

September 1, 2010



Office of Facility Planning and Control

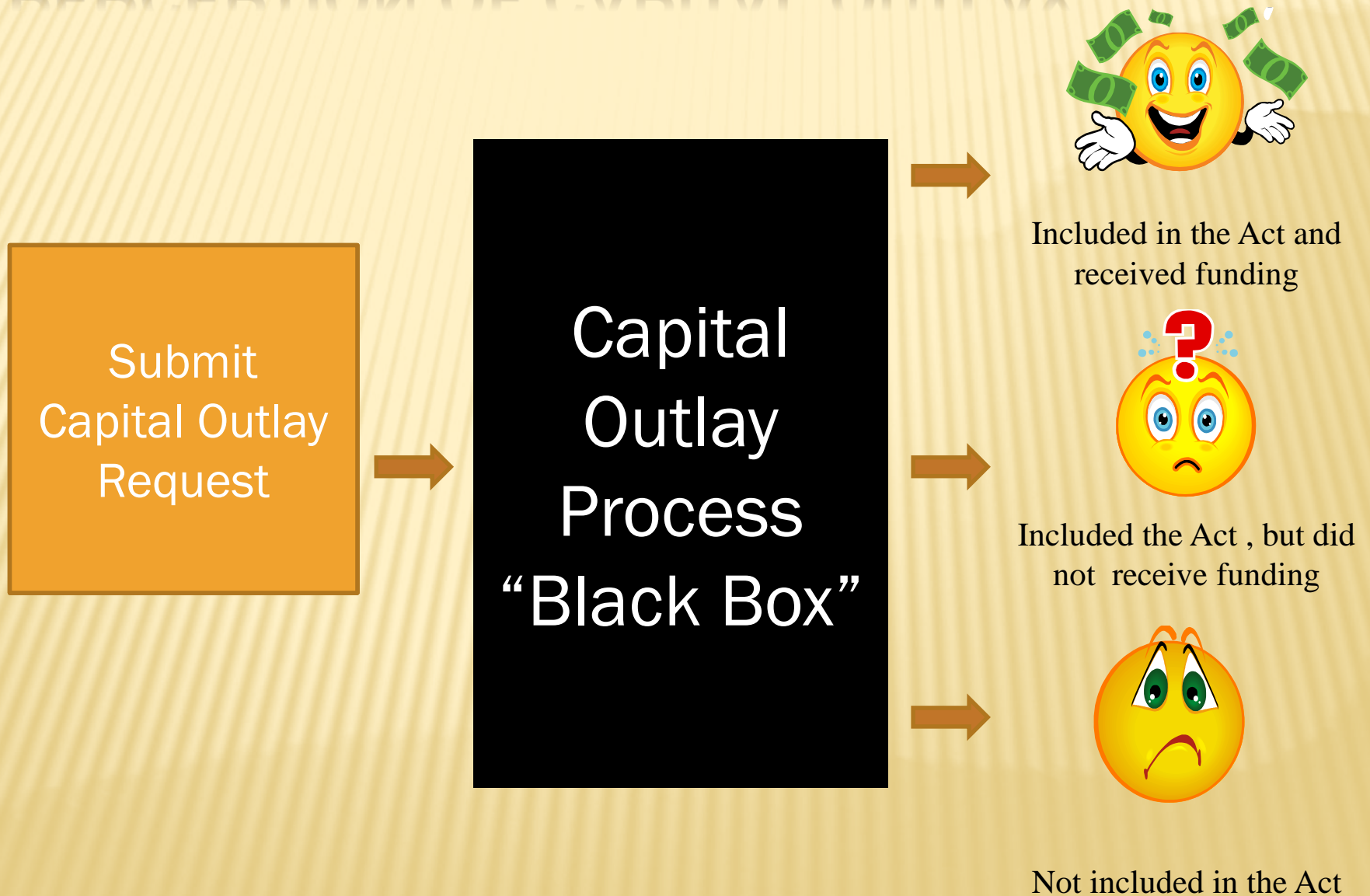
for Non-State Entities

CAPITAL OUTLAY TRAINING SEMINAR

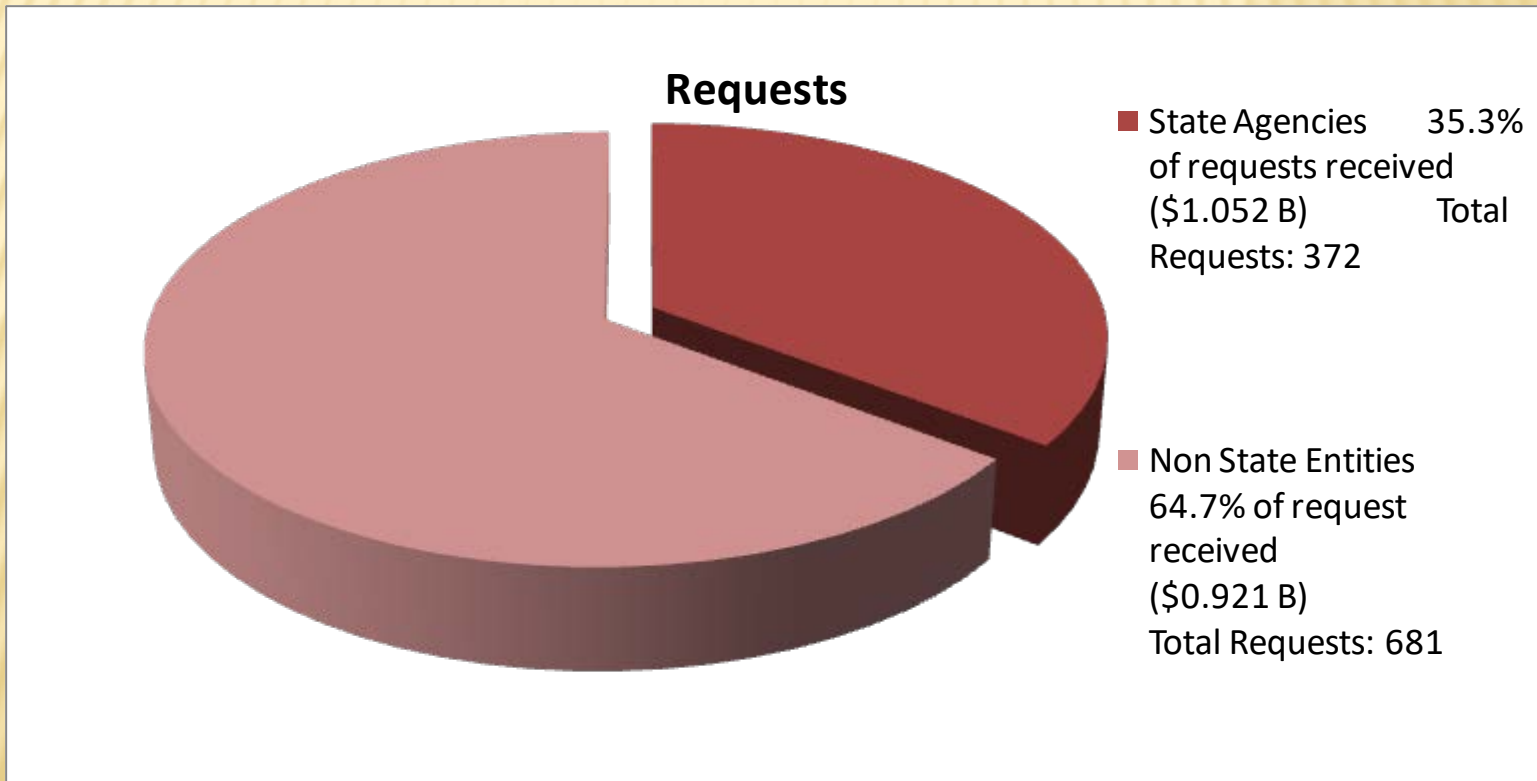
POINTS TO REMEMBER

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

PERCEPTION OF CAPITAL OUTLAY



FY 10-11 CAPITAL OUTLAY REQUESTS FOR DISCRETIONARY FUNDING TOTAL \$2.0 BILLION

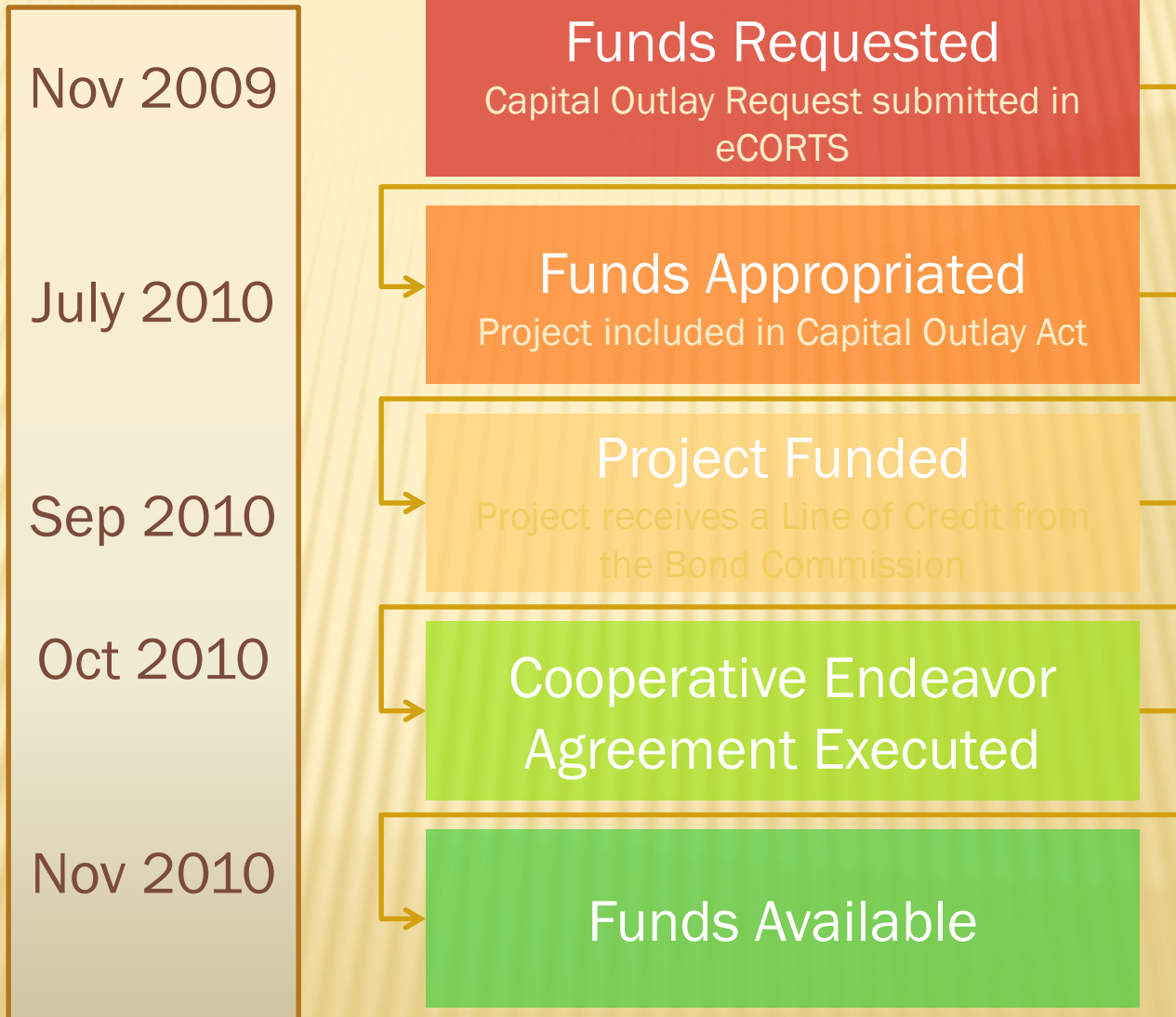


Capital Outlay Process

PROCESS OVERVIEW

HOW LONG DOES THE PROCESS TAKE?

BEST CASE SCENARIO



CAPITAL OUTLAY BUDGET PROCESS

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

CAPITAL OUTLAY BUDGET PROCESS

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



CAPITAL OUTLAY DEADLINES

× Requests due November 1

R.S.39: 101 A

× Requests submitted after November 1 must be:

- certified as economic development by Secretary of DED; **OR**
- approved by Commissioner of Administration as an emergency project; **OR**
- approved by the Joint Legislative Committee On Capital Outlay prior to last day for introducing bills in session

R.S. 39:112 C

HOUSE BILL 2: THE CAPITAL OUTLAY BILL

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

EXECUTIVE ACTIONS

- ✘ Typically, the governor has 20 days act on bill (after receiving it from the Legislature).
- ✘ The governor can line item veto appropriations

