



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: SEPTEMBER 22, 2025

TO: MS. CARLA CHIASSON
GRANTS OFFICER

FROM: MICHELLE IMPASTATO 
COUNCIL SECRETARY

RE: COOPERATIVE ENDEAVOR AGREEMENT
PRIMROSE CANAL SHEET PILE PROJECT
(FACILITY PLANNING AND CONTROL PROJECT NO. 50-J45-25-01).

On September 8, 2025, the St. Charles Parish Council adopted Resolution No. 6849 approving and authorizing the execution of a Cooperative Endeavor Agreement between the State of Louisiana and St. Charles Parish for funding to complete the Primrose Canal Sheet Pile project (Facility Planning and Control Project No. 50-J45-25-01).

A copy of the resolution along with a fully executed copy of the agreement are enclosed for your records.

MI/mr

Enclosures

cc: ¹Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Miles Bingham w/enclosure
Mr. Brandon Bernard w/enclosure

¹ Council Dept. retained 1 copy for file

2025-0264

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(GRANTS OFFICE)**

RESOLUTION NO. 6849

A resolution to approve and authorize the execution of a Cooperative Endeavor Agreement between the State of Louisiana and St. Charles Parish for funding to complete the Primrose Canal Sheet Pile project (Facility Planning and Control Project No. 50-J45-25-01).

WHEREAS, St. Charles Parish submitted a Capital Outlay Request for funding of the Primrose Canal Sheet Pile project; and,

WHEREAS, the project will strengthen the existing drainage canal and improve conveyance of stormwater through the canal and prevent further buildup of debris and vegetation; and,

WHEREAS, the State appropriated State General Fund (Direct) Non-Recuring Revenues for the Primrose Canal Sheet Pile project totaling \$500,000.00; and,

WHEREAS, sufficient funds are included in the Parish's 2025 Budget to fund the local share of the project; and,

WHEREAS, the State has prepared a Cooperative Endeavor Agreement to provide funding for the project and it is the desire of the Parish Council to approve said Agreement.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the execution of a Cooperative Endeavor Agreement between the State of Louisiana and St. Charles Parish for funding to complete the Primrose Canal Sheet Pile project.

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to execute said agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project, including certifying requests for State disbursements.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: MOBLEY

And the resolution was declared adopted this 8th day of September, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:

John Fonseca

SECRETARY:

Michelle Dupastalo

DLVD/PARISH PRESIDENT: September 9, 2025

APPROVED: *[Signature]* DISAPPROVED: _____

PARISH PRESIDENT:

Matthew Jewell

RETD/SECRETARY:

September 10, 2025

AT: 1:34 pm RECD BY: *[Signature]*



**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN
THE STATE OF LOUISIANA and
ST. CHARLES PARISH
Primrose Canal Sheet Pile, Planning and Construction
(St. Charles)
FP&C Project No. 50-J45-25-01**

In accordance with Article VII, Section 14 of the 1974 Constitution of the State of Louisiana (Constitution), the **STATE OF LOUISIANA** (State), herein represented by **ROGER E. HUSSER, JR., DIRECTOR, FACILITY PLANNING AND CONTROL, DIVISION OF ADMINISTRATION (DOA)**, and **ST. CHARLES PARISH** (Entity), a political subdivision of the State, herein represented by **MATTHEW JEWELL, PRESIDENT** do hereby enter into a Cooperative Endeavor Agreement (Agreement) to serve the public for the purposes hereinafter declared.

ARTICLE I

1.1 **WHEREAS**, the Capital Outlay Act (Act), adopted in accordance with Article VII, Section 6 of the Constitution, is the comprehensive capital outlay budget required by said Article VII, Section 6, and contains an appropriation for the Entity for the Project Number and Project Description (Project) as set forth in a State Funding Summary ("Funding Summary") attached hereto for reference only; and

1.2 **WHEREAS**, the Omnibus Bond Act of the Louisiana Legislature (OBA), adopted in accordance with Article VII, Section 6 of the Louisiana Constitution of 1974, provides for the issuance by the State Bond Commission of State General Obligation Bonds for certain of the projects contained in the Act, including the Project, which bonds are to be secured by a pledge of the full faith and credit of the State, as well as by monies dedicated to and paid into the Security and Redemption Fund as provided in Article VII, Section 9 of the Constitution, which authorization includes the issuance, **if applicable**, of State General Obligation Bonds for the Project (Project Bonds) as set forth in the Funding Summary; and

