STATE OF LOUISIANA

Division of Administration

Office of Facility Planning and Control

Non-State Entity

Capital Outlay

Participant Guidelines

A Guide for Grantees Receiving State Capital Outlay Funds

September 2026

What This Handbook Covers

This handbook explains everything you need to know to successfully manage your State Capital Outlay grant — from signing your cooperative endeavor agreement to receiving your final disbursement. No prior experience with state procurement or facility planning is required.

Chapter 1: Allowable Costs

- Real Estate Acquisition
- Design Services
- Construction
- Equipment
- Escrow
- Administrative Costs

Chapter 2: Other Requirements

- Authorized Representative
- Local Match Requirements

Appendix: Forms & Instructions

- Request for Disbursement
- Real Estate Closing
- Construction Contract Award
- Equipment Purchase

Introduction

Congratulations on receiving State Capital Outlay funding for your project! This handbook is your step-by-step guide for managing that funding successfully. Whether you are a nonprofit organization, a local government, a school, or another non-state entity, this handbook will explain what is required of you at every stage of your project.

Capital Outlay funding is State money appropriated by the Louisiana Legislature. Because it is public money, the State must verify that it is spent properly and that your project delivers a real, functional result for the citizens of Louisiana. The Office of Facility Planning and Control (FP&C), within the Louisiana Division of Administration, is responsible for overseeing these funds on behalf of the State.

FP&C does not manage your project for you — that remains your responsibility. But FP&C does review key decisions, disburse State funds, and confirm that everything is done in accordance with the law and your cooperative endeavor agreement.

What Is a Cooperative Endeavor Agreement?

Before you receive any State funds, you will sign a Cooperative Endeavor Agreement (CEA) with the State. This is a legally binding contract. The CEA establishes:

- The total budget for your project, broken into cost categories (Real Estate, Design, Construction, Equipment, Escrow)
- The percentage of State participation versus your local match obligation
- The rules you must follow when spending State funds — including the rules in this handbook
- The forms you will use to request State disbursements

> **IMPORTANT**
>
> This handbook is incorporated into your CEA by reference. That means its rules are legally binding. Read it carefully and keep it accessible throughout your project.

Who Is My FP&C Contact?

Each non-state project is assigned a dedicated FP&C Project Manager. You will find your Project Manager's name and contact information in the FP&C letter that transmits your executed CEA. All communication with FP&C must go through this individual — FP&C will not communicate directly with your contractors, architects, or consultants.

Your FP&C Project Manager	Named in your CEA transmittal letter
FP&C Mailing Address	P.O. Box 94095, Baton Rouge, LA 70804-9095
FP&C Website	www.doa.la.gov (Facility Planning and Control)
Non-State Resources	https://www.doa.la.gov/doa/fpc/project-administration-non-state

Match Requirement

All non-state projects are required to provide a match of not less than 25% of the total project costs.

Exceptions to the match requirement:

- Emergency projects recommended by the commissioner of administration and approved by the Joint Legislative Committee on Capital Outlay.
- Water or sewer projects for systems servicing 1,250 or fewer connections.
- Natural gas utility projects for systems servicing 1,250 or fewer connections.
- Projects by municipalities with a population under 9,500 or parishes with a population of 12,000 or less that demonstrate inability to provide a local match (subject to audit and rate-study submissions and Joint Legislative Committee approval).[1]

You should contact your assigned project manager if you feel you qualify for any exceptions to the match requirement.

Escrow account requirement

Non-state entities receiving capital outlay funding for the acquisition or construction of buildings must establish, fund, and maintain an escrow account for long-term major capital maintenance.[2]

Specific requirements include:

- The escrow account must be established as a condition of the cooperative endeavor agreement between the non-state entity and the FP&C.
- The account must be established before the first advertisement to bid.

