

C. Identify the services that fall under the function of the project (See Table 2 for a sample listing of services).

D. If the project is intended to service or regulate a particular segment of the population, identify the segment (i.e. handicapped, youth, poverty families, etc.).

E. Explain why the location of the project is most suitable for serving the target population (i.e. availability of resources, accessibility, etc.)

III. Coordination with other Entities

A. List any other government entities or programs that will have an important impact on the effectiveness of the project. Show how the impact has been anticipated and whether these entities or program managers have been contacted so that negative impacts can be minimized and positive impacts be maximized.

IV .Demonstration of Need

A. Document the current service capacity. (Exclude the capacity to be gained from the project.)

B. Document the growth in service requirements and in the target population.

C. Give a projection of service capacity following completion of the project.

D. If the project improves the nature of the quality of the service, specify how.

E. Identify any similar existing facilities in the vicinity of the project that could be upgraded or expanded in such a manner that would meet the current service needs. Identify similar services rendered.

V. Other Impacts

A .Environmental-Identify the general impact the project may have on the environment.

B. Demographic-Describe the effect the project may have on the mobility of the population, or any other demoggraphic factors.

C. Economic-Describe the economic impact of the project (i.e. increase of employment opportunities*, impact on the cost of doing business in the area where the project is located, impact on total income, etc.).

Table 1
Function

(1) Public Safety

(2) Transportation

(3) Health Services

(4) Human Resource Services (i.e. aid to poverty income families, services to handicapped)

(5) Education

(6) Economic Development (including tourism, agriculture, and unemployment insurance)

(7) Enviromnental Protection and Resource Conservation

(8) Management and financing of State Government programs

(9) Judiciary and/or law enforcement

(10) Legislature

(11) Corrections

(12) Regulation of local governments or other organizations

Table 2

Examples of Activities or Services for each function

(1) -Driver licenses issued
-Automobiles registered

(2) -Additional miles of road constructed
-Existing miles of road maintained
-Completed road repairs and an inventory of necessary repairs
-Mass transit ridership

(3) -Average daily attendance
-Admission rates

(4) -Number of applicatns for aid to families with dependent children
-Number of social worker cases

(5) -Enrollment in the specific institution
-Projected enrollment
-Projection of need for the various types of skills that are taught by the institution

(6) -Number of tourists visiting the facility
-Projected number of people using the agricultural cooperative

*in the private sector as well as the public sector

Form A-1
R 9/80

CAPITAL OUTLAY BUDGET REQUEST FOR FY 19____ – 19____

NEW PROJECT REQUEST

FORM A-1 NEEDS ASSESSMENT/FEASIBILITY/JUSTIFICATION

Page ________

Dept: ______________ Office: ______________ Section/Facility: ______________ Contact Person: ______________ Phone (____) ______________

Agency No: ______________ New Project Priority No: ______________ Classification Letter: ______________ Parish: ______________ City: ______________

New Project Title: ______________ La. Senatorial District No. ______________ La. Representative District No. ______________

Head of Budget Unit: ______________ Governing Authority Representative: ______________

NEEDS ASSESSMENT/FEASIBILITY/JUSTIFICATION:

Preparation Instructions

Form A-2 Construction Cost Data and Project Financing

Purpose

As the name indicates, Form A-2 is designed to provide new project information regarding estimated construction cost, the cost of equipping and furnishing, the method and source of financing for each of the next five years, and the estimated time of planning and construction. A separate Form A-2 is required for each new project requested. As noted in the preparation instructions for Form A-1, "new project request" means any request for new or additional funding for a capital outlay project.

Items of Information

Dept. through Governing Authority Respresentative — See individual item instructions on Form A-1 Preparation Instructions.

I. Description — In the appropriate space(s) indicate whether the requested funds are for land acquisition, planning, construction, equipment, or other purpose. Indicate in the appropriate space whether the project is complete in itself or is part of a multi-phase project or facility. Indicate whether or not the funds requested are to complete or supplement a previously funded project. Indicate whether or not a Preliminary Program of Requirements has been completed.

