

SELECTING: Copy of a Previous Fiscal Year Request

After selecting the Copy of a Previous Fiscal Year Request, a list of previously submitted projects for your agency will appear on screen.

New Capital Outlay Request

Select the requesting agency *

(19-601) LSU BATON ROUGE

Project Information

Is this a new project, a copy of a previous fiscal year request, or a continuation of a previously saved request for a project? *

- ☐ New Request (Blank request)
- ☒ Copy of a Previous Fiscal Year Request (A copy of a previous request for editing and submission)
- ☐ Continue a Previously Saved Request

Search for and select the project this request is for:

Show all

Previous 1 2 Next

Title	Fiscal Year	
Biomedical Research Building, Planning and Construction (East Baton Rouge) - 574621	2026	<button>Select</button>
Energy, Coast & Environment Building Exterior Repairs - 576884	2027	<button>Select</button>
Engineering District Infrastructure - 576883	2027	<button>Select</button>

Find the project you wish to copy and click the **Select** button.

Renovate Old Engineering Shops for Art Department, Planning and Construction - 566978	2023	<button>Select</button>
Research Operations and Academic Remote Storage - 569189	2024	<button>Select</button>
Science - Strategic Capital Plan Repairs and Upgrades - Food Science Renovation, New Science Building, Infrastructure and Utilities - 576747	2027	<button>Select</button>

Continue

SELECTING: Copy of a Previous Fiscal Year Request

After selecting a project, the screen will display a confirmation that this is the project you wish to copy forward into the new fiscal year. Click the Continue button to proceed.

New Capital Outlay Request

Select the requesting agency *

(19-601) LSU BATON ROUGE

Project Information

Is this a new project, a copy of a previous fiscal year request, or a continuation of a previously saved request for a project? *

- ☐ New Request (Blank request)
- ☒ Copy of a Previous Fiscal Year Request (A copy of a previous request for editing and submission)
- ☐ Continue a Previously Saved Request

↻ Click here to change the selected project

Selected Project:

Science - Strategic Capital Plan Repairs and Upgrades -Food Science Renovation, New Science Building, Infrastructure and Utilities -576747

Continue

EXAMPLE: Copy of a Previous Fiscal Year Request

① Project

After clicking the Continue button, your project will be assigned a Project ID and Permanent ID. Each year the project is submitted it will receive a unique sequentially numbered Project ID. The Permanent ID will stay constant through multiple years' submission of the project.

The project has been created at this point, but not yet submitted. On the left side of the screen, a menu of sections for CORTS application will appear.

Capital Outlay Request #61624-2028
Not submitted
(19-601) LSU BATON ROUGE

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

Project Information (Please review carefully)

Project ID	Permanent ID	Fiscal Year
61624	ID558700	2028

Project Title *

Science -Strategic Capital Plan Repairs and Upgrades -Food Science Renovation, New Science Building, Infrastructure ai

Specified Project Address (or nearest intersection) *

LSU A&M

Project priority for fiscal year *

Agency/Local Priority:

1 of 5

Project Type *

Land/Buildings

Facility Type *

Educ/Classroom

Scope

The intent of this capital outlay request is to request funds to address the general issues with the deferred maintenance backlog of campus buildings. It is part of a very comprehensive Strategic Capital Plan developed for the

Purpose (Check all that apply) *

☐ Add New Program/Project
☐ Address Actual
☐ Address Code Violations
☐ Changes in Existing Program/Project
☐ Changes in Mission
☐ Changes in Population
☐ Changes in Standards
☐ Expand Existing Program/Project
☒ Generate Employment
☐ Promote Economic Dev
☐ Relocate Existing Program/Project
☐ Other

Is this project statewide? *

☐ Yes
☒ No

This is the top view of the Project page that appears. Review the information and make any changes needed.

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

EXAMPLE: Copy of a Previous Fiscal Year Request

① **Project**

Please note you will have to reselect the Senate and House Districts for your project.

Who are my legislators?

Click this link in the CORTS application to find your legislators.