[1] La. R.S. 39:112(E)(2)(a)-(d)
[2] La. R.S. 39:112(E)(4), as amended by Acts 2023, No. 82, Section 1, eff. July 1, 2024

- An initial deposit of not less than 3% of total project cost is required, with annual additional deposits of 0.5% of the total project costs until the balance reached 10% of the total project cost or $1 million, whichever is less.
- The escrow must be maintained until the project is unoccupied, disposed of, or for 25 years, whichever is later.
- The account must be a separate interest-bearing account denoted as a restricted asset.
- Non-compliance results in:
    i. FP&C deeming the project not feasible,
    ii. Exclusion of the project and all future projects by the entity from Capital Outlay Act, and
    iii. An audit finding of noncompliance by the legislative auditor.

Exemptions exist for certain land acquisitions, large equipment acquisitions, earthworks as determined by rule), and non-state entity projects exempted from local match for small water/sewer/gas utility systems.

The Golden Rules

No matter what stage of your project you are in, these rules always apply:

- Get FP&C approval **BEFORE** you spend State funds on key activities (real estate closing, construction contract award, equipment purchase by bid).
- All services paid with State funds must be performed under a written contract executed **AFTER** your CEA date.
- Always use the official forms. Faxed forms are not accepted.
- Your Authorized Representative must sign all disbursement requests.
- Keep records of all contracts, invoices, and correspondence for audit purposes.

> **CRITICAL RULE**
> Contracts signed before your CEA date — or before cash was made available for the State appropriation — are NOT eligible for State participation. This is a statutory requirement and cannot be waived.

CHAPTER 1 ALLOWABLE COSTS

This chapter explains the types of costs that are eligible for State participation and the specific requirements FP&C must verify before disbursing funds for each cost category. Your CEA budget lists the maximum State dollar amount available in each category.[3]

Real Estate Acquisition

If your project involves purchasing land or other immovable property with State Capital Outlay funds, there are specific requirements you must satisfy before FP&C will approve the closing and disburse the purchase funds.

Why FP&C Reviews Real Estate Purchases

State funds cannot be used to overpay for property or to purchase land with hidden environmental hazards. FP&C's review protects the State — and your organization — from these risks.

What You Must Submit Before Closing

Before any real estate closing, you must complete and submit a Request for FP&C Concurrence in Real Estate Closing form with the following documents attached:

- State Certified General Appraisal — confirms the property's fair market value. The State disbursement cannot exceed the appraised value.
- Preliminary Title Opinion or Title Insurance — confirms you will have clear, marketable ownership (good title) after purchase.
- Phase I Environmental Assessment — prepared by a licensed environmental professional following current ASTM standard practice. Must address asbestos, lead-based paint, lead in drinking water, and wetlands.
- Draft Act of Sale — must include a warranty that the property is free of CERCLA-defined hazards and petroleum contamination identified in the environmental assessment.
- Evidence of Funding Commitment — proof that all required funds (State plus any match) are available and committed.

TIP

FP&C will provide a courtesy review of your draft contracts before you finalize them. This free service lets you confirm in advance that your costs will be eligible for State participation.

[3] LA. R.S. 39:112(E)(4)(h)

After FP&C Approves Your Closing

Once FP&C reviews and approves your submission, FP&C will initiate its check-writing process. Plan to close within two weeks of receiving the State funds. After closing, you must provide FP&C with a copy of the executed act of sale as recorded with the local Clerk of Court.

Other Real Estate-Related Costs

State funds can also reimburse actual, reasonable costs for the following, if the property acquisition advances your capital outlay project:

- Title work, title insurance, and abstracts
- Appraisals and property surveys
- Legal fees associated with the property purchase
- Donated property processing costs

All such services must be performed under written contracts. Submit a Request for Disbursement form to receive reimbursement.

> **IMPORTANT**
> The State disbursement for the purchase price cannot exceed the appraised value as determined by the State Certified General Appraisal.