In the remainder of the block provide a concise description of the project. Do not include justification, workload data, or similar information required on the Form A-1. Do include a description of the needed property to be acquired, identify the facility, include a description of the proposed scope of work, and description of equipment and/or furnishings to be purchased, etc.

II. Proposed Financing — In columns (1) through (5) indicate the source of financing for each of the next five fiscal years. These figures should represent the amount required to cover contracts awarded in each fiscal year. For instance, if a project entails architectural plans that will take a year to complete, and the estimated construction time is two years and movable equipment can be delivered within two months after placing the order, then the amount required for the first fiscal year is only the architect's fee, the amount required the second year is the entire construction contract amount, and the amount required the third year is for the movable equipment. If contracts for design, construction, and equipment cannot reasonably be awarded in the same fiscal year, do not make a lump request for all project funds in one fiscal year.

The definitions of the sources of financing are as follows:

(1) "State Funds" — includes cash from the State General Fund or Tidelands Escrow Fund of general obligation bonds.

(2) "Revenue Bonds" — are special bonds whose debt service is payable by revenues derived from operation of the bond funded facility, e.g. a parking facility, toll bridge, laundry, etc.

(3) "Self-Generated Revenue" — represents Self-Generated Revenue from agency operations, e.g. license fees, admission fees, etc. or from statutory dedications.

(4) "Federal Funds" — any federal grant, loan, etc. that has been applied for, awarded, or received for the project.

(5) "Other Funds" — any other type of financing not covered above, including interagency transfers, donations, local funds, etc.

(6) "Total" — The additive total of the six sources of financing described above; Column (6), Total Five-Year Request, is the additive totals of each means of financing for all five years (the total of columns 1-5).

NOTE: — If the funding requested is to supplement or complete a previously funded project, only the requested new funding should be included in columns (1) - (6) on this form. Do not include previously appropriated funds in columns (1) - (6). Use the "Comments" space to refer to the appropriate Form B, which should identify the source and amount of previous funding.

III. Construction Cost Data — Indicate the type of facility, e.g., library, classroom, general hospital, etc. Then indicate the number of units for the appropriate category. For a general hospital for example, indicate the number of beds. Indicate the estimated square footage of the facility and the cost/sq. ft. based on the estimated construction cost. This estimated construction cost on which the cost/sq. ft. is based must be reflected in item V. 3 of Form A-2.

IV. Implementation Schedule — Indicate the estimated number of months required for planning and for construction.

V. Project Component Costs — Indicate the estimated dollar amount of expenditures for each of the project components. These component costs are defined as follows:

Land Acquisition — Cost of purchasing real property, including closing cost.

Planning Cost — Fee for professional services for planning. This figure should be ten percent of the construction cost.

Construction Cost — Cost of construction, renovation, repair, demolition, or other work, excluding land, professional fees and other costs. This should include the cost of all immovable or fixed equipment, such as bathroom fixtures, laboratory and kitchen equipment, etc.

Miscellaneous — Incidental expenses not listed above, including insurance, legal and testing. This figure should be five percent of the construction cost.

Movable Equipment — Furnishings and equipment which are not fixed to the building or facility.

NOTE: — In computing construction cost and/or equipment cost, an inflation adjustment should be built in so these cost figures reflect the estimated costs as of June 30 of the current fiscal year.

The Total Project Cost (item V. 6) must reflect the total new funding requested on Form A-2, item II, column 6, plus any previous funding as referenced on Form B. For example: Suppose an agency was appropriated $1,000,000 in 1979 for land acquisition and design of a project. The same agency then wants to request an additional $5,000,000 in 1981 to award the construction contract for the same project. Item II, column 6 of Form A-2 would reflect only the $5,000,000 in new funding requested, and Form B would reflect only the $1,000,000 previously appropriated, but item V.6 on Form A-2 would reflect the total project cost of $6,000,000.

Next, indicate the date these component cost calculations were prepared.

Indicate the source of the component cost data, e.g., staff architect or engineer, consultant, etc.