Parish(es) (Check all that apply) *

☐ Select/Deselect All

☐ Acadia ☐ Allen ☐ Ascension ☐ Assumption ☐ Avoyelles ☐ Beauregard ☐ Bienville ☐ Bossier

☐ Caddo ☐ Calcasieu ☐ Caldwell ☐ Cameron ☐ Catahoula ☐ Claiborne ☐ Concordia ☐ DeSoto

☒ East Baton Rouge ☐ East Carroll ☐ East Feliciana ☐ Evangeline ☐ Franklin ☐ Grant ☐ Iberia

☐ Iberville ☐ Jackson ☐ Jefferson ☐ Jefferson Davis ☐ Lafayette ☐ Lafourche ☐ LaSalle ☐ Lincoln

☐ Livingston ☐ Madison ☐ Morehouse ☐ Natchitoches ☐ Orleans ☐ Ouachita ☐ Plaquemines

☐ Pointe Coupee ☐ Rapides ☐ Red River ☐ Richland ☐ Sabine ☐ St. Bernard ☐ St. Charles

☐ St. Helena ☐ St. James ☐ St. John ☐ St. Landry ☐ St. Martin ☐ St. Mary ☐ St. Tammany

☐ Tangipahoa ☐ Tensas ☐ Terrebonne ☐ Union ☐ Vermilion ☐ Vernon ☐ Washington ☐ Webster

☐ West Baton Rouge ☐ West Carroll ☐ West Feliciana ☐ Winn

For a list of legislators, please visit this page <https://legis.la.gov/legis/FindMyLegislators.aspx>

Senate District(s) * [Click here to collapse list](#)

☐ Abraham, Mark (25) ☐ Allain, Robert (21) ☐ Barrow, Regina (15) ☐ Barthelemy, Sidney (3)

☐ Bass, Adam (36) ☐ Boudreaux, Gerald (24) ☐ Carter, Gary M. (7) ☐ Cathey, Stewart Jr. (33)

☐ Cloud, Heather (28) ☐ Connick, Patrick (8) ☐ Duplessis, Royce (5) ☐ Edmonds, Rick (6)

☐ Fesi, Michael (20) ☐ Foil, Franklin (16) ☐ Harris, Jimmy (4) ☐ Henry, Cameron (9) ☐ Hensgens, Bob (26)

☐ Hodges, Valarie (13) ☐ Jackson-Andrews, Katrina (34) ☐ Jenkins, Sam (39) ☐ Kleinpeter, Caleb (17)

☐ Lambert, Eddie J. (18) ☐ Luneau, Jay (29) ☐ McMath, Patrick (11) ☐ Miguez, Blake (22)

☐ Miller, Gregory A. (19) ☐ Mizell, Beth (12) ☐ Morris, Jay (35) ☐ Myers, Brach Jerad (23)

☐ Owen, Robert "Bob" (1) ☐ Pressly, Thomas A. (38) ☐ Price, Ed (2) ☐ Reese, Mike (30)

☐ Seabaugh, Alan (31) ☐ Selders, Larry (14) ☐ Stine, Jeremy P. (27) ☐ Talbot, Kirk (10)

☐ Wheat, Jr. William "Bill" (37) ☐ Womack, Glen (32)

House District(s) * [Click here to collapse list](#)

☐ Adams, Roy Daryl (62) ☐ Amedée, Beryl (51) ☐ Bacala, Tony (59) ☐ Bagley, Larry A. (7)

☐ Bamburg, Jr. Dennis (5) ☐ Bayham, Jr. Michael Robert (103) ☐ Beaulieu, IV Gerald "Beau" (48)

☐ Berault, Stephanie Hunter (76) ☐ Billings, Beth Anne (56) ☐ Boudreaux, Doyle (39) ☐ Bourriaque, Ryan (47)

Once you have selected the House and Senate Districts you will be prompted to either save or continue. For this example, we will choose the **Continue** button.

