

NOTICE OF REVISION CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #59

SUBJECT: ADMINISTRATION OF ACT 729 PROJECTS
TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS
EFFECTIVE DATE: July 27, 2009
REVISION DATE: APRIL 8, 2011

This revision supersedes and replaces all previous information included in PPM #59 originally issued July 27, 2009. The current PPM is to be replaced in its entirety by this revision issue.



Assistant Secretary

This is revision No. 1 of this PPM with an original effective date of July 27, 2009.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY & PROCEDURE MEMORANDUM NO. 59

SUBJECT: ADMINISTRATION OF ACT 729 PROJECTS
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS
EFFECTIVE DATE: JULY 27, 2009
REVISED: APRIL 8, 2011

POLICY:

For the administration of the Act 729 Program, the following procedures have been established to be utilized by project managers and administrative personnel in fund allocation/approval of projects and in the planning, design and construction of approved projects.

INTRODUCTION/PURPOSE:

To enact R.S. 56:1703 and R.S. 56:1704, relative to funding of improvements and repairs at state parks, to create the Louisiana State Parks Improvement and Repair Fund, to provide for dedication of fees and other self-generated funds of state parks to the fund, to provide for allocation and distribution of amounts in the fund, and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 56:1703 is hereby enacted to read as follows: §1703. The Louisiana State Parks Improvement and Repair Fund

- A. There is hereby established in the state treasury a special fund to be known as the Louisiana State Parks Improvement and Repair Fund, hereinafter referred to as the "fund".*
- B. Out of the funds remaining in the Bond Security and Redemption Fund after a sufficient amount is allocated from that fund to pay all obligations secured by the full faith and credit of the state that become due and payable within a fiscal year, the treasurer in each fiscal year shall pay into the fund and amount equal to the total amount of fees and other self-generated revenues generated by the state parks, except as provided in R.S. 56:1704.*
- C. The monies in the fund shall be used solely for the purpose of financing improvements and repairs at state parks in the state and shall be allocated, subject to appropriation by the legislature, as follows:*
 - 1. Except as provided in R.S. 56:1704, Fifty percent of the monies in the fund shall be allocated to each state park in an amount equal to fifty percent of the amount of fees and other self-generated funds generated by that park.*
 - 2. Fifty percent of the monies in the fund shall be allocated for use throughout the state park system on the following priority need basis, as recommended by the assistant secretary of the office of state parks:*
 - a. First, for protection of life or property on existing park areas;*
 - b. Second, for general repairs and improvements to existing facilities on existing park areas;*
 - c. Third, for addition of new facilities on existing park areas; and*
 - d. Fourth, for acquisition of property to expand existing park areas.*

D. All unexpected and unencumbered monies in the fund at the end of a fiscal year shall remain in the fund and be available for appropriation in the next fiscal year in the same manner as allocated herein. Monies in the fund shall be invested as provided by law. Interest earned on the investment of monies in the fund shall be credited to the state general fund.

Acts 1989, No. 7239, §1, eff. July 8, 1989; Acts 1992, No. 121, §1, eff. July 1, 1992

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 56:1704 is hereby enacted to read as follows: §1704. Bayou Segnette State Park; operation of the wave pool.

All fees and other revenues generated through operation of the wave pool at Bayou Segnette State Park shall be appropriated as self-generated revenues to the Bayou Segnette State Park to be used solely for the purpose of funding the operation and maintenance of the wave pool.

Acts 1992, No. 121, §1 eff. July 1, 1992.

I. GENERAL OVERVIEW:

- A. This document will contain some abbreviations. The most common of which are listed here.

Abbreviated Titles

CRD- Chief of Resource Development

COO- Chief of Operations

CBS- Chief of Business Section

PO- Project Officer

FP&C- Facility Planning & Control

- B. Forms- The forms supplied in this PPM shall be utilized in the administration of all Act 729 projects, as applicable:

- 729-1 Act 729 Request Form
- 729-2 Pre-Bid Conference
- 729-3 Schedule of Values
- 729-4 Application for Payment
- 729-5 Pre-Construction Conference
- 729-6 Change Order
- 729-7 Beneficial Occupancy
- 729-8 Acceptance of Completed Project
- 729-9 Act 729 Project Schedule

- C. Schedule of Administrative Process- Attached is form #729-9, Act 729 Project Schedule, which establishes a time frame for administration of the Act 729 process through completion of each project.