1.3 **WHEREAS**, **if applicable**, the Entity has supplied the State with evidence of the availability and commitment of Local, Federal or Non-State Matching Funds for the Project, as set forth in the Funding Summary; and

1.4 **WHEREAS**, the State appropriated State General Fund (Direct) or other sources of cash for the Project or the Bond Commission did grant a cash line of credit and/or a non-cash line of credit for the Project in the amount(s) as stated in the Funding Summary; and

1.5 **WHEREAS**, the Act provides that all of the funds appropriated, in the absence of express language to the contrary, shall be considered as having been appropriated directly to FP&C and shall be administered by FP&C under Cooperative Endeavor Agreements;

IT IS HEREBY AGREED by the State and the Entity that:

ARTICLE II
PURPOSE

2.1 The purpose of this Agreement is to set forth the terms of administering the Project by FP&C. FP&C will administer this Project in accordance with the Non-State Entity Capital Outlay Administrative Guidelines, January, 2019 ed. (the "Guidelines"), which is incorporated herein and made a part of this Agreement. As required by Section 147(e) of the Internal Revenue Code of 1986, as amended. The Entity hereby understands and agrees that, in addition to requirements of the Guidelines, no proceeds of the Project Bonds can or will be used for airplanes, skyboxes or luxury private boxes, health club facilities, facilities primarily used for gambling, or any store the principal business of which is the sale of alcoholic beverages for consumption off premises.

ARTICLE III
SCOPE

3.1 As provided in the Act, the State funds for this Project are limited to capital improvements for the Project, in the Parish, and in the amounts set forth in the Funding Summary.

3.2 If the Entity enters into a contract prior to receipt of funding and prior to execution of a Cooperative Endeavor Agreement, then payments under such contracts are prohibited from capital outlay appropriations and are the sole responsibility of the Entity.

3.3 The Entity hereby acknowledges and confirms that this Project constitutes a **Public Purpose** and will fulfill a public need within the parish in which the Project is to be located, all in accordance with Article VII, Section 14 of the Constitution.

3.4 Allowable costs shall not include the operating expenses of the Entity. In no case shall the total of any of the allowable costs exceed the amount shown in the Funding Summary.

ARTICLE IV **USE OF FUNDS**

4.1 The Entity hereby acknowledges and agrees that the funds provided by the State to the Entity shall be used solely for the purposes authorized and permitted in the Act and in accordance with all provisions of law affecting the Project, as well as the constitutional and statutory restrictions on the use of State funds for public purposes. The Entity acknowledges that any funds not used in accordance with the terms of this Agreement and state law will be reimbursed to the State.

4.2 The Entity shall not execute any contracts or agreements that would expend or commit State funds in excess of the amount for which lines of credit were granted pursuant to the Act. The Entity shall be solely responsible for any amount that exceeds the amount appropriated by the State.

4.3 If the Project is authorized to be funded through the issuance of Project Bonds, the Entity shall not take any action which would have the effect of impairing the tax exempt status of the Project Bonds. The Entity agrees that the proceeds will not be used directly or indirectly in any trade or business carried on by any person other than a governmental unit. The Entity further agrees that the proceeds will not be used directly or indirectly to provide a facility used by any person other than the Entity pursuant to a lease, management contract, requirements contract or other arrangement granting, directly or indirectly, an interest in or special legal entitlement to the Project to a person other than the Entity, unless the State receives an opinion from a nationally recognized bond counsel that such contract will not adversely affect the tax-exempt status of the Project Bonds. The Entity shall immediately notify the State prior to entering into any such contract.

4.4 The Entity shall make no changes in its local laws, bylaws, charter or other organizational documents which would allow use of the Project for any purpose other than a public purpose.

ARTICLE V **ADMINISTRATIVE COSTS**

5.1 Notwithstanding any provision of this contract to the contrary, FP&C may use up to six percent of each State fund line item contained in the Funding Summary for costs associated with administering the Project, all in accordance with the provisions of the Act.

ARTICLE VI **PUBLIC BID LAWS**

6.1 The Entity will solicit bids for the services, labor and materials needed to construct said Project in accordance with the public bid laws of the State, including, but not limited to R.S. 38:2211, *et seq.*, applicable to political subdivisions of the State. The Entity will also keep a procurement file relative to the necessary acquisition of services, labor and materials needed to complete said Project which will be subject to review by the State at any time.