☐ Thompson, Francis C. (19) ☐ Turner, Christopher (12) ☐ Ventrella, Lauren (65) ☐ Villio, Debbie (79)

☐ Walters, Joy (4) ☐ Wilder, III Roger William (71) ☐ Wiley, Jeffrey "Jeff" Foss (81) ☐ Wright, Mark (77)

☐ Wyble, John E. (75) ☐ Young, Rashid Armand (11) ☐ Zeringue, Jerome (52)

 Save

Continue

EXAMPLE: Copy of a Previous Fiscal Year Request

② Contacts

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

Capital Outlay Request #61624-2028 Not submitted (19-601) LSU BATON ROUGE

1 Project complete

2 **Contacts** incomplete

3 Request incomplete

4 Estimates incomplete

5 Funding complete

6 Facility complete

7 Cost Breakdown incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

[Requesting Agency](#) > [Authorized Signatory](#)
(incomplete) (incomplete)

Requesting Agency Point of Contact

This will be the person Capital Outlay will contact with questions

First Name *

Mike

Last Name *

Tiger

Title *

Mascot

Phone Number *

(225) 555-5555

Email Address *

mike.tiger@lsuexample.com

Address Line 1 *

16 N Stadium Dr

Address Line 2 (Apt/Bldg/Unit)

City *

Baton Rouge

State

LA

Zip Code *

70802

Save

Back

Continue

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

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

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

EXAMPLE: Copy of a Previous Fiscal Year Request

② Contacts

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE

1 Project complete

2 **Contacts** incomplete

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10 Review and Submit complete

Requesting Agency > [Authorized Signatory](#) (incomplete)

Authorized Signatory Contact

This will be the person responsible for signing legal documents

First Name *

Last Name *

Title *

Email Address *

Phone Number *

Save

< Back

Continue

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

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

EXAMPLE: Copy of a Previous Fiscal Year Request

③ Request

Capital Outlay Request #61624-2028 Not submitted

(19-601) LSU BATON ROUGE

- 1 Project complete
- 2 Contacts complete
- 3 **Request incomplete**
- 4 Estimates incomplete
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Demonstration of Need

Why is the project needed? What advantages does this project provide? Explain what will happen if this project is not funded. *

Are there any programs/services that require this project to be funded? *

Major Repairs to campus facilities

List minimum or mandatory requirements

What alternatives to this project were considered and how was the best option determined (Studies, etc.)? *

Describe other similar facilities in your area and evaluate their capabilities to meet the needs of the project. *

There are no other facilities to meet these needs.

What will happen with the existing facilities and how will that be funded? *

(Demolition, remodeled, used for another program/project, etc.)

What is the long range goal/strategic plan for this project (5-yr)? *

Make repairs to campus buildings in line with the 5 year Strategic Capital Plan completed in 2018 and build new facilities for education and research for the College of Science.

Save
Back
Continue

The **③ Request** consists of **Demonstration of Need** questions. Some questions are new/revised and will need to be answered for the first time. Other questions will have the answers from last year's application.

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

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

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

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

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

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

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

EXAMPLE: Copy of a Previous Fiscal Year Request

④ Estimates

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

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

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE

- ① Project complete
- ② Contacts complete
- ③ Request complete
- ④ **Estimates incomplete**
- ⑤ Funding complete
- ⑥ Facility complete
- ⑦ Cost Breakdown incomplete
- ⑧ Budget incomplete
- ⑨ Attachments complete
- ⑩ Review and Submit complete

Project Cost Estimates

Cost Estimates	Local/Agency	Local	FPC
Land/Building Acq.		\$0.00	\$0.00
Planning 10%	\$11,839,583.40	\$0.00	\$0.00
Construction	\$118,395,834.00	\$0.00	\$0.00
Hazardous Materials		\$0.00	\$0.00
Subtotal	\$130,235,417.40	\$0.00	\$0.00
Misc./Contingency	\$11,839,583.40	\$0.00	\$0.00
Equipment	\$6,400,000.00	\$0.00	\$0.00
Total	\$148,475,000.80	\$0.00	\$0.00
Time Estimates	Local/Agency	Local	FPC
Planning (months)	24	24	0
Construction (months)	18	18	0
If planning has begun, when will it be completed?	mm/dd/yyyy 		

 Save  Back  Continue

Cost Estimates: The fields shaded grey are formula driven fields based off the amounts entered in the blank white fields. Information entered in the previous fiscal year submission should be carried over on this page. Update the estimates if needed.