Design Costs

Design costs cover the professional services needed to plan and document your project before construction begins. There are two sub-categories: Basic Services and Miscellaneous.

Basic Services

Basic Services include architectural and engineering design fees — the core professional services needed to take your project from concept through construction documents (plans and specifications).

Key requirements:

- All Basic Services work paid with State funds must be under written contracts executed **after** your CEA date.
- Submit copies of executed contracts to FP&C before or at the same time as your first associated disbursement request.

- For construction document contracts with a fee of $25,000 or more: submit schematic/preliminary design products (including a cost estimate) to receive interim disbursements; submit final construction documents (plans and specifications with cost estimate) to receive final design disbursements.

FP&C will review your final plans and specifications for every project — regardless of size — to confirm that the planned facility is functional and within the intent of your Capital Outlay appropriation. This review can happen before or after you advertise for bids, but must occur before you award a construction contract.

CRITICAL RULE

State disbursements for Design — Per FP&C policy, Basic Services cannot exceed 10% of the construction cost. Budget accordingly when planning your design contracts.

Miscellaneous Design Costs

Miscellaneous costs are supplemental professional services associated with your project that fall outside the core architectural/engineering design. Eligible examples include:

- Laboratory testing services
- Recordation fees and advertisement costs
- Environmental assessments and surveys
- Geotechnical (soil) investigations
- Supplemental resident inspection
- Builder's risk insurance

The same contract submission and product delivery rules that apply to Basic Services apply here. All services must be under written contracts executed after your CEA date.

CRITICAL RULE

State disbursements for Design — Per FP&C policy, miscellaneous costs cannot exceed 5% of the construction cost.

Construction

Construction is typically the largest cost category in a Capital Outlay project. Because State funds are involved, FP&C must formally concur in your construction contract award before you sign the contract. If you award a construction contract without FP&C's prior concurrence, the construction costs will not be eligible for State participation.

Before You Award a Construction Contract

You must submit a Request for FP&C Concurrence in Construction Contract Award form with all of the following documents attached:

- Final Construction Documents — the complete set of plans and specifications.
- Construction Document Addenda — any changes or clarifications issued during the bidding period.
- Property Ownership Certification — written confirmation (on your letterhead, signed by your Authorized Representative) that the property ownership requirements of your CEA have been met.
- Certified Proof of Advertisement — documentation that bids were publicly advertised in accordance with Louisiana's Public Bid Law.
- Certified Bid Tabulation with Recommendation — a certified list of all bids received and your recommendation for contract award.
- Public Bid Law Certification — written certification (on your letterhead, signed by your Authorized Representative) that procurement followed the Public Bid Law.
- Evidence of Match Availability — required only if match funds are needed to award the contract, or if volunteer labor or donated materials will be used.

> **IMPORTANT**
>
> FP&C must concur in your construction contract award before you sign the contract. This step is mandatory — no exceptions.

During Construction: Drawing Funds

After FP&C concurs in contract award, you may draw State funds to pay for construction costs. To request a disbursement:

- Submit a Request for Disbursement form with a certified application for payment (e.g., AIA Document G702) attached.
- Before or with your first construction disbursement request, provide FP&C a copy of the fully executed construction contract with performance bond.

Change Orders

Any change to your construction contract that you intend to pay with State funds requires FP&C's prior approval. Change orders executed without FP&C approval are not eligible for State participation.

> **TIP**
>
> Submit draft change orders to FP&C before you execute them. FP&C can quickly confirm whether the costs are eligible, preventing problems at project close-out.

As required by Louisiana Public Bid Law, all negotiated change orders must be fully documented and itemized, including: material quantities, material costs, taxes, insurance, employee benefits, overhead, and profit. Where unit prices exist in the original contract, no deviations are allowed in computing change order costs.

Project Completion and Retainage

When construction is substantially complete and you are ready to submit your final payment application, you must also submit all punch lists with written confirmation that punch list items have been addressed. FP&C will hold retainage until you provide the 45-day Clear Lien Certificate.