NOTIFICATION LETTER FROM COMMISSIONER

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

“FUNDING” OF CAPITAL OUTLAY REQUESTS

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

Requests have been funded when the appropriated funds become available.

- ✘ General Fund appropriations are funded when the Act becomes effective.
- ✘ General Obligation Bond appropriations are funded when they receive lines of credit.

FUNDS AVAILABLE FOR NEW LINES OF CREDIT

- ✘ In 1993, the Legislature started a policy of limiting the authorization of new capital outlay bond lines of credit to \$200 million per year.
- ✘ Act 911 of the 2008 Regular Session incorporated this policy into the Revised Statutes.
- ✘ This \$200 million, adjusted for inflation puts the limit at \$335 million for FY 09-10.

R.S. 39:112 F

LINES OF CREDIT FOR GENERAL OBLIGATION BONDS

- × Priority 1
reauthorizes previous lines of credit
- × Priority 2
requires new cash line of credit for funding
- × Priority 5
requires noncash line of credit for contract authority – not for cash flow

COOPERATIVE ENDEAVOR AGREEMENTS

- ✘ Must have Cooperative Endeavor Agreement with FP&C prior to obligation of state funding
- ✘ Contracts entered into prior to execution of Cooperative Endeavor Agreement are not eligible for capital outlay funding
- ✘ All projects must follow the Non-State Entity Capital Outlay Administrative Guidelines, which are a part of the Cooperative Endeavor Agreement

Capital Outlay Process

DEVELOPMENT AND ENACTMENT

CAPITAL OUTLAY REQUESTS

Should be submitted:

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

R.S. 39:101



CAPITAL OUTLAY DEFINITION

Capital Outlay is defined by statute as:

“expenditures for acquiring lands, buildings, equipment, or other permanent properties, or for their preservation or development or permanent improvement”

R.S 39:2(9)

GUIDELINES FOR CAPITAL OUTLAY PROJECTS

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

GUIDELINES FOR CAPITAL OUTLAY PROJECTS

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



CAPITAL OUTLAY REQUESTS

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

- ✘ Corroborative data
- ✘ A reasonable estimate of when the project will be needed
- ✘ The project's proposed location

R.S. 39:102



CAPITAL OUTLAY REQUESTS

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

R.S. 39:102

CAPITAL OUTLAY REQUESTS

- ✘ The method and source of financing for each of the next five years
- ✘ The estimated completion date of the project
- ✘ An identification and description of other similar facilities and projects in the given area and an evaluation of their capabilities to meet needs.