VI. FP and C Comments — Leave this space blank.

Form A-2
R 9/80

CAPITAL OUTLAY BUDGET REQUEST FOR FY 19____ – 19____

NEW PROJECT REQUEST

FORM A-2 CONSTRUCTION COST DATA AND PROJECT FINANCING

Dept.: ________ Office: ________ Section/Facility: ________ Contact Person: ________ Phone (____) ________

Agency No: ________ New Project Priority No: ________ Classification Letter: ________ Parish: ________ City: ________

New Project Title: ________ La. Senatorial District No. ________ La. Representative District No. ________

Head of Budget Unit: ________ Governing Authority Representative: ________

I. Description:

Land Acquisition ________ Planning ________ Construction ________ Equipment ________ Other ________

Is the project complete in itself? ________ or, does this project represent a part or phase of a multi-phase project or facility? ________

Is the funding requested below to supplement or complete a previously funded project? ________

Has a Preliminary Program of Requirements been completed? ________

II. Proposed Financing:

	(1) FY____	(2) FY____	(3) FY____	(4) FY____	(5) FY____	(6) Total 5 Yr. Request
1. State Funds						
2. Revenue Bonds						
3. Self-gen. Revenue						
4. Federal Funds						
5. Other Funds						
6. Total						

Comments:

III. Construction Cost Data:

Facility Type ________

Construction Type/Unit Projections:

No. of Beds ________ No. Seats ________

No. Students ________ No. Books ________

No. Occupants ________ Other ________

Square Footage ________ Cost/Sq. Ft. ________

IV. Implementation Schedule:

Estimated time of planning ________ months

Estimated time of construction ________ months

V. Project Component Costs:

1. Land Acquisition $ ________
2. Planning Costs ________
3. Construction Cost ________
4. Miscellaneous ________
5. Movable Equipment ________
6. Total Project Cost $ ________

Source of Cost Data ________

VI. FP&C Comments:

Preparation Instructions
Form A-3 Estimated Annual Operating and Maintenance Costs

Purpose

As required by R.S. 39:61.B (3) (a), Form A-3 is designed to provide new project information regarding ". . . the estimated annual operating and maintenance costs, and the method and source of financing for each of the next five years..." The purpose is to identify the impact that the requested new project will have on the operating budgets of any affected agencies.

Items of Information

Dept. through Governing Authority Representative — See individual item instructions on Form A-1 Preparation Instructions

Expenditures and Financing/FY Columns—For each of the next five years, indicate by the categories of expenditures listed the estimated cost of operating and maintaining the requested new project. As noted above, the purpose is to determine the impact on the operating budget, so list the additional costs associated with operation and maintenance and any savings generated by the new project. For instance, if an agency is occupying rented office space and requests a new facility to replace the rented space, this form should reflect a reduction in the rentals expenditure category while also reflecting the new or increased costs for utilities, janitorial and maintenance, insurance, etc. If the purpose of the new project is to provide additional space for a new or expanded activity, the new program employees and other related costs must be reflected on this form. Be sure to indicate the total number of new positions in the appropriate spaces.

In addition to the categories of expenditures, indicate the source of financing these expenditures. Of particular importance are federal funds that cease or decrease after a certain period. The total expenditures for each fiscal year must of course equal the total means of financing for the corresponding year.

Comments/Explanation — In concise terms, explain the rationale or basis for computation of the operating and maintenance costs. Give the specific source and method of calculation for utilities. In the event the requested new project has an impact on more than one agency's operating budget, such impact must be explained here and included in the cost figures on this form. Explain why the operating means of financing was chosen and what other alternatives were considered. Use a continuation sheet if necessary.

Preparation Instructions
Form B Status Report of Projects in Process

Purpose

Form B is a status report of all incomplete capital outlay projects legislatively authorized including those in planning, under construction, or in the process of acquisition. This form indicates the *current* project funding by source and displays the amount and source of funds to be expended/encumbered as of the close of the current fiscal year and the amount and source of *current* funding to be encumbered during each of the five succeeding years. If additional funding is required to supplement or complete a project, such funding must be requested using the Form A series. See Form A-1 Preparation Instructions for definition of "New Project."