Time Estimates: Provide the estimated time in months for Planning and for Construction. Information entered in the previous fiscal year submission should be carried over on this page. Update the time estimates if needed. If planning has not begun, then leave blank.

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑤ Funding

The **⑤ Funding** section consists of two parts, the Prior Funding and the Proposed New Funding page.

DEFINITIONS:

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

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

Capital Outlay Request #61624-2028 Not submitted
(19-601) LSU BATON ROUGE

1 Project complete

2 Contacts complete

3 Request complete

4 Estimates complete

5 Funding complete

6 Facility complete

7 Cost Breakdown incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

Prior Funding > Proposed New Funding

Prior Funding

Prior funding does not include Priority 1, Priority 2, or Priority 5

Permanent ID

ID558700

FPC Schedule No. Assigned to Prior Funding

19-601-19-01

Authorized Means of Financing

Means of financing	Amount
Fees & Self-Generated Rev	\$58,660,000.00
G.O. Bond Proceeds	\$88,536,967.00
Total: \$147,196,967.00	

Save

Back

Continue

Prior Funding associated with the project will automatically appear in the Prior Funding section and is tied to the FPC Schedule Number.

Click the **Continue** button to proceed to the Proposed New Funding subsection.

EXAMPLE: Copy of a Previous Fiscal Year Request

⑤ Funding

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

Capital Outlay Request #61624-2028 Not submitted (19-601) LSU BATON ROUGE

1 Project complete

2 Contacts complete

3 Request complete

4 Estimates complete

5 **Funding complete**

6 Facility complete

7 Cost Breakdown incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

Prior Funding > Proposed New Funding

What fiscal year was this project first fully submitted to Capital Outlay for consideration? *

Proposed Funding

+ Add line

	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Actions
State Funds Requested (Needs review)	[Missing]	[Missing]	[Missing]	[Missing]	[Missing]	\$0.00	Review Delete
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

If you received Priority 5 last fiscal year, how much Priority 5 will you need to be moved up to Priority 1 to be able to fund your project for another fiscal year?

Save

< Back

Continue

Previous Priority 1 or Priority 2 Cash Lines of Credit granted by the State Bond Commission should be included in the Year 1 “State Funds Requested”. Also, if you received a Priority 5 Non-Cash Line of Credit last year and need to have either all or a partial amount moved up to Priority 1, indicate in the appropriate field.

This example project does not require any new State Funds for next year.

Click the **Continue** button to proceed to the next section ⑥ **Facility**.

EXAMPLE: Copy of a Previous Fiscal Year Request

⑥ Facility

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

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

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE

1 Project complete

2 Contacts complete

3 Request complete

4 Estimates complete

5 Funding complete

6 Facility complete

7 Cost Breakdown incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

Space Requirements

Space Requirement Study Prepared By *

Jane Doe

Date Prepared *

08/01/2024

Space Requirements *

☐ New space ☒ Existing space ☐ No space

Facility Spaces						+ Add a space
Type of Space	Type of Occupants	# of Occupants	Net Area/Person	Net Area	Actions	
New Science	staff, students, faculty	1	148000	148000	Edit Delete	
Food Science	staff, students, faculty	1	20000	20000	Edit Delete	

Total Net Area

×

Burden Factor

=

Total Gross Area

Burden Area

168000

1

168000

0

Save

Back

Continue

Information entered in the previous fiscal year submission should be carried over on this page. If there are any updates, make edits if needed.

Click the **Continue** button to proceed to the next section ⑥ Facility.