- D. Project Qualifying Criteria

- 1. Park improvements and repair projects only
- 2. No equipment purchases, (hard wired appliances are allowed if part of a project's scope)
- 3. Project budgets should be between \$5,000.00 and \$500,000.00

- E. The priority for selection of projects is as follows:

- 1. For protection of life and property on existing park areas.
- 2. For general repairs and improvements to existing facilities on existing park areas.
- 3. For addition of new facilities on existing park areas.

4. For acquisition of additional land to expand existing park areas.

F. Types of Projects; General Categories

1. Construction Contract

- a. Resource Development - Programmed and designed by Resource Development Section and reviewed by operation's staff. Bid through state purchasing, or direct contract through Facility Planning & Control; construction administration by Resource Development staff.
- b. Operations- Programmed and designed by Operations and approved by Resource's staff. Bid through State Purchasing or direct contract through Facility Planning & Control; construction administration by Operations staff.
- c. Education/Interpretive- Programmed and designed by Education/Interpretive Services and approved by Resource's staff. Bid through state purchasing or direct contract through Facility Planning & Control; construction administration by Education/Interpretive Services staff.

2. Design- Build Force account- Programmed by Resource Development, Operations, or Education/Interpretive Services (per designated designer on approved project request form and subsequent noted Project Officer on Priority List); approved by Resource's staff and review by Operations and/or Interpretive Services' staff. Designed by Resource Development and constructed by Operations force account w/layout- stake out by Resource Development.

3. Consultant Contract- Programmed by Resource Development designed by consultants, bid by Facility Planning & Control, Construction administration by consultants, F.P. & C., and Resource Development. Generally follows same review procedure as Capital Outlay Projects (PPM #17).

4. Land and resources- Acquisition of land through Facility Planning & Control, administered by Land Officer.

G. General Project Stages:

1. Creation of Projects - A Project Request Form (729-1) is completed, submitted and qualified for inclusion in the fund allocation process.
2. Budget Determination- Fiscal year projects are funded from the previous year's generated revenue. Each year a budget is projected from the current year's revenue to date and a Capital Outlay request is submitted in that amount. The projected budget is used for project approvals during the Allocation Meeting. After the end of the fiscal year, the actual budget is provided by the Treasurer's Office and adjustment to the projected budget and approved projects are made as needed.
3. Allocation of Funds- All approved project requests are compiled on a list used to approve projects for funding during the Allocation Meeting.
4. Design and/or specification for bid
 - a. The Project Officer assigned to the project prepares to bid the project through a series of project request reviews, site visits, meetings, design and writing specifications.
 - b. Consultant projects are designed and specified by the consultant. The Project Officer's responsibility is to administer the consultant's contract and coordinate in-house reviews.
 - c. Land projects are administered by the Land Officer and coordinated through FP&C.
5. Bidding- Most projects are bid through the Office of State Purchasing and must follow State Procurement procedures and laws. Some projects may be bid through Facility Planning & Control and must follow their procedures and laws.

- a. Construction contracts are bid as lump sum bids.
 - b. Force Account projects bid for material only and are bid as line item bids.
6. Construction Administration- The assigned Project Officer (PO) is responsible for contract administration. Contract administration includes preparing and processing all project documents, conducting project meetings, approving and processing payment requests and closing out the project. The PO is also responsible for ensuring the scope and intent of the project is completed according to industry standards.