Items of Information

Dept.; Office; Section/Facility — Indicate the proper department, office, and section or facility name. Abbreviations may be used. Example: Dept.: DHHR, Office: Hospitals, Section/Facility: E.K. Long Hospital.

Contact Person; Phone — Indicate the name and phone number of the person to be contacted if there are any questions, or if supplemental or clarifying information is necessary.

Agency Number — Indicate the six digit schedule number assigned to the budget unit.

Head of Budget Unit — Signature and typed name of the head of the budget unit or similar responsible person.

Governing Authority Representative — Signature and typed name of the department head or his designee, or of a representative of the appropriate management or governing board.

I. Project Identification — For each project to be reported, indicate the project number assigned by Facility Planning and Control Department, the project name, and the parish and city where the project is located.

II. Authorizing Acts — Indicate the act number and year of the act(s) in which funds for the project were appropriated. If bonds were authorized but not sold and there was no line of credit authorized, do not list the act. If bonds were appropriated and sold, whether in full or in part, do list the act.

III. Completion Data — In the "status" column indicate one of the letter designations which describe the physical work completed:

A - Authorized: Projects that have been authorized but which have not entered the planning or construction phase.

P - Planning: Projects for which planning and design work has begun, but for which construction has not begun.

C - Construction: Projects in any stage of construction/acquisition up to completion/delivery, acceptance and utilization.

In the 'percentage' column indicate the percentage of work that has been completed in the current phase. Percentages must be expressed as whole numbers, such as ninety percent, ninety-five percent, etc.

In the "Date" column indicate the month and year on which the status and percentage are based.

Example: If planning is fifty percent complete as of October 25, 1980, the column would read "P - 50 - 10/80."

IV. Project Funding — In the column "Current Authorization by Source" indicate the amount currently authorized for the project from each source of funding. "Currently Authorized" means either cash or bonds appropriated in the current year capital outlay appropriations act plus any cash appropriated from prior acts or any bonds previously sold. Do not include bond authorizations from prior years which have not been sold. Do not include bonds authorized in the current year omnibus bond act but not appropriated in the current year capital outlay act.

For example, if $1,000,000 was authorized in a prior year bond authorization, but only $100,000 was sold, and the balance was not reappropriated in the current year, then the current authorization by source column would indicate only the $100,000 that was sold.

The means of financing sources are defined as follows:

"State" — Includes cash from the State General Fund or the Tidelands Escrow Fund.

"G.O. Bd." — Represents general obligation bonds which were authorized and are appropriated in the current year capital outlay act, whether they have been sold or not; and bonds which were sold in a prior year. Do not include previously authorized but unsold bonds.

"Rev. Bd." — Represents revenue bonds which were authorized and sold in a prior year or authorized in the current year capital outlay act. Revenue bonds are special bonds whose debt service is payable from revenues derived from operation of the bond funded facility, e.g., a parking facility, toll bridge, laundry, etc.

"Self-Gen. Rev." — Represents Self-Generated Revenues from agency operations, e.g., license fees, admission fees, etc., or from statutory dedications.

"Fed." — Represents any federal grant, loan, etc. that has

Form A-3
R 9/80

CAPITAL OUTLAY BUDGET REQUEST FOR FY 19____ – 19____
NEW PROJECT REQUEST
FORM A-3 ESTIMATED ANNUAL OPERATING AND MAINTENANCE COSTS

Dept: ______ Office: ______ Section/Facility: ______ Contact Person: ______ Phone (____) ______

Agency No: ______ New Project Priority No: ______ Classification Letter: ______ Parish: ______ City: ______

New Project Title: ______ La. Senatorial District No. ______ La. Representative District No. ______

