

Capital Outlay Budget Request Submittal

- R.S. 39:2(9) “Capital Outlays” means expenditures for acquiring lands, buildings, equipment, or other permanent properties, or for their preservation or development or permanent improvement.
- All capital outlay requests are to be submitted electronically through eCORTS to Facility Planning and Control, Capital Outlay Section, by November 1st. eCORTS is the “electronic capital outlay request tracking system”.

Requests submitted after November 1st cannot be included in the Capital Outlay Act unless:

- The project is an economic development project on public property, recommended in writing by the Secretary of the Department of Economic Development no later than day the Capital Outlay Bill is finally approved and becomes an Act, or
 - The project is an emergency project recommended in writing by the Commissioner of Administration no later than the day the Capital Outlay Bill is finally approved and becomes an Act, or
 - The project has a total cost of less than \$1 Million and has been approved by the Joint Legislative Capital Outlay Committee no later than February 1st.
- Facility Planning and Control does not require you to submit paper copies of your capital outlay requests. All requests must be submitted electronically. The web site for electronic submittal is <https://wwwprd.doa.louisiana.gov/ecorts/>
 - All users of the eCORTS system are assigned a User ID. There is a link on the eCORTS web site to request this User ID. If you have a User ID but have forgotten it, or if you have forgotten your password there is a link on the eCORTS web site (<https://wwwprd.doa.louisiana.gov/ecorts/>) to request assistance.
 - If you experience any technical problems with eCORTS contact Facility Planning at (225) 342-0823 or email at capitaloutlay@la.gov
 - Non-Governmental Organizations (NGO’s) - including nonprofit organizations - will also need to submit “NGO Funding Request – Supplemental Information” at the Legislative web page <http://legis.state.la.us> by clicking on the Fiscal Information link.
 - A letter of support is required from either the senator or representative in whose geographic area the requested project is located. This letter must be received in Facility Planning by November 1st for requests submitted by November 1st, or by the Joint Legislative Capital Outlay Committee Late Request Approval Meeting which can be no later than February 1st. Mail the original letter to the first address listed on the next page (Division of Administration), with copies sent to each of the other four addresses listed. **Facility Planning does not want paper copies of your request with the legislator letter of support.**

Letter of Support Mailing Addresses

Division of Administration

Facility Planning & Control, Capital Outlay Section
Claiborne Building
1201 N. 3rd Street, Suite 7-160
Post Office Box 94095, Baton Rouge, Louisiana 70804-9095
225-342-0823 or 225-342-0820, FAX 225-342-7624

Legislative Fiscal Office

18th Floor, State Capitol
900 North Third Street
Post Office Box 94097
Baton Rouge, Louisiana 70804-9097
225-342-7233

Senate Committee on Revenue & Fiscal Affairs

Senate Sub-Basement, State Capitol
900 North Third Street
Post Office Box 94183
Baton Rouge, Louisiana 70804
225-342-2040

Senate Committee on Finance

15th Floor, State Capitol
900 North Third Street
Post Office Box 94183
Baton Rouge, Louisiana 70804
225-342-2040

House Committee on Ways and Means

House Committee on Appropriations

c/o House Fiscal Staff (one copy to be shared by both committees)
11th Floor, State Capitol
900 North Third Street
Post Office Box 44486
Baton Rouge, Louisiana 70804
225-342-6945

LANO has contracted with James Pupera to keep our members and future members informed on Capital Outlay Reform initiatives, the proposed changes to the Capital Outlay process and understanding how those changes will impact your interests. Mr. Pupera has extensive experience in the State Capital Outlay process having worked for the Division of Administration (Facility Planning & Control) as a Budget Analyst and Budget Manager in the Capital Outlay program, and then having worked for the Legislature as a Budget Analyst for the Ways and Means Committee and the Appropriations Committee.