II. CREATION OF PROJECTS:

- A. Determination of Need - An annual inspection will be conducted by the Facility Project Planner, District Engineer, District Manager and Park Manager of each park. Consideration shall be given to selection priorities, code violations, master plan, park management outline for resources and facilities (Exhibit A), interpretive prospectus and visitor need when identifying potential projects. The identification of potential projects may be done at anytime and may originate from the park to the administrative office. All potential projects shall follow the Act 729 Project Schedule, form #729-9, time frame for submitting and shall be submitted on form #729-1 Project Request.
- B. Preparing Project Request (Form 729-1)
 1. Form 729-1 Project Request shall be filled out such that it describes the need in such detail that the justification can be determined as supported by the master plan and/or interpretive prospectus, the scope of work is identified, and approximate cost of the project can be determined, and a method for accomplishment of the project can be determined.
 2. When preparing the project request (form 729-1), it is critical to consider the function of each project before preparing the scope of work and cost estimate. Carefully consider:
 - a. Visitor needs, desires, and other project objectives.
 - b. Cost in comparison to benefits.
 - c. Long term operational and maintenance cost (sustainability).
 - d. Alternatives.
 - e. Visual appearance (harmony with or deliberate contrast to existing facility and park).
- C. Project Request Review
 1. Park level- Park Manager reviews all park level generated project requests for compliance with criteria, assigns an order of importance and submits them to the district office.
 2. District level- District Planner, District Manager and District Engineer review project requests submitted from the park level, requests generated at the District level and requests generated at the Administrative Office. Project requests are reviewed for compliance with criteria, assigned an order of importance and submitted to the Administrative Office, Attention: Assistant Chief of Resource Development. The District will inform and discuss with Park Managers, all project requests generated at the district and Administrative Office for their park.
 3. Administration Office level- Project requests generated in the Administrative Office will be submitted to the Resource Development Section. The requests (or copies) will be sent to the District Office for review and for the district to inform the park of the requests. All District Offices will get copies of project requests that are statewide projects.
 4. Resource Development Section - The Assistant Chief of Resource Development will compile all submitted requests into a binder or file. The request will be reviewed for compliance with criteria, evaluated for priority

and made available to Assistant Secretary, Deputy Assistant Secretary and other Section Heads for review. A complete list of qualified project requests will be generated for the Allocation Meeting.

III. ALLOCATION OF FUNDS:

A. Budget Determination

1. Project funds are assigned by fiscal year. Each year's projects are funded from the previous year's generated revenue. Project requests are made and funds are allocated to approved projects within the year revenue is being collected for those projects.
2. Because the actual revenue is unknown at the time of fund allocation, the budget is projected from the current year's revenue to date and previous years' revenue.
3. A Capital Outlay request is prepared and submitted in the project budget amount.
4. Using the projected budget the parks' dedicated amounts are assigned, a ten (10) percent contingency amount is established and the general amount is determined.
5. The projected budget is used for approving projects during the Allocation Meeting.
6. After the end of the fiscal year, the actual revenue is provided by the Treasurer's Office. Adjustment to the projected budget and approved projects are made as needed.

B. Allocation of Funds

1. A complete list of the qualified project requests is generated. This list, referred to as the "Wish List", is used at the allocation meeting for project funding approval consideration.
2. An allocation meeting is held each year to approve requested projects for funding. Participants in this meeting include the Assistant Secretary, Deputy Assistant Secretary, Chief of Resource Development, Chief of Operation, Chief of Business Section, Assistant Chief of Resource Development, District Planners, District Managers and District Engineers. Others may be requested to attend based upon their direct expertise to projects under consideration by Assistance Secretary or Deputy Assistance Secretary. Their status will be as an observer unless otherwise designated by the Assistant Secretary or Deputy Assistant Secretary. Funding is assign to projects in order of priority.
 - a. Health/Safety- For protection of life and property on existing park areas. This includes direct health and safety issues such as trip hazards, electric shock or short, etc. Indirect health and safety issues like Health Safety, Fire and ADA code compliance. Facility protection issues such as weather proofing (roofs, windows and siding), under-mining erosion and foundation failure.
 - b. Repair/Renovate- For general repairs and improvements to existing facilities on existing park areas. Also includes replacement of existing facilities currently in use.
 - c. New- For addition of new facilities on existing park areas. Also includes replacement of existing facilities no longer in use or previously demolished or otherwise removed.
 - d. Land- For acquisition of additional land to expand existing park areas, acquisition of Right-of ways (ROW) and/or surveys (primarily boundary surveys).
3. A final approved project list is generated to include the funded projects resulting from the Allocation Meeting. This list is disseminated to the meeting participants. The District Office will disseminate to their respective Park Managers.