Head of Budget Unit: ______ Governing Authority Representative: ______

	EXPENDITURES AND FINANCING	FY______	FY______	FY______	FY______	FY______	COMMENTS/EXPLANATION:
21	Salaries & Rel. Ben.						
22	Travel						
23	Operating Expenses:						
	Utilities						
	Insurance						
	Rentals						
	Other Maintenance						
	Telephone						
	Other Oper. Exp.						
	Sub-total						
24	Supplies:						
	Office						
	Operating						
	Repair & Maint.						
	Other						
	Sub-total						
25	Professional Services						
26	Other Charges						
27	Acquisitions						
29	Interagency Transfers						
	TOTAL EXPENDITURES						
	TOTAL NO. POSITIONS						
	SOURCE OF FINANCING:						
	State						
	Self-Generated Revenue						
	Federal Funds						
	Interagency Transfers						
	Other						
	TOTAL MEANS OF FINANCING						

been awarded and appropriated for the project.

"Other" — Represents any other type of funding not covered above, including interagency transfers, donations, local funds, capital outlay interest earnings account allocations, Interim Emergency Board allocations, etc.

"Total" — The additive total of the six sources of funding described above.

In the six columns under "Estimated expenditures/encumbrances by fiscal year," the total and each means of financing listed under "current authorization by source" must be distributed to indicate the amount to be encumbered and expended as of the close of the current fiscal year and the additional amount to be encumbered during each of the next five years. For example, if (1) the total funding for a project included $1,000,000 in general fund cash and $100,000 in federal funds, and (2) the amount estimated to be encumbered as of June 30 of the current year was $800,000, and (3) if all of the federal funds and the balance of the state funds are expected to be encumbered by next June 30, the columns would appear as follows:

Current Authorization	Thru 6/30/80	FY 81-82
State 1,000,000	800,000	200,000
Fed 100,000	-0-	100,000
Total 1,100,000	800,000	300,000

FY 82-83	FY 83-84	FY 84-85	FY 85-86
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-

In those cases where additional funding is necessary to complete a project, do not indicate the dollar amount needed on this form. Under the appropriate fiscal year column on Form B indicate a reference to a Form A request for supplemental funding. For example, if in the case above $300,000 additional funding was needed in FY 82-83, a note such as "See Form A, Priority 6" would be entered in the FY 82-83 column on Form B.

Preparation Instructions
Form R Recap of New Project Requests

Purpose

Form R is designed to recap information on all new project requests by budget unit. The completed forms for all budget units in a department provide an overall perspective of the capital requests of each budget unit and department for the next five years. PROJECTS IN PROCESS ARE NOT TO BE INCLUDED ON THIS FORM.

Items of Information

Dept; Office; Section/Facility — Indicate the proper department, office and section or facility name. Abbreviations may be used.

Agency Number — Indicate the six digit schedule number assigned to the budget unit.

Head of Budget Unit — Signature and typed name of the head of the budget unit or his designee.

Governing Authority Representative — Signature and typed name of the department head or his designee, or of a representative of the appropriate management or governing board.

(1) Project Title — Beginning with the highest priority new project request, list the project titles as shown on the Form A series. Each new project requested on a Form A must be listed in priority order on Form R.

(2) Class Number — For each project listed, indicate the classification letter from the corresponding Form A.

(3) Priority Number — For each project listed, indicate the priority number from the corresponding Form A.

(4) State Funds — For each project listed, indicate the first year state funds requested as shown on the corresponding Form A-2, in Section II, Column (1), line 1.

(5) Revenue Bonds — For each project listed, indicate the first year revenue bonds requested, as shown on the corresponding Form A-2, in Section II, Column (1), line 2.

(6) Self-Generated Revenue — For each project listed, indicate the first year Self-Generated Revenue requested, as shown on the corresponding Form A-2, in Section II, Column (1), line 3.

(7) Federal Funds — For each project listed, indicate the first year federal funds requested, as shown on the corresponding Form A-2, in Section II, Column (1), line 4.

(8) Other Funds — For each project listed, indicate the first year other funds requested, as shown on the corresponding Form A-2, in Section II, Column (1), line 5.

(9) Total First Year Request FY — Indicate the fiscal year, such as 81-82, then for each project listed, indicate the total first year funds requested as shown on the corresponding Form A-2, in Section II, Column (1), line 6. These figures should agree with the total columns (4) - (8) on this Form R.