EXAMPLE: Copy of a Previous Fiscal Year Request

⑦ Cost Breakdown

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

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE

1 Project complete

2 Contacts complete

3 Request complete

4 Estimates complete

5 Funding complete

6 Facility complete

7 **Cost Breakdown** incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

[Construction Costs](#) > [Equipment Costs](#) > [Equipment](#)

Construction Costs

Construction Cost information provided by

MAPP Construction Estimates

Date prepared

07/01/2023

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

Cost of Construction Calculation

Add spaces under facility requirements before starting this section

Type of Space	Net Area	Cost/Sq.Ft.	Area Cost
New Science	148000	\$678.35	\$100,395,800.00
Food Science	20000	\$900.00	\$18,000,000.00
Burden Area	0	0	\$0.00
Total/Average/Total	168000	704.737	\$118,395,800.00

The ⑦ **Cost Breakdown** section begins with the **Construction Costs**. Information entered in the previous fiscal year submission should be carried over on this page. If there are any updates, make edits if needed.

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑦ Cost Breakdown

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

Additional project requirements

Describe additional project requirements. (Parking, utilities tie-in, location, shipping/receiving, public access, site amenities, etc.)

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

Item	Quantity	Unit Cost	Total Cost
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Subtotal of Additional Line Item Expenses:			\$0.00

Total Cost of Construction

(Must equal amount listed in construction on the estimates page)

 Save

 Back

Continue

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

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

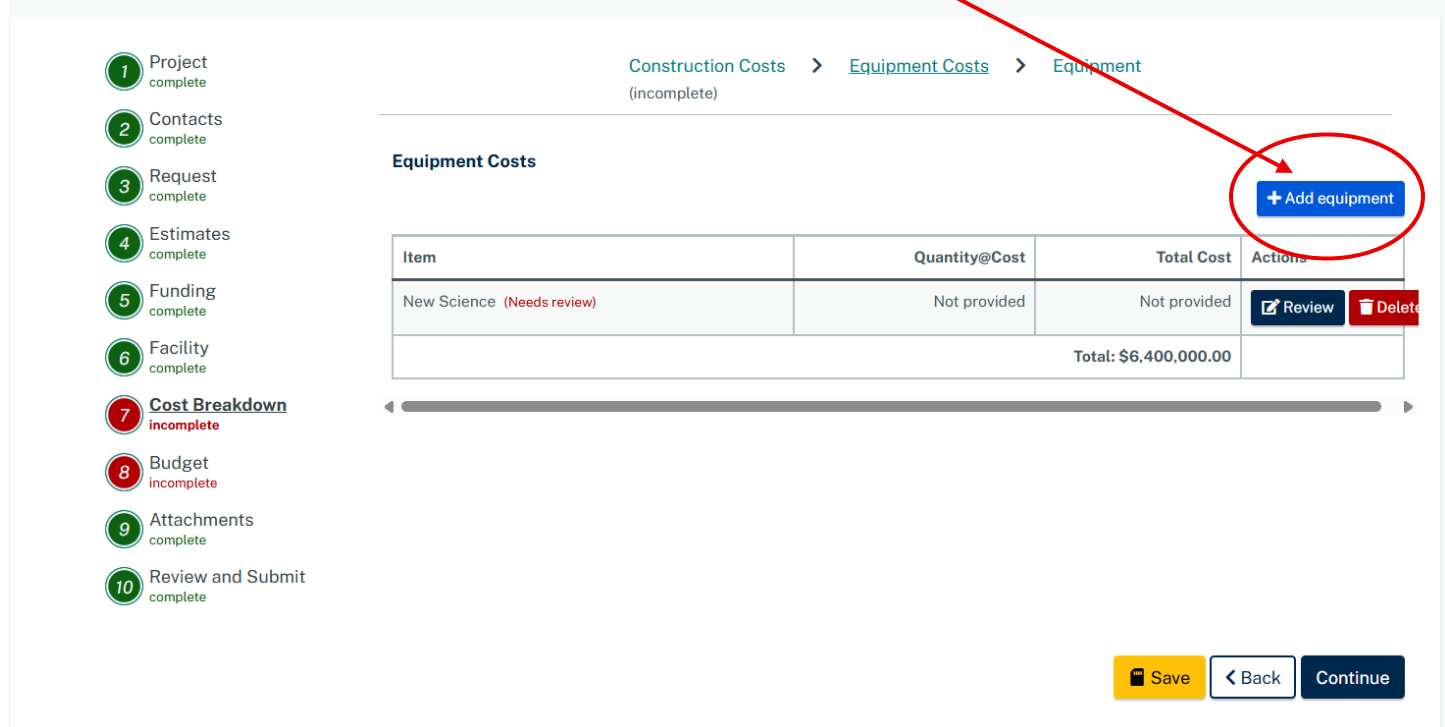
EXAMPLE: Copy of a Previous Fiscal Year Request