- C. Priority List - The Business Section will generate, from the final approved project list, the Priority List used for accounting and project tracking.
- D. Actual Revenue - The Business Section will notify the Assistant Chief of Resource Development of the actual revenue (budget) amount upon receipt of that report from the Office of the Treasury. Representatives of the Business Section and Resource Development Section will meet to determine the course of action necessary to reconcile the legislatively approved Capital Outlay request and project allocation budget to the Treasury reported revenue. A BA-7 may be required to increase or decrease the amount transferred from the fund at the Treasury and/or projects may need to be cancelled from the approved project list (Priority List). The Deputy Assistant Secretary will have final approval on course of action taken.
- E. Approval to Spend- The Business Section or the Resource Development Section will request approval to spend from Facility Planning & Control once the funds have been transferred from the Treasury to FP&C. The request will include a copy of the adjusted Priority List.

IV. PROJECT ADMINISTRATION:

- A. For more detailed procedures, blank forms, example forms, project administration, etc., refer to the 729 Procedure Manual.
- B. 729 Procedure Manual location:
 - 1. Office of State Parks 'P'- drive (on the Culture Recreation and Tourism network server)
 - 2. Shared – folder
 - 3. Resource – folder
 - 4. 729 Procedure Manual – folder
 - 5. Procedure Manual - file

ACT 729 PROJECT REQUEST FORMS

PARK: _____ FACILITY: _____

PROJECT TITLE: _____ INSPECTOR / DESIGNER: _____

(person to manage project)

DATE: _____

PREPARED BY: _____

(person preparing this request)

JUSTIFICATION:

 HEALTH & SAFETY
(chose only one) NEW

 REPAIR / RENOVATE
LAND

EXPLANATION: (Detailed description for why it is needed or what benefit will be gained)

SCOPE OF WORK/ITEMS: (detailed list of scope items, include linear ft., sq.ft., tons, lump, etc. and cost of each)

COST ESTIMATE: _____
(total project cost)

SOURCE: _____
(where cost data comes from)

PRE-BID CONFERENCE AGENDA

A. Introductions and Roles:

- 1

Project Inspector-

All communications and invoices are processed through
Project Inspector
Fields all technical questions about plans and specifications

comments: _____

- 2

Site Manager-

Coordinates staging and on site disposal (salvage)
Fields any questions regarding use and access of the park
facilities (restrooms, water and power)

comments: _____

- 3

State Purchasing-

Advertises, receives and opens bids; facilitates bid procedures
Fields all questions regarding procedures to Bid and
requirements

B. General Information:

- 1 Bid will be lump sum
- 2 Include alternate & other requirements of bids (bonds, contractor no., etc.)
- 3 Acknowledge Addendum
- 4 "As Equal" determinations should be done for Pre-approval prior to bid conference
This determination may be done later but runs the risk of rejection
- 5 Contractor is responsible for all quantities & measurements
- 6 Contractor is responsible for obtaining all necessary permits
- 7 Contractor shall provide temporary utilities at no additional cost to state in
remote locations
- 8 All materials and workmanship will carry a 1 year warranty

C. Review Scope of Work:

D. Visit Area of Work:

ATTENDANCE RECORD
PRE-BID CONFERENCE

PARK NAME:

AGENCY: OSP

PROJECT NAME:

FILE NO.:

DATE:

CONTACT NAME (attendee signature)	COMPANY/ADDRESS/ LIC #	PHONE NO.	FAX NO. AND E-MAIL
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail

SCHEDULE OF VALUES
(To Accompany Payment Application)

Project:

A	B	C	D	E	F	G		H	I
Spec. No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed & Stored To Date (D+E+F)	%(G/C)	Balance to Finish (C-G)	Retainage
			From Prev. Application. (D+E)	This Period					
TOTALS:									

To: (Project Inspector's Mailing Address)

ATTN: (Project Inspector's Name)

Application For Payment #

Project Title:

Project Number(s):

For Period:

CONTRACTOR:

CONTRACTOR'S CERTIFICATION:

The undersigned contractor certifies that

To the best of the contractor's knowledge, the work covered by this Application has been

completed in accordance with the Contract Documents, that all amounts have been paid by the

Contractor for work for which previous Certificates for payment were issued and payments

Received from the Owner, and that current payment shown herein is now due.