R.S. 39:102

REQUIREMENTS FOR CAPITAL OUTLAY REQUESTS

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

R.S. 39:101 B

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

R.S. 39:112 E(2)

Capital Outlay Process

COMPLETING THE ECORTS FORM

**eCORTS
Illustrated
Sample
Non-State Project**

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Project ID 538411
 Project Level Agency
 Fiscal Year 2010-2011

Project

Title: Offices for the Southern Louisiana Health Center

Location: New Orleans

Emergency Project
 Current Project Requirements
 Anticipated Program Needs

Priority: Local/Agency of

Applicant

Department 50 MISC-NONSTAT
 Parish: ORLEANS
 Agency: C01 LLGFCD
 Senate District: 1
 House District: 100
 Schedule 50-C01

Local/Agency

User: VFA
 Contact: Robert Smith
 Phone: 225-555-2651
 Fax: 225-350-4070
 Email: rsmith@yshoo.com

Address: 266 Summer Street
 City/State/Zip: New Orleans LA 70130

Rank this project in order of importance out of the total number of projects submitted by your Agency. In this case, the project is #2 in importance out of 6 projects submitted by the agency.

Hint: Users should compile and rank their projects before entering —or— enter all projects and then rank in order to have the correct project total.

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Project ID 538411
Project Level Agency

Cost Estimates

	Local/Agency
Land/Building Acq.	52,000
Planning 10%	60,544
Construction	605,436
Hazardous Materials	0
Subtotal	717,980
Misc./Contingency	60,544
Equipment	117,340
Total	895,864

Time Estimates

Planning (months)	4
Construction (months)	6

If planning has begun, when will it be completed? (m/d/yyyy)

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

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

This Number should equal the equipment cost total from page 12.

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

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Project ID 538411
Project Level Agency

Prior Funding

FPC Project No. Assigned to Prior Funding Sub-project No.

Authorized Means of Financing	Amount	Year	Act#	Priority	Bond	Credit
General Obligation Bonds	25,000	2008	29	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Obligation Bonds	50,000	2009	20	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$75,000					

Proposed New Funding

This project does not require funding in Year 1

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
State Funds	280,000	280,000	36,868	0	0	\$596,868
*Local Funds	110,000	114,000	0	0	0	\$224,000
Federal Funds	0	0	0	0	0	\$0
Total	\$390,000	\$394,000	\$36,868	\$0	\$0	\$820,868

*Describe specific source of funds

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

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

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

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

Information also available in ISIS.

Check this box only if no funding is required in year 1. Checking this box disables pages 8-16 and clears all previously entered data on these pages.

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

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

Include local funding representing the 25% Match.

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Project ID 538411

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Project Level Agency

Fiscal Year 2010-2011

PAGE 4

Agency Impact Statement

PAGE 5

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

PAGE 6

PAGE 7

Name Title Date

PAGE 8

Comments

PAGE 9

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

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

This field is the best place to describe the project in depth and justify the need. Please provide as much detail as possible. A quality submission will show a significant amount of narrative and commentary in this box.

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Project ID 538411
Project Level Agency

Fiscal Year 2010-2011

Demonstration of Need

Title	Offices for the Southern Louisiana Health Center		
Description	Renovate existing 11,500 square foot second floor space, currently used for record storage and partially vacant, to treatment facility for emotionally disturbed persons.		
Location	New Orleans	Present Empl.	0
Project Type	Health Infrastructure	Future Empl.	0
Facility Type	Health/Medical	Citizens Served	200
Program/Service Desc.	Treatment	Daily Users	40
Describe the long range strategic plan (5-yr) for the program	To provide ongoing outpatient treatment of emotionally disturbed population due to victimization, displacement, loss, addiction and abuse. (See additional comments on page 4.)		

Purpose (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Expand Existing Pgm | <input checked="" type="checkbox"/> Changes in Mission | <input type="checkbox"/> Address Actual |
| <input type="checkbox"/> Relocate Existing Pgm | <input type="checkbox"/> Changes in Existing | <input type="checkbox"/> Changes in Standards |
| <input checked="" type="checkbox"/> Add New Pgm | <input checked="" type="checkbox"/> Changes in Population | <input type="checkbox"/> Promote Economic Dev |
| <input type="checkbox"/> Attract Business | <input checked="" type="checkbox"/> Generate Employment | <input type="checkbox"/> Address Code Violations |
| <input type="checkbox"/> Other <input type="text"/> | | |

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Provide a brief description of how this project supports your agency's long range strategic plans.