⑦ Cost Breakdown

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

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE



1 Project complete

2 Contacts complete

3 Request complete

4 Estimates complete

5 Funding complete

6 Facility complete

7 **Cost Breakdown** incomplete

8 Budget incomplete

9 Attachments complete

10 Review and Submit complete

Construction Costs (incomplete) > Equipment Costs > Equipment

Equipment Costs

Item	Quantity@Cost	Total Cost	Actions
New Science (Needs review)	Not provided	Not provided	Review Delete
		Total: \$6,400,000.00	

+ Add equipment

Save

< Back

Continue

Information entered in the previous fiscal year submission should be carried over on this page. If there are any updates, make edits if needed.

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑦ Cost Breakdown

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

Capital Outlay Request #61621-2028
Not submitted
(01-107) DIVISION OF ADMINISTRATION

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

Construction Costs > Equipment Costs > Equipment

Equipment
Is this program for renovation or relocation of an existing program and the use of existing equipment discontinued? *
☐ Yes ☒ No

Save Back Continue

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑧ Budget

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

Capital Outlay Request #61624-2028 Not submitted

(19-601) LSU BATON ROUGE

- 1 Project complete
- 2 Contacts complete
- 3 Request complete
- 4 Estimates complete
- 5 Funding complete
- 6 Facility complete
- 7 Cost Breakdown incomplete
- 8 **Budget incomplete**
- 9 Attachments complete
- 10 Review and Submit complete

Agency Operation Budget Expenditures

Below is the projected operating expenditures budget for the requesting agency

Expenditure	Existing Operating Budget (Current Year Budgeted)
Salaries	\$33,473,628.00
Other Compensation/Benefits	\$189,195.00
Interagency Funds/Expenses	
Supplies	\$4,593,309.00
Travel	\$123,578.00
Services (Operating, Professional, Debt, Other)	
Acquisitions	\$4,562,114.00
Major Repairs	
Total Expenditures	Total \$42,941,824.00

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

Agency Operation Budget Financing

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

Source of Financing	Existing Operating Budget (Current Year Budgeted)
Fees & Self Generated Revenue (Donations, fees generated by agency)	\$42,941,824.00
Interagency Funds	
State Funds	
Statutory Dedication Funds	
Federal Funds	
Total Financing	Total \$42,941,824.00

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑧ Budget

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

Agency Projected Operating Financing Budget

Please enter the budget information for each year line in the table below.

Year	Total Means of Financing
2028	\$42,941,824.00
2029	\$43,941,824.00
2030	\$44,941,824.00
2031	\$45,941,824.00
2032	\$46,941,824.00
Total \$224,709,120.00	