1. Original contract sum

2. New change by Change Order

3. Contract sum to date
(line 1 +/- 2)

4. Total completed & stored to date
(column G on schedule of values)

5. Retainage:

a. 10 % of complete work
(column D+E)

b. 10 % of stored materials
(column F)

Total retainage (line 5a + 5b or
Total in column 1)

6. Total earned less retainage
(line 4 less line 5 total)

7. Less previous Certificates for
Payment (line 6 from prior
Certificate)

8. Current payment due

9. Balance to finish, plus retainage
(line 3 less line 6)

By:

Date:

INSPECTOR'S CERTIFICATION:

Based on inspection, We certify that, to the

Best of our knowledge, the work has progressed to the extent indicated and is in compliance

with the contract documents. The above amount is due contractor except (justify):

Amount Certified:

By:
Project Inspector

Date:

PRE-CONSTRUCTION CONFERENCE OUTLINE

As a minimum the following items are to be covered in the pre-construction conference. The Project Inspector/Manager may, at his discretion, add additional items which are important to a particular project.

- 1 **When and Where:** The Pre-construction conference occurs after the Notice to Proceed letter; on or before the Notice to Proceed date and before work begins (mobilization) and is held at the project location.
- 2 **Who Attends:**
 - a. Required: Contractor, Project Inspector, Site Staff Representative and Representatives from other involved Agencies.
 - b. Recommended: Park Manager, District Manager, Sub-Contractors and Main Supplier/Factory Representative.
- 3 **Introductions and Responsibilities:**
 - a. Project Inspector- All communications and invoices are processed through Project Inspector. Interprets documents and addresses discrepancies and changes. Coordinates constructions blocks on reservable facilities with Site Manager and Reservation System.
 - b. Site Manager- Coordinates staging and on site disposal (salvage, approv. by PI). Fields any questions regarding use and access of the park, facilities and utilities.
 - c. Miscellaneous Officials: Performs duties, inspections, etc. according to their role in the project. (FPC, DOTD, Parish Co-op, consultants, etc.)
 - d. Contractor- Performs work according to contract documents. Records Contract with Parish Court House. Acquires all necessary permits.
- 4 **Procedures:**
 - a. Problems and/or discrepancies- notify Project Inspector immediately upon discovery
 - b. Deliveries- contractor's responsibility (No state personnel or equipment used)
 - c. Stopping work- anyone can stop work for life safety reason, notify Project Inspector.
- 5 **Site Limitations (Park Rules)**
 - a. Use of facilities or utilities- coordinated Park Man. or Temp. supplied by Contractor
 - b. Park visitors
 - c. Special conditions and events (park hours, holidays, programs, etc)
 - d. Hours of construction operations
 - e. Burning, dumping, spraying, littering, etc.

6 Special Specifications

- a. Inspections
- b. Testing
- c. Due Date
- d. Weather requirements
- e. Existing conditions
- f. Working around items
- g. Archeology restrictions
- h. Reservations/ Construction Blocks
- i. Utility tie-ins
- j. Permits- Corps of Engineers, Coastal Wetlands, Parish, etc.

7 Construction

- a. Coordination of contractor's people, of our people and visitors
- b. Informal Inspection- park staff or other OSP personnel done daily-weekly generally for weather conditions, progress, etc.
- c. Formal Meeting- who attends, documentation
 - * Pre-construction
 - * Monthly progress
 - * Final/Close out
- d. Payments- Single at 100% complete or partial payments (sched. of Val.)
 - * Single 90% payment at 100% complete on small jobs
 - * Partial payments based on percent complete and Schedule of Values (90%max)
 - * Submit to Project Inspector for processing payment. Original invoice required.
 - * St. Pur. Must receive contract recordation before payment greater than 50% of contract value will be remitted.
 - * See Acceptance section below for retainage payment.
- e. Change Orders and Field Orders
 - * Who- contractor initiates, project manager processes, State Pur. approves
 - * How- contractor letterhead, description/scope of change, breakdown of material and labor cost.
- f. Final Inspection
 - * Beneficial Occupancy
 - * Punch List and schedule
 - * Contacts for repairs
- g. Acceptance
 - * Recommendation for Acceptance (Project Inspector)
 - * Notice of Owners Acceptance (State Purchasing)
 - * Acceptance recordation (Contractor)
 - * Lean period (45 day min, but 50 days avoids mis-count due to legal days of rest)
 - * Clear Lean and final payment
- h. Warranty Period
 - * Standard- Workmanship and materials (1 year)
 - * Specialty- roof (10 year), compressor (5 year), etc.