(10) Request for Years two - five, as shown on the corresponding Form A-2, in Section II, line 6, Columns (2) - (5).

(11) Total Five-Year Project Request — For each project listed, indicate the total five-year project request, as shown on the corresponding Form A-2 in Section II, Column (6), line 6. These figures should agree with the total of Column (9) plus Column (10) on this Form R.

Total Class A. Emergency — After listing each new project request as described above, count the number of projects classified as A. Emergency and indicate the number in Column (2). Then for Columns (4) through (11), indicate the totals for all Class A. projects.

Total Class B. Cur. Program Requirements — After listing each new project request as described above, count the number of projects classified as B. Current Program Requirements and indicate the number in Column (2). Then for Columns (4) through (11), indicate the totals for all Class B. projects.

Total Class C. Anticipated Program Needs — After listing each new project request as described above, count the number of projects classified as C. Anticipated Program Needs and indicate that number in Column (2). Then for Columns (4) through (11) indicate the totals for all Class C. projects.

Total New Project Requests — In Column (2), indicate the total number of new project requests. In Columns (4) through (11), indicate the total dollars for all new project requests.

Form B
R 9/80

CAPITAL OUTLAY BUDGET REQUEST FOR FY 19____ – 19____
FORM B STATUS REPORT OF PROJECTS IN PROCESS

Dept: ____________________ Office: ____________________ Section/Facility: ____________________ Contact Person ____________________ Phone (____) ____________

Agency No: ____________________ Head of Budget Unit: ____________________ Governing Authority Representative: ____________________

I. PROJECT IDENTIFICATION	II. AUTHORIZING ACTS		III. COMPLETION DATA			IV. PROJECT FUNDING						
						CURRENT AUTHORIZATION BY SOURCE	ESTIMATED EXPENDITURES/ENCUMBRANCES BY FISCAL YEAR					
	No.	Year	Status	%	Date		Thru 6/30/____	FY________	FY________	FY________	FY________	FY________
No: Name: Parish: City:						State G. O. Bd. Rev. Bd. Self-Gen. Fed. Other						
						Total						
No: Name: Parish: City:						State G. O. Bd. Rev. Bd. Self-Gen. Fed. Other						
						Total						
No: Name: Parish: City:						State G. O. Bd. Rev. Bd. Self-Gen. Fed. Other						
						Total						
No: Name: Parish: City:						State G. O. Bd. Rev. Bd. Self-Gen. Fed. Other						
						Total						

Form R
R 9/80

CAPITAL OUTLAY BUDGET REQUEST FOR FY 19____ – 19____
FORM R RECAP OF NEW PROJECT REQUESTS

Dept:______________________ Office:______________________ Section/Facility:______________________ Agency No:______________________

Head of Budget Unit:______________________ Governing Authority Representative:______________________

(1) Project Title	(2) Class Letter	(3) Priority No.	(4) State Funds	(5) Revenue Bonds	(6) Self-Generated Revenues	(7) Federal Funds	(8) Other Funds	(9) Total First Year Request FY______	(10) Request for Years 2-5	(11) Total Project Request
Total Class A. Emergency										
Total Class B. Curr. Program Requirements										
Total Class C. Antic. Program Needs										
Total New Project Requests										

Section III.
Appendix A
Project Classification Criteria

Class Letter	Title	Criteria
A.	Emergency	A capital project can be classified as emergency if it is essential to alleviate conditions hazardous to life or property. It would include measures to reduce fire hazards and provide increased safety. Other emergency or unforeseen conditions include extensive leaking of roofs and plumbing, unsafe structural defects (e.g., sinking, cracking foundations or walls), and extensive breakdowns of air conditioning systems. Projects to rectify facility inadequacies which have a significant detrimental effect on current programs are included in this category. This would include inadequate electrical, water, sewage, heating, and steam systems, inadequate streets and inadequate drainage.
B.	Current Program Requirements	Current program requirements are needs that would enable an agency to bring its facilities up to program standards set by national or regional accrediting associations. Also, changes necessary to improve the functioning of a program belong in this classification. This would include measures to rectify inadequacies or the non-existence of facilities stipulated by accrediting associations to be necessary for program achievement. It would also include provision for air conditioning and other similar equalizing needs, and major alterations to meet or maintain current program requirements.
C.	Anticipated Program Needs	Anticipated program needs are projects that are anticipated on the basis of increased enrollments, additional service, obsolescence of existing facilities, and changing of an agency's role, scope or mission. Evidence to substantiate such needs must be provided.