Note that additional space is available for use on Page 4.

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Applicable Guidelines / Standards

Publications, regulatory agencies guidelines for the program

Joint Commission on Accreditation of Healthcare Organizations, Centers for Medicare/Medicaid Services

Minimum or mandatory requirements for above-listed program

To allow program to continue to be in compliance with the rules, regulations and standards set forth by the above agencies and to continue to receive reimbursement for the services provided.

What alternatives were considered? (check all that apply)

- Maintaining Status Quo
 New Space
 Renovations of Existing Space
 Use Existing Space
 Less Space
 Expansion of Similar Program Elsewhere

How was the best option determined (Studies, Etc.)?

Program requires additional space to expand. Contracted feasibility study by independent source as part of previously funded phase.

Were feasibility studies or needs assessment reports prepared other than this application? Yes

Preparer's Name Phone

List socioeconomic and environmental effects of the project

Identify and describe other similar facilities in your area and evaluate their capabilities to meet needs

Existing facilities on floors 1, 3 and 4 currently support program. Rental space evaluated but lacking in service area. Undeveloped floor available in bldg.

Request Endorsed By: Senator Rep. Endorser's Name:

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Enter specific requirements related to this project. Do not include general requirements for all projects such as ADA or fire codes.

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

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

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Project ID 538411
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Facility Requirements

Prepared By

Date Prepared (m/d/yyyy)

Space Requirements: New Space Existing Space No Space

Type of Space	Number of Occupants	Type of Occupants	NA/Per	Net Area
Office	6	Employees	110	660
Reception	2	Employees	200	400
Waiting Room	20	Visitors / Clients	30	600
Treatment Room	14	Visitors / Clients	80	1,120
Restrooms	6	Visitors / Clients	64	384
Records	1	Students / Assistants	144	144
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0
	0		0	0

Total Net Area X Burden Factor = Total Gross Area
Total Net Area Burden Area

Employees Contract Employees Temporary Employees
Visitors / Clients Students / Assistants Others

Describe additional program requirements (Parking, Utilities Tie-in, Location, Shipping / Receiving, Public Access, Site Amenities, etc).

What will happen with the existing facility (demolition, remodeled, other program, etc) and funding if needed?

Existing parking lot space for building is adequate to accommodate additional parking needs.

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

For each occupant type, the total in the bottom box should equal the sum of the same type above. For example, there are 22 employees identified which is equal to 6+2+14 (in this case each employee is assigned to a treatment room).

Note that transient and common areas like restrooms and elevator lobbies should not be added to the occupant total since that would result in redundancy. Occupant totals should include people only once.

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PAGE 4	Renovation / Addition
PAGE 5	
PAGE 6	
PAGE 7	Describe the condition of the building and previous renovations
PAGE 8	
PAGE 9	
PAGE 10	Describe the extent of the proposed renovation / addition
PAGE 11	
PAGE 12	
PAGE 13	Describe the location of occupants during renovation and required funding
PAGE 14	
PAGE 15	What amount of the construction budget addresses modifications required to meet the "Americans with Disabilities Act Accessibility Guidelines (ADAAG)"? <input type="text" value="\$55,000"/>
PAGE 16	Hazardous Materials
	What hazardous materials are addressed in the construction budget?
	<input type="checkbox"/> Underground Storage Tanks <input type="checkbox"/> PCB's <input type="checkbox"/> Lead Paint <input type="checkbox"/> Asbestos Other <input type="text"/>
	Enter the date if site has been surveyed for underground storage tanks. <input type="text"/>
	Provide contact information if the facility's asbestos management plan was consulted for abatement requirements
	Contact Name <input type="text" value="Robert Smith"/> Phone <input type="text" value="225-555-1818"/>
	Roof
	What is the current age, condition, and type of the existing roof and anticipated date of replacements?
	Age of Roof (yrs) <input type="text" value="8"/> Condition <input type="text" value="good"/>
	Replacement Date <input type="text" value="7/1/2001"/> Type <input type="text" value="45 Mil EPDM"/>
	Describe roof penetrations, equipment, etc. <input type="text" value="Exhaust fans, stairwell skylights, du"/>



Provide a description of the project scope including the general layout, systems involved and equipment / furnishings necessary.

Note that additional space is available for use on Page 4.

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Construction Cost (cont.)

Source of Data

Date Prepared

Security system required for treatment of emotionally impaired.

List special cost affecting factors considered (unfinished warehouse space, extraordinary HVAC, etc.).

Cost of Construction Calculation (Provide COSTS/S.F. for Roofing Projects)

Type of Space	Net Area	Cost/S.F.	Area Cost
Office	600	188	124,000
Reception	400	154	65,600
Waiting Room	600	125	75,000
Treatment Room	1,120	188	210,560
Restrooms	384	245	94,080
Records	144	164	23,616
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Burden Area			
Total / Average / Total	3,200	179,243	592,936

Additional Line Item Expenses (Parking, Utility Tie-In, Security System, etc.)