If liquidated damages apply, they will be shared proportionately between FP&C and your organization based on the match percentage, if local match is involved.

Equipment

State Capital Outlay funds can be used to purchase moveable equipment and furnishings required for your project. FP&C references State purchasing contract prices to evaluate whether proposed equipment costs are reasonable.

What Is — and Is Not — Eligible

Examples of eligible equipment: furniture, specialized equipment directly needed for the facility's function, moveable furnishings.

Examples of ineligible items:

- Rolling stock (automobiles, tractors, golf carts, etc.)
- Computers and telecommunications equipment
- Telephones
- Supplies and consumables

> **TIP**
>
> Before purchasing, submit your equipment list with estimated costs to FP&C for a courtesy review. This quick check confirms which items are eligible and can prevent surprises at reimbursement time.

Purchasing Through State Contract

If you purchase equipment through an existing State contract (Louisiana's Office of State Procurement state contracts), the process is simpler:

- Submit the equipment list and copies of executed contracts or purchase orders to FP&C before or with your first equipment disbursement request.
- FP&C strongly encourages you to submit the equipment list for review before you purchase.
- Submit a Request for Disbursement form to receive reimbursement after equipment is delivered.

Purchasing Through a Public Bid Process

If your equipment purchase requires public bidding, you must obtain FP&C's concurrence before you accept any bid. Submit a Request for FP&C Concurrence in Equipment Purchase form with the following:

- Equipment list (with specifications, if applicable)
- Certified proof of advertisement for bids
- Certified bid tabulation with recommendation for acceptance
- Certification that procurement followed the Public Bid Law
- Evidence of funding commitment and match availability

> **CRITICAL RULE**
> If you execute a purchase order or contract before FP&C concurs in the equipment purchase (when procured by bidding), those costs are NOT eligible for State participation.

Escrow

The Escrow category is a bookkeeping tool, not a cost category. It exists because Capital Outlay is a multi-year program, and sometimes appropriated funds cannot yet be spent — for example, when a project is in early design but construction funds will not be needed for several years.

Here is an example of how Escrow works:

Scenario	Project with $1M appropriation, $5M estimated construction cost
Design — Basic Services	$500,000 maximum (10% of $5M construction cost)
Design — Miscellaneous	$30,000 estimated
FP&C Administrative Fee	Up to 6% of appropriation
Remaining Funds	Placed in Escrow category for future use
Future Use of Escrow	Moved to Construction category when additional funding is secured

> **IMPORTANT**
> Escrow is not money you can spend on ongoing operations or administrative costs. It is simply a placeholder in your project budget for funds that will be allocated to eligible cost categories in the future.

Administrative Costs

The Capital Outlay Act authorizes FP&C to retain up to 6% of your appropriation to cover State administrative costs. This amount is typically less than 6% and is reflected in your CEA budget.

The following costs are NOT eligible for State participation:

- Operating and maintenance expenses of your organization
- Historically typical owner administrative responsibilities — even if you hire a consultant to perform them (e.g., a project management consultant hired in addition to your professional designer)

> **IMPORTANT**
> Hiring a separate project management firm to handle owner responsibilities does not make those costs eligible. State funds are for the capital project itself — not for managing your organization's internal processes.

CHAPTER 2 OTHER REQUIREMENTS

Authorized Representative

Every non-state entity receiving Capital Outlay funds must designate an Authorized Representative. This person is the official signatory for all requests for State disbursements and concurrence forms submitted to FP&C.

Who Can Be the Authorized Representative?

The Authorized Representative must be an official of your organization — not a contracted consultant, architect, or project manager. This is a legal requirement. Your governing board (Board of Directors, Parish Council, School Board, etc.) must pass a formal resolution designating this individual.