David M. Bruce
Assistant Commissioner

DECLARATION OF EMERGENCY

Department of Health and Human Resources
Office of Family Security

In accordance with the provision of Louisiana R.S. 40:29, the Department of Health and Human Resources, Office of Family Security, will implement, effective December 1, 1980, the following policy related to determining the applicant's eligibility for the Medically Needy Program:

Bills (expenditures) for medical services recognized under State Law shall be included in the spend-down process for determining Medically Needy eligibility, although some of these services may not be covered under Louisiana's Medical Assistance Program (i.e., dental services, psychiatric services, podiatrist services, etc.).

This action will allow the Medical Assistance Program to be in compliance with federal regulation 42CFR 435:831. Compliance with this federal regulation assures federal financial participation in Louisiana's Medical Assistance Program.

George A. Fischer, Secretary
Department of Health and Human Resources

DECLARATION OF EMERGENCY

Department of Health and Human Resources
Office of Family Security

The Department of Health and Human Resources, Office of Family Security, does hereby exercise the emergency provision of the Administrative Procedures Act (R.S. 49:953 B) to adopt effective January 1, 1981, a rule to implement the Low Income Energy Assistance Program to assist low income households with the high cost of energy during the winter months of January, February, and March 1981. This action is necessary so that public participation may be obtained in the timely development of the State Plan.

Eligible households are those with liquid assets at or below $1,500 for a single person household and $3,000 for a multi-person household. Additionally, total monthly income shall not exceed $276 for a single person household and $451 for a multi-person household. Finally, eligible households are those vulnerable to the rising cost of home energy. To be vulnerable, a household shall be paying for a heating utility or making an undesignated payment for energy in the form of rent and shall not be a resident of Low Rent Public Housing or Section 8 Public Housing.

The Program will be implemented January 1, 1981 and will extend through the month of March, 1981. Payments in the month of January and February to eligible recipients shall range from fifteen dollars to thirty-five dollars depending upon income, household size, region of the State, and the type of heating utility. The third payment in the month of March may be higher or lower than the preceding two depending upon the amount of Federal funds remaining.

A copy of the proposed State Plan can be viewed at the *Louisiana Register,* 1500 Riverside North, Baton Rouge, Louisiana.

Interested persons may submit written comments on the rule through December 12, 1980, at the following address: Mr. Michael S. Haddad, Assistant Secretary, Office of Family Security, Box 44065, Baton Rouge, Louisiana 70804.

George A. Fischer, Secretary
Department of Health and Human Resources

Rules

RULE

Board of Elementary and Secondary Education

Rule 4.02.07

The Board approved for final adoption policy statements for Board of Elementary and Secondary Education Schools and Special School District No. 1 Programs.

I. Transportation

It is the policy of the State Board of Elementary and Secondary Education (BESE) that home visit transportation costs for residential students will be paid by the state for a minimum of nine round trips at the rate of one trip home per month. Any trip(s) in excess of this shall be arranged between the residential program and the sending LEA according to the child's IEP. Any transportation not arranged and listed in the IEP will be borne by the parents.

The cost of daily transportation for commuter/day students will be the responsibility of the sending LEA or a consortium of LEAs.

Specific procedures to administer this policy are included in residential policy and procedures manuals.

II. Least Restrictive Environment (Mainstreaming)

A. It is the policy of the BESE Schools to require the sending LEA to document the need for educating the child in the BESE school. This documentation will include supporting information that:

1. The proposed education placement at a residential/day program is the LRE for the child.

2. The parish or city school system cannot make reasonable accommodations for the child in the existing city-parish programs.