ARTICLE VII **COORDINATION**

7.1 It is the responsibility of the Entity to administer the Project according to all applicable laws, rules and regulations and to ensure that the work is the best obtainable within established trade practice. The submittal of documentation to FP&C as required by this Agreement shall be for the purpose of verifying that the funds are spent in accordance with this Agreement and the applicable legislation, providing evidence of the progress of the Project and verifying that such documentation is being produced. FP&C will not provide extensive document review for the Project or take the responsibility for determining whether or not this documentation is complete and accurate.

7.2 The participation by FP&C in the Project shall in no way be construed to make FP&C a party to any contract between the Entity and its contractors.

ARTICLE VIII **CHANGE ORDERS**

8.1 A change order for the Project shall be subject to the approval of FP&C. However, as per R.S. 39:126, one or more change orders that cause an excess in the aggregate of *Two Hundred Fifty Thousand Dollars (\$250,000)* per month shall also require the approval of the Joint Legislative Committee on the Budget ("Committee") and the

Commissioner of Administration or his designee. Any change order in excess of fifty thousand dollars (\$50,000) but less than two hundred fifty thousand dollars (\$250,000) shall be submitted to the Joint Legislative Committee on the Budget for review but shall not require Committee approval.

ARTICLE IX **HOLD HARMLESS AND INDEMNITY**

9.1 The Entity agrees and obligates itself, its successors and assigns to defend, indemnify and save harmless and provide a defense for the State, its officials, officers and employees against any and all claims, demands, suits, actions (*ex contractu, ex delictu*, quasi-contractual, statutory or otherwise), judgments of sums of money, attorney's fees and court costs to any party or third person including, but not limited to amounts for loss of life or injury or damage to persons, property or damages to contractors, subcontractors, suppliers, laborers or other agents or contractors of the Entity or any of the above, growing out of, resulting from or by reason of any violation of the requirements of the Act and OBA or any other State law, or any negligent act or omission, operation or work of the Entity, its employees, servants, contractors or any person engaged upon or in connection with the engineering services, construction and construction engineering required or performed by the Entity hereunder including, but not limited to any omissions, defects or deficiencies in the plans, specifications or estimates, or by virtue of any extra work, delays, disruptions, inefficiencies or nonpayment of any engineering, construction or construction engineering cost incurred, or any other claim of whatever kind or nature arising from, out of or in any way connected with the Project, to the extent permitted by law.

9.2 Nothing herein is intended, nor shall be deemed to create a third party beneficiary to or for any obligation by FP&C herein or to authorize any third person to have any action against FP&C arising out of this Agreement.

9.3 The Entity further agrees and obligates itself, its successors and assigns, to indemnify and hold harmless the State for any monetary consequences resulting any Project Bonds issued by the State or interest therein being declared taxable as a result of the Entity's actions or inactions hereunder.

ARTICLE X **DISBURSEMENT OF FUNDS**

10.1 After execution of this Agreement in accordance with the terms hereof and the Act, the State, through FP&C, shall provide the Entity, identified under the Federal Tax Identification Number as set forth in the Funding Summary, with funds on an *as-needed* basis as approved by FP&C, but not to exceed the total Capital Outlay Cash, less FP&C Administration fee, as set forth in the Funding Summary. The Entity shall not be entitled to reimbursement of any expenditures made prior to the issuance of a cash line of credit or receipt of cash funding.

10.2 If the Project is authorized to be funded through the issuance of Project Bonds, the Entity agrees to use its best efforts to expend all of the funds subject to this Agreement within two (2) years from the date of the issuance of the Project Bonds. FP&C agrees that it will notify the Entity of the date the Project Bonds are issued within one (1) month from the issuance thereof. The Entity understands and agrees that if the funds subject to this Agreement are not totally expended within two (2) years from the issuance of the Project Bonds, FP&C can close the Project and recommend that the Legislature reallocate any unexpended proceeds to other projects.

10.3 The Entity recognizes and agrees that the receipt of the State monies is contingent upon the receipt, pledge and expenditure of Local/Federal Matching Funds by the Entity in the amount stated in the Funding Summary. The Entity acknowledges and agrees that the requisite amount of matching funds has been received, pledged, and/or expended on the Project.

10.4 In the event funds subject to this Agreement represent a non-cash line of credit as set forth in the Funding Summary, the Entity understands that the funds so designated represent a non-cash line of credit and that no monies can be withdrawn from the Treasury for the non-cash line of credit unless and until the State Bond Commission has either issued bonds or a cash line of credit therefor.