Comments

Agency Projected Operating Budget Certification

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

Name *

Title *

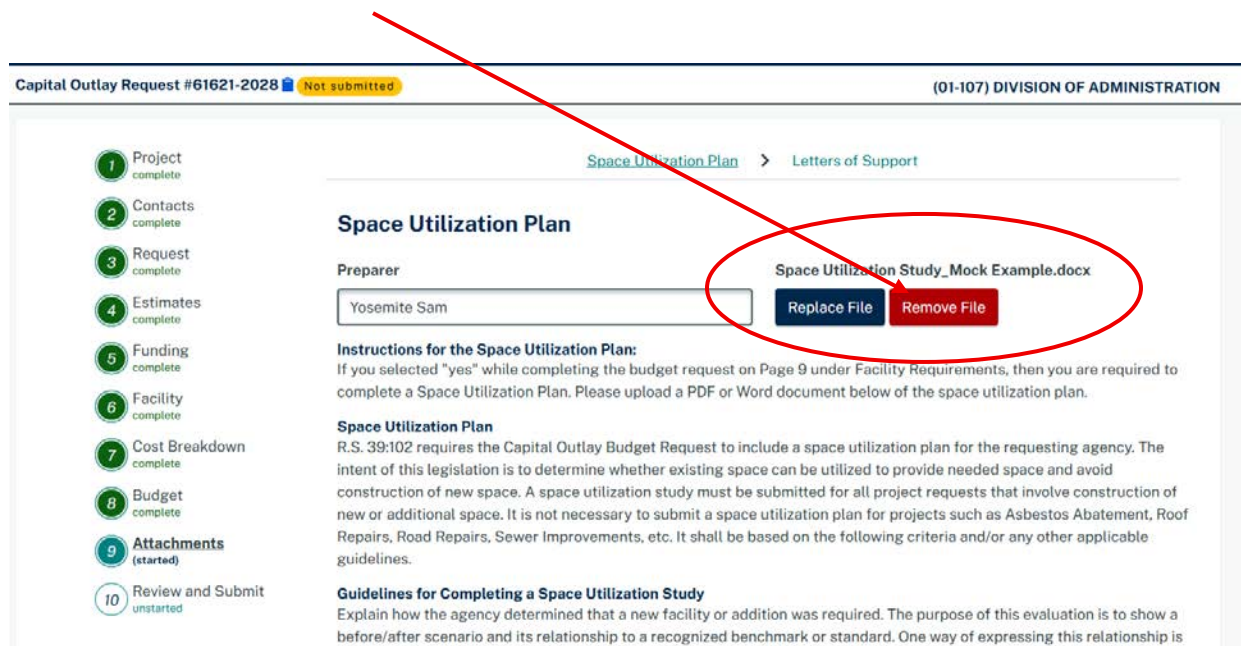
Date Certified *

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑨ Attachments

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



Capital Outlay Request #61621-2028 Not submitted (01-107) DIVISION OF ADMINISTRATION

[Space Utilization Plan](#) > [Letters of Support](#)

Space Utilization Plan

Preparer
Yosemite Sam

Space Utilization Study_Mock Example.docx
[Replace File](#) [Remove File](#)

Instructions for the Space Utilization Plan:
If you selected "yes" while completing the budget request on Page 9 under Facility Requirements, then you are required to complete a Space Utilization Plan. Please upload a PDF or Word document below of the space utilization plan.

Space Utilization Plan
R.S. 39:102 requires the Capital Outlay Budget Request to include a space utilization plan for the requesting agency. The intent of this legislation is to determine whether existing space can be utilized to provide needed space and avoid construction of new space. A space utilization study must be submitted for all project requests that involve construction of new or additional space. It is not necessary to submit a space utilization plan for projects such as Asbestos Abatement, Roof Repairs, Road Repairs, Sewer Improvements, etc. It shall be based on the following criteria and/or any other applicable guidelines.

Guidelines for Completing a Space Utilization Study
Explain how the agency determined that a new facility or addition was required. The purpose of this evaluation is to show a before/after scenario and its relationship to a recognized benchmark or standard. One way of expressing this relationship is

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

EXAMPLE: Copy of a Previous Fiscal Year Request

⑩ Review and Submit

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

Capital Outlay Request #61624-2028  Not submitted

(19-601) LSU BATON ROUGE



Before submitting, please review all sections to ensure completeness and correctness.

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

 Save  Submit  Back

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