This document and supporting information must be forwarded to both Special School District No. 1 for its review and agreement, and to the BESE school in question for its review and agreement, that the District/BESE School has the most appropriate program for the child.

B. As part of their educational programs the BESE schools shall maintain full or part-time mainstreaming activities with LEAs through written cooperative agreements in the following areas:

1. Academic subjects
2. Counseling
3. Physical/recreational exercises
4. Inter and intramural/interscholastic athletics
5. Transportation
6. Health services
7. Social Activities

C. BESE schools will make their facilities and programs available, through written cooperative agreements, to the LEAs for specific activities of a speciality nature consistent with the unique offerings of the BESE facility.

D. Procedures to administer this policy are included in residential policy and procedures manuals.

III. Involvement of the Sending LEAs in the Evaluation, IEP, and Placement Process of BESE Schools

A. Prior to and during the admission consideration for educational placement, and in accordance with Act 754 of 1977 (R.S.17:1941 et seq), the sending LEA will retain responsibility for:

1. Providing all screening data concerning the student.

2. Providing all prior evaluation data concerning the student.

3. Performing or assuring the performance of any evaluations that are necessary.

4. Obtaining necessary releases from parents.

5. Arranging for the attendance of the parents and students for further evaluations as necessary by the BESE school.

6. Attending the initial evaluation conference and the initial IEP conference with parents.

7. Participating in placement discussions with parents.

8. Obtaining necessary clearance(s) of the State Department of Education (Special School District No. 1) to request approval for enrollment outside of the geographical boundaries of the LEA.

9. Advising parents of due process rights, confidentiality regulations, etc.

B. Following admission, the LEA retains responsibility for:

1. Attendance at IEP updates prior to discharge.

2. Transportation arrangements, when applicable.

IV. Involvement of the Sending LEAs in the Evaluation, IEP, and Placement Process in Special School District No. 1 Programs

A. Prior to, and during, the admissions considerations for habilitation placements by the Department of Health and Human Resources (DHHR) or by the Department of Corrections (DOC) in Special School District No. 1 programs the sending LEA will retain responsibility for:

1. Providing all screening and evaluation data currently available.

2. Performing or assuring the performance of evaluations on at-risk students who are non-emergency placements within thirty days of notice by DHHR or DOC.

3. Completion of the initial IEP on all non-emergency placed students.

4. Obtaining necessary releases from parents.

B. Following placement, the sending LEA retains responsibility for:

1. Tracking the placement of the students.

2. Participating in the IEP conference prior to discharge.

Rule 5.00.80 (Replaces present policy in effect)

The Board approved for final adoption Guidelines for Tuition Exemption Continuing Education Program for Teachers. These guidelines were published in the August 20, 1980 *Louisiana Register* as Emergency Rule.

GUIDELINES

Tuition Exemption Continuing Education Program for Teachers

Bulletin 1533/1980-81

Louisiana State Department of Education

Introduction

The Louisiana Legislature during the First Extraordinary Session of 1977, passed Act 20, which established funding for continuing education. Louisiana Revised Statute 17:7.3 provides continuing education funding at Louisiana colleges and universities. The purpose of the Act is to make it possible for teachers to return to Louisiana colleges and universities to take courses in their fields or disciplines.

The attached Guidelines have been adopted by the State Board of Elementary and Secondary Education by the authority vested in them in Louisiana Revised Statute 17:7.3. By Board authority, the Guidelines are subject to further administrative interpretation by the Louisiana State Department of Education. The Guidelines are addressed to participants in the continuing education program. Infractions of these Guidelines will cause applicants to pay their own tuition. Questions relative to the Guidelines should be submitted to the State Department of Education, Continuing Education Office Box 44064, Room 603, Baton Rouge, Louisiana 70804; telephone numbers (504) 342-3414 or (504) 342-3422 or toll free 1-800-272-9872.

Application Forms

A. Distribution.

1. The State Department of Education prepares and distributes the forms.