ARTICLE XI **OWNERSHIP OF PROPERTY**

11.1 The Entity hereby covenants that it owns, will acquire title to, or obtain servitudes for the property upon which the Project is to be located and that it shall not, while any of the Project Bonds remain outstanding, or during the term of this Agreement, transfer, convey, sell, lease, mortgage, assign or otherwise alienate its ownership or servitude rights in the land or real property and appurtenances which constitute the Project except as provided in Section 4.3. Projects to be located by permits on existing property of the State or a political subdivision of the State are exempt from these ownership requirements.

11.2 The Entity shall not sell, transfer, or otherwise dispose of any of the facilities financed with the Project Bond proceeds prior to the end of the Term, except such minor parts or portions thereof as may be disposed of due to normal wear and tear and obsolescence.

ARTICLE XII
INSURANCE

12.1 If State funds for this Project are used in whole or in part towards construction of fixed insurable improvements, then upon completion of construction, the Entity shall, for the term of this Agreement, maintain or cause to be maintained property insurance issued by a company or companies admitted to do business in the State of Louisiana, in an amount equal to 100% of the replacement cost of such improvements.

12.2 If the property is located in a Special Flood Hazard Area, flood insurance equal to 100% of the value of the building or up to a minimum of \$500,000 as allowed by National Flood Insurance Program (NFIP) shall be obtained on this property. This includes properties shown on a Flood Insurance Rate Map (FIRM) issued by FEMA as Zone A, AO, AI-30, AE, A99, AH, VO, V1-30, VE, V, ZM, or E.

ARTICLE XIII
PLEDGE OF LEASE REVENUES

13.1 If the Project is authorized to be funded through the issuance of Project Bonds, the Entity hereby covenants and agrees that it shall not, while any portion of the Project Bonds issued by the State to fund the Project remain outstanding, enter into any agreement or otherwise covenant to directly pledge to the State any lease revenues from any lessee, its successors or assigns, for the payment of principal, interest or other requirements with respect to the Project Bonds, nor shall the Entity deposit any such lease revenues into the Bond Security and Redemption Fund of the State unless the State receives an opinion from a nationally recognized bond counsel that such contract and/or deposit of funds will not adversely affect the tax-exempt status of the Project Bonds.

ARTICLE XIV
TERM

14.1 The provisions of this Agreement shall be effective from the date of execution hereof and shall be binding upon all parties and shall remain in effect until FP&C determines that the project(s) for which funds are appropriated is completed or for as long as any Project Bonds issued for the Project, or any refunding bonds therefor, remain outstanding.

ARTICLE XV
TERMINATION

15.1 FP&C may terminate this Agreement for cause based upon the failure of Entity to totally spend all funds subject to this Agreement within two years from the execution of this Agreement or, if applicable, within two years from the issuance of any Project Bonds or for any act by the Entity that the State determines to be unlawful or in violation of this Agreement.

15.2 FP&C may terminate this Agreement at any time without penalty by giving thirty (30) days written notice to the Entity of such termination. Entity shall be entitled to payment for deliverables in progress to the extent work has been approved by FP&C and subject to the availability of funds.

ARTICLE XVI
AVAILABILITY OF FUNDS

16.1 The availability of funds set forth in the Funding Summary are subject to and contingent upon appropriation of funds by the legislature and, if applicable, issuance of a line of credit by the State Bond Commission.

ARTICLE XVII
ASSIGNMENT

17.1 Entity shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the FP&C.

ARTICLE XVIII
AUDIT

18.1 As provided in the Act, the Entity agrees to comply with the provisions of R.S. 24:513. The Act provides that no funds shall be released or provided to the Entity if, when and for as long as the Entity fails or refuses to comply with R.S. 24:513.

18.2 The Entity shall maintain appropriate financial records, and the State reserves the right to audit these records or require the Entity to provide an audit at any time. The Entity agrees to retain all books, records, and other documents relevant to this Agreement and the funds expended hereunder for at least three years after maturity of any

Project Bonds, including bonds issued by the State to refinance such Project Bonds (such term of Project Bonds is expected to be not less than 20 years).

18.3 The Entity agrees to comply with the provisions of La. R.S. 24:513 (H)(2)(a) and shall designate an individual who shall be responsible for filing annual financial reports with the legislative auditor and shall notify the legislative auditor of the name and address of the person so designated.