**PRE-CONSTRUCTION
CONFERENCE**

PARK NAME: _____ **AGENCY:** OSP
PROJECT NAME: _____
FILE NO.: _____
DATE: _____

CONTACT NAME (attendee signature)	COMPANY/ADDRESS/ LIC #	PHONE NO.	FAX NO. AND E-MAIL
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail
Print		Ph.	Fax
Sign		Cell	E-mail

Field Order /Change Order

Field Order/ Change Order Number:_____

Project:_____Date:_____

Contract Date:_____

Project

Number: _____

To: _____

You are directed to make the following change in this contract:
(attach itemized breakdown if necessary)

The Original Contract Sum

New Change by Previous Field Order/Change Order

Contract Sum Prior to this Field Order/Change Order

Contract Sum will be (increased) (decreased)

(unchanged) by this Field Order/Change Order

New Contract Sum including this Field Order/

Change Order

Contract Time will be (increased) (decreased)

(unchanged) by

Revised contract Completion Date

RecommendedAccepted

Project OfficerContractor

By:_____By:_____

Date:_____By:_____

BENEFICIAL OCCUPANCY
NOT FOR RECORDATION

PROJECT NAME: _____

PROJECT NO: 06-624-__-__-__

PO # _____

FILE # _____

PROJECT OFFICER: _____

CONTRACTOR: _____

The below described portion of the project is, to the best of my knowledge and belief, complete to the point where the User desires to use in accordance with the Contract Documents.

DATE OF OCCUPANCY: _____

Warranty Items Covered By Occupancy: Warranty to commence at Substantial Completion.

PROJECT OFFICER : _____ **DATE:** _____

CONTRACTOR: _____ **DATE:** _____

729 COORDINATOR: _____ **DATE:** _____

Punch List **Attached** _____
 None _____

Not for recordation Purposes

Office of State Parks
Reccommendation of Acceptance of Work

DATE:

TO:

FROM:

PROJECT:

A Final inspection has been made on the following project. The work was found to be substantially complete and in compliance with contract specifications and documents except as noted in deficiencies.

Agency Project No.:	
P.O. Number:	File No.:
Contractor:	
Project Description:	
Project Location:	
Date of Acceptance:	
Deficiencies and Comments:	

Signatures:

Project Inspector

729 Coordinator

ACT 729 PROJECT SCHEDULE

Project Creation	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Evaluation of Sites and Facilities for next year's projects <i>(request can be done year round)</i>												
Project Request received (10/1 or before) at District Level and Reviewed				10/1								
Project Request Received (11/1 or before) at Adm. Office and Reviewed					11/1							
Project Funding Allocation meeting for next year's projects <i>(coordinate w/ Manager's Meeting)</i>												
Preparing Projects for Bid	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Projects plans/specifications produced <i>(done year round, but focus on Mar-Jun)</i>												
Plans/specifications reviewed, permits received and construction blocks set <i>(follows specifications)</i>												
Bidding and Construction	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Request for Purchase & Advertising for bids <i>(follows specifications, none in April)</i>												
Receive bids/Award contracts <i>(follows advertising for bids)</i>												
Project construction <i>(follows contract award, determined by contract duration)</i>												
Budget Preparation	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Projection of next year's budget												
Capital Outlay budget request prepared for next year's budget by Resource Development												
Allocation List and budget prepared for next year's projects												
Revenue reported from Treasury for current year <i>(depends on receipt from Treasury)</i>												
Approval to Spend requested from FP&C for current year's projects <i>(depends on Treasury report)</i>												
Key												
Focus of activity or only activity												
Continued activity												
No activity												