Item	Quantity	Unit Cost	Total
Security System	1	12,500	12,500
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Subtotal of Additional Line Item Expenses			12,500

Total Construction Cost

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

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

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

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Equipment Costs

Item	Item Costs
Moveable furniture	42,000
Portable defibrillator	340
Computer equipment	48,000
Telecom equipment	27,000
	0
Total Equipment Costs	117,340

Provide estimates of moveable equipment here.

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

Check this box if this program is for renovation or relocation of an existing program and the use of existing equipment discontinued.

If so, explain.

If this project is a current year request, attach an itemized breakdown with unit costs and an estimated useful life of the equipment with final submission to Facility Planning.

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PAGE 3	Operation Budget(Expenditures)		
PAGE 4	(Should match submittals BR-1 and BR-2 to Office of Planning and Budget)		
PAGE 5	Existing Operating Budget Current Year Budget	Annual Projected Increase (Decrease) After Project Completion	
PAGE 6	Salaries	7,125,418	1,256,359
PAGE 7	Other Compensation	546,230	0
PAGE 8	Related Benefits	0	0
PAGE 9	Travel	185,025	25,426
PAGE 10	Operating Services	2,542,365	835,628
PAGE 11	Supplies	965,201	265,408
PAGE 12	Professional Services	262,304	0
PAGE 13	Other Services	63,459	0
PAGE 14	Debt Services	1,256,998	0
PAGE 15	Interagency Funds	3,650,953	0
PAGE 16	Acquisitions	877,965	0
	Major Repairs	1,156,445	366,203
	Unallocated	0	0
	Total Expenditures	18,632,363	2,739,024
	Total Positions	114	22
	Operation Budget(Financing)		
	State General Fund(Direct)	9,685,354	1,423,781
	State General Fund by:		
	Interagency Transfer	0	0
	Fees and Self-Generated Rev.	8,034,936	1,181,164
	Statutory Dedications	912,073	134,079
	Interim Emergency Board	0	0
	Federal Funds	0	0
	Total Financing	18,632,363	2,739,024
	Balance		
	Excess/Deficiency of Expenditures Over Financing (should = 0)	0	0

Should show total current operating budget **before** project. Show operating budget at the level impacted by project. For example, total department budgets are not appropriate for a single location. **Hint:** If the building and program are new, this column should be zero. If a program is being relocated include operating costs at current location.

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

Should show distribution of existing operating budget funding sources

Should show changes in operating budget funding as result of requested project completion.

Total Expenditures and Total Financing to be the same. Balance is automatically calculated by the system and should be equal to 0.

The impact of a project on operating costs is an important contributor to feasibility and prioritization. In order for a project to be "feasible" it is necessary for ongoing operations costs to be identified and budgeted.

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Capital Outlay Request

Project ID 538165

Project Level Agency

Fiscal Year 2009-2010

Page 14

Operating Budget (Summary)

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

Comments

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

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

Use this text box to explain the reasons for operating budget increases (or decreases) and any assumptions used in the calculations

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Capital Outlay Request

Project ID 530411

Project Level Agency

Fiscal Year 2010-2011

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Certification Questionnaire

1) What was your budget for capital improvements for the last 3 years?

Current Year Last Year 2 Years Ago

2) What was your undesignated/unreserved general fund balance for the last 3 years?

Current Year Last Year 2 Years Ago

3) What was your designated/reserved general fund balance for the last 3 years?

Current Year Last Year 2 Years Ago

4) What is your ad valorem tax capacity?

Millage Authorized Millage Levied (mills)

When did you last have an election to renew or increase millage?

Did the electors approve or reject the millage renewal or increase? approve reject

How much was requested? (mills)

5) What is your local sales tax?

Percent Authorized Percent Levied

When did you last have an election to renew or increase the percent?

Did the electors approve or reject the percent renewal or increase? approve reject

How much was requested? (percentage)

6) Have you had an election to obtain voter approval for a bond issue for this or other projects? yes no

Did the electors approve or reject the issue? approve reject

Do you plan to have an election to obtain voter approval for a bond issue for this or other projects? yes no

7) Is this project, for which you are requesting state funding, the type for which revenue will be generated? yes no

(i.e. parking fees, water, sewer or other utility fees, etc.)

If so, please describe the source and projected amount of the revenue.

Source 1 Amount

Source 2 Amount

Source 3 Amount

8) How much do you receive from the Parish Transportation Fund?

Current Year

Last Year

2 Years Ago

9) Have you been approved for or received funding from any other state program for this project? yes no

Source 1	Source 2
Agency/Program <input type="text" value=""/>	Agency/Program <input type="text" value=""/>

Current Year <input type="text" value="0"/>	Current Year <input type="text" value="0"/>
---	---

Last Year <input type="text" value="0"/>	Last Year <input type="text" value="0"/>
--	--

2 Years Ago <input type="text" value="0"/>	2 Years Ago <input type="text" value="0"/>
--	--

Status <input type="text" value=""/>	Status <input type="text" value=""/>
--------------------------------------	--------------------------------------

12) If not a local government entity, describe the legal status of your entity.