What You Need to Do

- Have your governing authority pass a resolution designating and authorizing an official to act on behalf of your organization in all Capital Outlay matters.
- Submit a copy of this resolution to FP&C when you return your signed CEA.

CRITICAL RULE

No State funds can be disbursed until FP&C receives the authorization resolution. Do not delay — submit it with your signed CEA.

Who qualifies?	An officer or official of your organization (Executive Director, Parish President, Mayor, Superintendent, etc.)
Who does NOT qualify?	Outside consultants, contractors, architects, or project managers
Required documentation	Formal resolution of your governing authority
When to submit	With your signed CEA — before requesting any disbursements

Local Match Requirements

Many Capital Outlay appropriations require the non-state entity to contribute a portion of the project cost. This contribution is called a "local match." Your CEA will specify the exact match amount and type required for your project.

Types of Match

Cash Match	Actual money contributed by your organization or a third party. Required when the appropriation specifically calls for "cash match."
In-Kind Match	Non-cash contributions that advance the project — such as donated land, donated materials, or donated labor. Allowable when the appropriation calls for "in-kind match" or simply "match."
Third-Party Match	Contributions from an outside party (not your organization or the State). Allowable as long as it directly advances the project.

How Match Works in Practice

Your CEA budget will show the percentage of State participation and the percentage you must contribute in each cost category. For example, if State participation is 75% and your match is 25%, then for every dollar of eligible project cost, the State pays $0.75 and you pay $0.25.

If construction bids come in higher than your CEA Construction budget and you want to fund the difference:

- The State's participation percentage stays fixed at the percentage in your CEA.
- You will cover a proportionally larger dollar amount to make up the difference.

Evidence of Match Availability

When match or in-kind match is required to award a contract, FP&C will ask you to demonstrate that match funds are available. Acceptable evidence includes:

- Bank statements showing sufficient funds on deposit
- Resolutions from your governing authority committing the funds
- Grant award letters or other funding commitments from third parties

Volunteer Labor and Donated Materials

If you plan to use volunteer labor to install materials or equipment purchased with Capital Outlay funds, the materials or equipment must be purchased and installed before FP&C will disburse the State's share of those costs.

> **IMPORTANT**
>
> Third-party in-kind match is allowable, but it must directly advance the project. Match contributions that do not directly support the capital project work may not qualify.

CHAPTER 3 — QUICK REFERENCE: COST CODES

Every line item on your Request for Disbursement form must include a Cost Code. Use the table below to identify the correct code for each invoice.

Code	Category	What It Covers
RQ	Real Estate	Purchase price of land or property
F1	Design – Basic Services	Architectural/engineering design fees
R1	Design Misc – Topographic Survey	Land survey costs
R2	Design Misc – Geotechnical	Soil/subsurface investigation
R3	Design Misc – Environmental	Phase I/II environmental assessments
R4	Design Misc – Testing Lab Fees	Laboratory testing during design
R5	Design Misc – Other Reimbursables	Other approved design-phase costs
A1	Additional Design Services	Design services beyond base contract
MI-TS	3rd Party Testing/Lab (Design)	Independent testing during design
CN	Construction Services	General construction contract costs
CN-TS	3rd Party Testing (Construction)	Independent testing during construction
EQ	Equipment	Moveable equipment and furnishings

G/L (General Ledger) codes are also required for every line item. You can find all G/L codes on the FP&C website at www.doa.la.gov under FP&C > Project Admin – Non-State.

CHAPTER 4 — FORMS OVERVIEW & CHECKLISTS

FP&C uses four official forms to administer non-state projects. Each form is customized for your project and provided with your executed CEA. Completed forms must be mailed or hand-delivered — faxed or emailed forms are not accepted.

Form 1: Request for Disbursement

Use this form every time you want to request reimbursement of State funds. Submit it with all relevant invoices attached.