ARTICLE XIX
REQUIRED MATCH AND ESCROW ACCOUNT

19.1 Pursuant to LA R.S. 39:112(E)(2), Entity agrees to provide a match of not less than twenty-five (25) percent of the total project costs except as provided in LA R.S. 39:112(E)(2)(a) or (b).

19.2 In addition to the 25 percent match required, the Entity agrees to comply with the provisions of Senate Bill No.318 Act No. 764 – 2024, for the construction of buildings which shall include major repairs and renovations, fixed equipment connected to buildings, and equipment and furnishings of new buildings. Entity agrees to provide an established escrow account which shall contain no less than three percent of the total project cost. Evidence of such account shall be submitted to Facility Planning and Control prior to the first advertisement for bids for the project. Each year thereafter, the nonstate entity shall deposit into the escrow account an additional one-half percent of the total project costs until such time as the account balance totals ten percent of the total project cost or one million dollars, whichever is less.

19.3 Pursuant to Senate Bill No.318 Act No. 764 – 2024, the escrow account shall be a separate interest-bearing bank account denoted as a restricted asset to be used exclusively for costs associated with the long-term major capital maintenance of the project.

ARTICLE XX
AMENDMENT OF AGREEMENT

20.1 Any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed. No amendment shall be valid until it has been executed by all parties.

ARTICLE XXI
REVISIONS TO STATE FUNDING SUMMARY

21.1 FP&C may revise the Funding Summary based on the appropriation in the most current Capital Outlay Act and, if applicable, the issuance of a line of credit by the State Bond Commission.

ARTICLE XXII
PROJECT CLOSEOUT

22.1 The Entity shall submit to FP&C a final Request for Disbursement with all invoices, payment applications, change order, etc., on any contract for which FP&C has obligated funding. The Entity shall also submit to FP&C a statement that no additional funds are due to the Entity under this appropriation. Said final Request for Disbursement and statement shall be submitted not later than eighteen (18) months after the date of substantial completion or acceptance of the project.

22.2 Should the Entity fail to submit the final Request for Disbursement within the time period specified in Section 22.1, then FP&C will consider all obligations as being paid in full to the Entity and the project will be closed.

THUS DONE AND SIGNED, this 18 day of September, 2025,
at Baton Rouge, Louisiana.

WITNESSES:

Carinna Camer
FP&C Witness #1 Sign Here

Jordyn Major
FP&C Witness #2 Sign Here

STATE OF LOUISIANA

BY: R. H.
ROGER E. HUSSER, JR.
FP&C DIRECTOR
DIVISION OF ADMINISTRATION

THUS DONE AND SIGNED, this 10th day of September, 2025,
at Hahnville, Louisiana.

WITNESSES:

Kacy Monfey
Entity Witness #1 Signature

Kacy Monfey
Entity Witness #1 Printed Name

Anthony Ayo
Entity Witness #2 Signature

Anthony Ayo
Entity Witness #2 Printed Name

ST. CHARLES PARISH

BY: Matthew Jewell
MATTHEW JEWELL
PRESIDENT

FUNDING SUMMARY
THE STATE OF LOUISIANA and
St. Charles Parish
Primrose Canal Sheet Pile, Planning and Construction
(St. Charles)
FP&C Project No. 50-J45-25-01

REVISION NO. _____ Date: _____

ACT #	YEAR	DESCRIPTION	STATE CASH	STATE NON-CASH LINE OF CREDIT	OTHER	TOTAL FUNDING
2	2025	State General Fund (Direct) Non-Recurring Revenues	\$500,000			\$500,000
TOTAL			\$500,000		\$166,667	\$666,667
		FPC ADMIN.	\$22,500			

Federal Tax Identification for Entity: 72-6001208

Notes:

1. Planning costs shall not exceed 10% of Construction costs. Miscellaneous costs shall not exceed 5% of Construction costs.
2. Capital Outlay Cash includes General Funds, NRP Bonds, Cash Line of Credit and/or Bonds sold.
3. Total in "Other" column equals required 25% match as reflected in Article XIX.
4. The total estimated project cost is \$6,000,000.00 per the 2025-26 Capital Outlay Request.