The above information is certified by:

Name:

Title:

Contact Person:

Date:

Phone Number:

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For more information or for inquiries, email CapitalOutlay@slh.us

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

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Capital Outlay Request

Project ID 538411

Project Level Agency

Fiscal Year 2010-2011

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Space Utilization Plan

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

Detail plan here:

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

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

[back to top](#)For more information or for inquiries, email CapitalOutlay@la.gov

Capital Outlay Process

EXECUTION



LOUISIANA STATE LEGISLATURE

Louisiana Legislature - Windows Internet Explorer

http://www.legis.state.la.us/

Links | Tabs | CPTP | FPC | La Legislature | BondCommission | LEO | tvc Weather Channel | FileNet | Cafe | VFA | Civil Service | Thin Line Report | BDS

Louisiana Legislature | Google



THE WEB PORTAL TO THE LOUISIANA STATE LEGISLATURE

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- How Do I...?
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- Legislative Auditor's Office
- Louisiana Laws
- Privacy Statement

2009 Regular Legislative Session
Convened on Monday, April 27, 2009
Final Adjournment on Thursday, June 25, 2009

CITATOR INDEX TO ACTS
FROM THE 2009 REGULAR LEGISLATIVE SESSION

ACTS FROM THE 2009 REGULAR LEGISLATIVE SESSION
(FINAL UPDATE ON JULY 17, 2009)

EFFECTIVE DATES OF ACTS
FROM THE 2009 REGULAR LEGISLATIVE SESSION


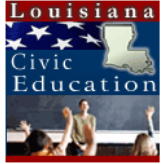


VETOED BILLS FROM THE 2009 REGULAR LEGISLATIVE SESSION
(FINAL UPDATE ON JULY 10, 2009)

PROPOSED CONSTITUTIONAL AMENDMENTS
FROM THE 2009 REGULAR LEGISLATIVE SESSION

FINAL DISPOSITION OF ALL BILLS
FROM THE 2009 REGULAR LEGISLATIVE SESSION
HOUSE BILLS SENATE BILLS

2009 REGULAR LEGISLATIVE SESSION INFORMATION

FUTURE SESSION DATES



EMAIL NOTIFICATION OF INTERIM COMMITTEE MEETINGS

Today at the Louisiana Capitol Thursday, September 3, 2009

Internet 100%

“VERSIONS” OF HB2 DURING SESSION

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

LEGISLATIVE SESSION

- ✘ Senate cannot reprint bill, must use amendments
- ✘ After Senate returns re-re-engrossed with amendments, then House reports as enrolled
- ✘ Conference committee if needed
- ✘ Capital Outlay Bill is usually approved near end of session

SAMPLE APPROPRIATION

35	36/P33	SOUTH TANGIPAHOA PARISH PORT	
36	(279)	Port Manchac Terminal Roadway Improvements	
37		(Tangipahoa)	
38		Payable from General Obligation Bonds	
39		Priority 1	\$ 10,000
40		Priority 2	<u>\$ 25,000</u>
41		Total	\$ 35,000

NOTIFICATION LETTER FROM COMMISSIONER

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

UNFUNDED PROJECTS

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

Capital Outlay Process

EXAMPLE: TOWN OF MARAIS

FACILITY PLANNING AND CONTROL

Facility Planning and Control - Windows Internet Explorer

http://www.doa.louisiana.gov/fpc/fpc.htm

Links | Tabs | CPTP | FPC | La Legislature | BondCommission | LEO | TWC | Weather Channel | FileNet | Cafe | VFA | Civil Service | Thin Line Report | BDS

Facility Planning and Control | Google

DIVISION OF ADMINISTRATION *Angele Davis, Commissioner*
STATE OF LOUISIANA

Office of Facility Planning and Control

Louisiana.gov > Division of Administration > Facility Planning and Control

Text Size + -

HOME | COMMISSIONER | OFFICES | INFORMATION | CONTACT

- ABOUT US
- CAPITAL OUTLAY: Description of Capital Outlay with Flow Chart
- SELECTION BOARDS: Non State Entity Capital Outlay Project Administration
- DESIGN & CONSTRUCTION: Qualifications for Inclusions; Submission of Requests; Contents of Capital Outlay Requests
- REAL ESTATE LEASING: Evaluation of Requests; Preparation of Capital Outlay Budget
- STATEWIDE FACILITY MANAGEMENT SYSTEM: Capital Outlay Appropriation; Downloadable Forms

finances and fixed
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tion of a
agement program.
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meet the space
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primary customers:

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CAPITAL OUTLAY REQUESTS

The screenshot shows a Windows Internet Explorer browser window displaying the eCORTS website. The browser's address bar shows the URL <https://wwwprd.doa.louisiana.gov/ecorts/default.cfm>. The browser's tabs bar includes links to CPTP, FPC, La Legislature, LEO, State Bond Commission, Weather Channel, FileNet, Cafe, VFA, Civil Service, Thin Line Report, and BDS. The website content features a header with images of a building, the Louisiana State Seal, a construction site, and a bridge, with the text "eCORTS" and "INFOlouisiana". The main heading is "eCORTS Capital Outlay Request Tracking System". Below this is a link: [Enter Capital Outlay Request Website eCORTS](#). A paragraph explains that capital outlays are expenditures for acquiring lands, buildings, equipment, or other properties, or for their preservation or development or permanent improvement. Another paragraph states that statutory authority for capital outlay planning and budgeting procedures is contained in Sections 101-114 of Title 39 of Louisiana's Revised Statutes. At the bottom of the page, there are logos for Internet Explorer 6.0 and Adobe Acrobat Reader. A footer contains the text "For more information or for inquiries, email CapitalOutlay@la.gov" and "Last Revised Date 11/9/07". A navigation bar at the very bottom includes links for "SITE HELP", "FPC HOME", and "LEGISLATURE". The Windows taskbar at the bottom shows the start button, several open applications including Microsoft PowerPoint and the eCORTS browser window, and the system tray with the time 2:28 PM.

eCORTS -- Capital Outlay Request Tracking System -- Entry Page - Windows Internet Explorer

<https://wwwprd.doa.louisiana.gov/ecorts/default.cfm>

Links Tabs CPTP FPC La Legislature LEO State Bond Commission Weather Channel FileNet Cafe VFA Civil Service Thin Line Report BDS

eCORTS -- Capital Outlay Request Tracking System --...

eCORTS INFOlouisiana

eCORTS

Capital Outlay Request Tracking System

[Enter Capital Outlay Request Website eCORTS](#)

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

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

Internet Explorer 6.0 Adobe Acrobat Reader

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

Last Revised Date 11/9/07

SITE HELP FPC HOME LEGISLATURE

start Microsoft PowerPoint ... eCORTS -- Capital Ou... Internet 100% 2:28 PM

MARAIS' APPROPRIATION FOR FISCAL YEAR 2010 (ACT 20 OF 2009)

50/MZZ	MARAIS	
	Fire Station Expansion, Acquisition, Planning & Construction (\$50,000 Local Match)	
	Priority 3	\$700,000

The Fire Station Expansion was appropriated \$700,000 in Priority 3 General Obligation Bond funding. Unfortunately, it did not receive a line of credit. No line of credit meant that Mayor Guidry needed to submit a new request for FY2011.

MARAIS' APPROPRIATION FOR FISCAL YEAR 2011 (ACT 21 OF 2010)

50/MZZ

MARAIS

Fire Station Expansion, Acquisition,
Planning & Construction
(\$250,000 Local Match)

Priority 2 \$200,000

Priority 5 \$550,000

Total \$750,000

The Fire Station Expansion was appropriated \$750,000 and received both cash and non-cash lines of credit. Since the project is now fully funded, Mayor Guidry does not need to submit a request for FY2012.

MARAIS' APPROPRIATION FOR FISCAL YEAR 2012 (ACT 22 OF 2011)

50/MZZ	MARAIS	
	Fire Station Expansion, Acquisition, Planning & Construction (\$250,000 Local Match)	
	Priority 1	\$750,000

Mayor Guidry would like to start construction in May 2011. He and his Project Manager developed a cash flow projection that they submitted to Capital Outlay. All of the Priority 5 funding was moved up to Priority 1.

STATE BOND COMMISSION

Home - Louisiana Department of the Treasury - John Neely Kennedy, State Treasurer - Windows Internet Explorer

http://www.treasury.state.la.us/default.aspx

treasurer.state.la.us

Home - Louisiana Department of the Treasury - J...

This website wants to run the following add-on: 'Name ActiveX Control' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here...

LOUISIANA DEPARTMENT OF THE TREASURY

WWW.LATREASURY.COM



John Neely Kennedy, *State Treasurer*

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Treasurer Kennedy

Unclaimed Property

State Bond Commission

News Room

Divisions

START

Links



Welcome to the Louisiana Department of Treasury

Helpful Links...

LATEST NEWS

- Kennedy working to streamline government - WBRZ 2une in
- La. Treasurer urges job cuts, management changes
- Eliminate redundant boards to improve Louisiana colleges, Treasurer says
- Daily liberian - Kennedy: Dont raise taxes
- Alexandria Town Talk - Kennedy says La. should buckle down, not raise taxes

BUDGET LINKS

Internet | Protected Mode: On

100%

Yahoo! Search

10:36 PM

QUESTIONS???



CONTACT CAPITAL OUTLAY

✘ Website:

<http://www.doa.louisiana.gov/fpc/fpc.htm>

✘ Email: CapitalOutlay@la.gov

✘ Phone: 225.342.0823