When to use	Each time you request reimbursement — for all eligible cost categories
What to attach	Original invoices (or copies of checks if you have already paid)
Who signs	Your Authorized Representative
How often	As often as needed throughout the project

Request for Disbursement Submission Checklist
☐ Sequential request number filled in
☐ Project number and WBS number included
☐ All invoice numbers and vendor names listed
☐ Correct Cost Code and G/L code for each line item
☐ Invoice amounts filled in (FP&C calculates State share)
☐ Authorized Representative signature and date
☐ Printed name of Authorized Representative
☐ If already paid: copy of check(s) used to pay the invoices is attached
☐ For contracts ≥ $25,000: copy of executed contract submitted before or with this request

Request for Disbursement

Request No.____________________

Project Number: ____________________ Contact Person: ____________________

Grantee: ____________________ Phone Number: ____________________

Project Name: ____________________ ***Contract Number: ____________________

____________________ ***PO Number: ____________________

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

This document will hereby certify that each of these invoices on this list and attached list(s) is in accordance with the terms of the applicable contracts and/or agreements and that the services have been performed or the goods received. Furthermore, this certification also indicates compliance with the terms and conditions of the cooperative endeavor agreement by and between the State of Louisiana and the Entity.

Certified Correct by Grantee______________________________Date:____________________

(Signature of Authorized Representative)

____

(Type or Print Name)

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

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

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

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

Form 2: Request for FP&C Concurrence in Real Estate Closing

Required before closing on any real estate purchase using State Capital Outlay funds.

Real Estate Closing	Submission Checklist
☐ State Certified General Appraisal attached	
☐ Preliminary title opinion or title insurance documentation attached	
☐ Phase I Environmental Assessment (ASTM standard) attached — includes asbestos, lead, lead in water, and wetlands review	
☐ Draft Act of Sale with CERCLA/petroleum hazard warranty attached	
☐ Evidence of funding commitment and match availability attached	
☐ Authorized Representative signature and date	
☐ Printed name of Authorized Representative	
☐ Submitted by mail (not fax)	

Request for FP&C Concurrence in Real Estate Closing

Project Number:
Project Name:

Grantee:
Contact Person:
Phone Number:

To be completed by the Entity

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

1. State Certified General appraisal
2. Preliminary title opinion attesting that the non-state entity will have good, clear, and merchantable title upon execution of the act of sale, or title insurance
3. Phase I environmental assessment, prepared by an environmental professional according to current ASTM standard practice, that also considers asbestos containing materials, lead-based paint, lead in drinking water and wetlands
4. Draft act of sale with warranty that the property is free of CERCLA defined hazards and petroleum products identified in the environmental assessment as existing or suspected.
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match.

Grantee: ______________________________ Date: ____________
(Signature of Authorized Representative)

____
(Type or Print Name)

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

❑ FP&C concurs that the transaction is ready for closing
(FP&C will initiate writing a check in the amount of $) ____________________

❑ FP&C does not concur that the transaction is ready for closing
Reason: ____

____

(The Entity must resolve and then submit another Request for FP&C Concurrence in Real Estate Closing)

Project Manager: ______________________________ Date: ____________
(Signature)

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

Thank you for your cooperation!

Form 3: Request for FP&C Concurrence in Construction Contract Award

Required before awarding any construction contract paid with State funds. Submit before signing the contract.

Construction Contract Award	Submission Checklist
☐ Final construction documents (complete plans and specifications) attached	
☐ All construction document addenda attached	
☐ Property ownership certification letter on entity letterhead, signed by Authorized Representative	
☐ Certified proof of bid advertisement attached	
☐ Certified bid tabulation with recommendation for award attached	
☐ Public Bid Law compliance certification letter on entity letterhead, signed by Authorized Representative	
☐ Evidence of match availability attached (if applicable — write N/A if not required)	
☐ Any contemporaneous change orders attached (if applicable)	
☐ Authorized Representative signature and date	
☐ Submitted by mail (not fax)	