Request No. _____

Contact Person: Carla Chiasson

Phone Number: 985-785-5165

***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 Grantee.

Certified Correct by Grantee _____ Date: _____
(Signature of Authorized Representative)

(Type or Print Name)

*Cost Code	Category	*Cost Code	Category
Real Estate		Design	Miscellaneous
RQ	Real Estate	R1	Topo
Construction		R2	Geo
CN	Construction Services	R3	Environmental
CN-TS	3rd Party Testing during Construction	R4	Testing Lab Fees
Equipment		R5	Other Reimbursables
EQ	Equipment	A1	Additional Design Services
Design		MI-TS	3rd Party Testing/Lab Fees
F1	Basic Design Services		

Remit to: Joy Johnson
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

Request for FP&C Concurrence in Equipment Purchase
(Required if equipment is to be procured through a bidding process)

Project Number: 50-J45-25-01

Grantee: St. Charles Parish

Project Name: Primrose Canal Sheet Pile,
Planning and Construction

Contact Person: Carla Chiasson

Phone Number: 985-785-5165

To be completed by St. Charles Parish

The following information is attached and St. Charles Parish 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 St. Charles Parish

- ☐ FP&C concurs with the equipment purchase

(St. Charles Parish must submit a Request for Disbursement Form to draw from State funds)

- ☐ FP&C does not concur with the equipment purchase

Reason: _____

(St. Charles Parish 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: Joy Johnson
Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, LA 70804-9095

Thank you for your cooperation!

Request for FP&C Concurrence in Construction Contract Award

Project Number: 50-J45-25-01
Project Name: Primrose Canal Sheet Pile,
Planning and Construction

Grantee: St. Charles Parish
Contact Person: Carla Chiasson
Phone Number: 985-785-5165

To be completed by St. Charles Parish

The following information is attached and the St. Charles Parish 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 St. Charles Parish

☐ FP&C concurs in construction contract award

(St. Charles Parish must submit a Request for Disbursement Form to draw from State funds)

☐ FP&C does not concur in construction contract award

Reason: _____

(St. Charles Parish must resolve and then submit another Request for FP&C Concurrence in Construction Contract Award)

Project Manager: _____ Date: _____
(Signature)

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

Thank you for your cooperation!

* These items can be addressed in a single letter on the Entity's letterhead and signed by the Authorized Representative.

Request for FP&C Concurrence in Real Estate Closing

Project Number: 50-J45-25-01

Grantee: St. Charles Parish

Project Name: Primrose Canal Sheet Pile,
Planning and Construction

Contact Person: Carla Chiasson

Phone Number: 985-785-5165

To be completed by St. Charles Parish

The following information is attached and St. Charles Parish 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:

(Signature of Authorized Representative)

Date:

(Type or Print Name)

To be completed by FP&C and returned to St. Charles Parish

- ☐ 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: _____

(St. Charles Parish must resolve and then submit another Request for FP&C Concurrence in Real Estate Closing)

Project Manager:

(Signature)

Date:

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

Thank you for your cooperation!

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	St. Charles Parish	
2	Business name/disregarded entity name, if different from above.	
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> <div> <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) </div> </div> <p style="font-size: small;">Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input checked="" type="checkbox"/> Other (see instructions) </div> <div> Local Government </div> </div>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>3</u> Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
5	Address (number, street, and apt. or suite no.). See instructions. P.O. Box 302	Requester's name and address (optional)
6	City, state, and ZIP code Hahnville, LA 70057	
7	List account number(s) here (optional)	

Part I	Taxpayer Identification Number (TIN)
---------------	---

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-								
--	--	--	--	---	--	--	--	--	--	--	--	--

or

Employer identification number

7	2		-	6	0	0	1	2	0	8
---	---	--	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Math Jewell</i>	Date <i>8/25/2025</i>
-----------	---	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Facility Planning and Control
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

LaGOV VENDOR NUMBER REQUEST FORM

MEMORANDUM

TO: ALL CEA HOLDERS FOR FACILITY PLANNING AND CONTROL

**FROM: MARGARET HILL
STATE CAPITAL OUTLAY TECHNICAL ADMINISTRATOR**

Please be advised that no CEA will be executed by the Division of Administration until the following information is provided. LaGov Vendor numbers are required for disbursement of funds.

If you are not currently registered as a vendor in LaGov, please do so through the Office of State Procurement Vendor Center at <https://www.doa.la.gov/doa/osp/vendor-resources/>.

If you have any questions about this process, please contact the Vendor Help Desk at Vendr_inq@la.gov or 225-342-8010.

1. COMPLETED FORM W-9 (Request for Taxpayer Identification Number and Certification).
2. FEDERAL EMPLOYER ID NUMBER: 72-6001208
3. LA GOV VENDOR NUMBER: 310092105