Request for FP&C Concurrence in Construction Contract Award

Project Number:
Project Name:

Grantee:
Contact Person:
Phone Number:

To be completed by Entity

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

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

1. Final construction documents (plans and specifications)
2. Construction document addenda
3. * Certification that the cooperative endeavor agreement's ownership of property requirements have been met
4. Certified proof of publication of advertisement for procurement
5. Certified tabulation of bids or proposals with recommendation for award
6. * Certification that the procurement was in accordance with the Public Bid Law
7. Other ______________________________________

Grantee: ______________________ Date: ______________
(Signature of Authorized Representative)

____
(Type or Print Name)

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

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

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

(The Entity must resolve and then submit another Request for FP&C Concurrence in Construction Contract Award)

Project Manager: ______________________ Date: ______________
(Signature)

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

Thank you for your cooperation!

Form 4: Request for FP&C Concurrence in Equipment Purchase

Required before accepting a bid for equipment when the purchase goes through a public bidding process.

Equipment Purchase Submission Checklist
☐ Equipment list with specifications attached
☐ Certified proof of bid advertisement attached
☐ Certified bid tabulation with recommendation for acceptance attached
☐ Public Bid Law compliance certification attached
☐ Evidence of funding commitment and match availability attached
☐ Supplier name and total bid amount filled in on form
☐ Authorized Representative signature and date
☐ Submitted by mail (not fax)

Request for FP&C Concurrence in Equipment Purchase

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

Project Number:
Project Name:

Grantee:
Contact Person:
Phone Number:

To be completed by Entity

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

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

1. Equipment list (with specifications, if applicable)
2. Certified proof of publication of advertisement for procurement
3. Certified tabulation of bids or quotes with recommendation for acceptance
4. Certification that the procurement was in accordance with the Public Bid Law
5. Evidence of current commitment of funds for the project and availability of match and/or in-kind match.

Entity: ________________________________ Date: ________________
(Signature of Authorized Representative)

____
(Type or Print Name)

To be completed by FP&C and returned to Entity

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

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

____

(Entity must resolve and then submit another Request for FP&C Concurrence for the equipment purchase)

❑ FP&C concurs with the equipment purchase, with exceptions (see attachment)

Project Manager: ________________________________ Date: ________________
(Signature)

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

Thank you for your cooperation!

CHAPTER 5 — PROJECT PROCESS AT A GLANCE

Use this summary as a roadmap for your project. Each phase must generally be completed in order.

	Phase	Your Action	FP&C Action
1	**Sign CEA**	Return signed CEA and authorization resolution to FP&C	Executes CEA; assigns Project Manager
2	**Real Estate (if applicable)**	Gather appraisal, title, environmental docs; submit Concurrence form	Reviews & concurs; initiates check
3	**Design**	Execute design contracts; submit copies to FP&C; submit interim products per milestone	Reviews plans/specs; confirms functionality
4	**Bid & Award**	Advertise, receive bids, submit Concurrence in Contract Award form	Reviews bid docs; concurs in award
5	**Construction**	Submit disbursement requests with certified payment apps; get change orders approved	Disburses funds; reviews change orders
6	**Completion**	Submit punch list and 100% payment app; provide Clear Lien Certificate	Releases retainage upon receipt of lien certificate
7	**Equipment (if applicable)**	Procure equipment; submit Concurrence form if by bid; submit disbursement request	Concurs in purchase; disburses funds

Frequently Asked Questions

Can I start work before my CEA is signed?

No. Contracts for services that will be paid with State funds must be executed after your CEA is signed and after cash is made available for the State appropriation. Work done or contracts signed before those dates are not eligible for State participation.

Can my architect or project manager sign disbursement requests?

No. Only your designated Authorized Representative — an official of your organization — may sign disbursement requests and concurrence forms. This is a legal requirement.

What if my construction bids come in over budget?

Contact your FP&C Project Manager immediately. If you have match funds available to cover the difference, the State will continue to participate at the same percentage reflected in your CEA. If you do not have sufficient funds to award the contract, you may need to redesign or reduce the project scope.

How long does FP&C take to review my concurrence requests?

FP&C works as quickly as possible, but review times depend on the completeness of your submission. Complete submissions with all required documents are processed faster. Ensure nothing is missing before submitting.

Can I email my forms to FP&C?

No. Faxed and emailed forms are not accepted. All concurrence request forms must be submitted by mail or hand-delivery to FP&C with all required documents attached.

What is the FP&C administrative fee?

The Capital Outlay Act allows FP&C to retain up to 6% of your appropriation to cover State administrative costs. The actual amount — typically less than 6% — is reflected in your CEA budget as the FP&C Admin line item.

Can I use State funds to pay my organization's staff to manage the project?

No. Operating and maintenance expenses, and historically typical owner administrative responsibilities, are not eligible for State participation. This includes hiring a project management consultant to perform owner responsibilities that would normally be carried out by your own staff.

What happens if I miss a step or submit a form out of order?

Contact your FP&C Project Manager as soon as possible. Some missteps — particularly awarding a contract before FP&C concurs — can make those costs permanently ineligible for State participation. When in doubt, call FP&C before acting.

CHAPTER 6 — GLOSSARY OF KEY TERMS

Term	Definition
Appropriation	The amount of money set aside for your project in the Louisiana Capital Outlay Act passed by the Legislature.
ASTM Standard	A nationally recognized technical standard issued by ASTM International. Phase I environmental assessments must follow the current ASTM standard practice.
Authorized Representative	The official of your organization designated by your governing board to sign all State forms and certify all disbursement requests.
CERCLA	The federal Comprehensive Environmental Response, Compensation, and Liability Act. Properties must be free of CERCLA-defined hazards to receive State real estate funding.
Clear Lien Certificate	A legal document (obtained 45 days after final acceptance) confirming that no contractor or supplier liens are outstanding against the property.
Cooperative Endeavor Agreement (CEA)	The binding contract between the State of Louisiana and your organization governing the use of Capital Outlay funds.
Escrow (Budget Category)	A bookkeeping placeholder in your CEA budget for funds that cannot yet be allocated to an active cost category.
FP&C	Office of Facility Planning and Control, within the Louisiana Division of Administration. The State office responsible for overseeing non-state Capital Outlay projects.
General Obligation Bond	A type of State bond that requires Bond Commission approval before cash is made available.
In-Kind Match	Non-cash contributions — such as donated land, materials, or volunteer labor — that count toward your local match requirement.
NRP Bond	Non-Recurring Proceeds bond. Cash is made available when the Capital Outlay Act is approved.
Phase I Environmental Assessment	A professional evaluation of a property for potential environmental contamination. Required before any real estate purchase with State funds.
Public Bid Law	Louisiana's law governing competitive bidding for public construction contracts (R.S. 38:2211 et seq.). Your construction procurement must comply.
Retainage	A portion of the construction contract payment withheld until the project is complete and the 45-day Clear Lien Certificate is provided.

State Certified General Appraisal	A property valuation performed by a Louisiana-certified general appraiser. Required for all real estate purchases. State funds cannot exceed the appraised value.
Title Opinion / Title Insurance	Legal documentation confirming that the seller has clear, marketable ownership of the property and that the buyer will receive good title at closing.

Your Next Steps

You are ready to get started. Here is what to do first:

1. Sign your Cooperative Endeavor Agreement and return it to FP&C.
2. Attach your governing body's authorization resolution designating your Authorized Representative.
3. Locate the name of your assigned FP&C Project Manager in the CEA transmittal letter.
4. Keep this handbook accessible throughout your project.
5. Contact your FP&C Project Manager before taking any major project action if you are unsure of the requirements.

Office of Facility Planning and Control

Louisiana Division of Administration

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