



Food Assistance — Capital Improvement Procurement Request / Approval Form

This form is for capital improvement projects ("projects") with estimated costs of \$5,000.00 or more to be funded entirely or in part by Food Assistance (FA) funds. Before completing this form, review the Capital Improvement Procurement Guidelines (WSDA publication 609-898). Requests will not be processed without all required documentation.

Lead Agency Name:	Date of Submittal:
Sub Agency Name:	Email Address:
Contact Person:	Phone Number:

Project Estimates (for Lead Agency use only)

Project Description	Project Cost	Anticipated Amount Charged to FA
Include all work to be performed, including any installations, removals, etc.	Estimated project cost	

Is this property leased or owned by organization seeking approval? Leased Owned

If leased:
 When does the lease expire? _____
 Do you have approval from the lessor to do this improvement? Yes No

Extended Use Period: Agencies must hold and use projects funded by FA for an additional length of time beyond the period of performance based on project cost as defined below.

Check the appropriate box:

Estimated costs for this project are \$5,000.00 - \$19,999.99. Minimum Hold and Useful Life Requirements: one (1) year

Estimated costs for this project are \$20,000.00 - \$49,999.99. Minimum Hold and Useful Life Requirements: four (4) years

Estimated costs for this project are \$50,000.00-\$149,999.99. Minimum Hold and Useful Life Requirements: seven (7) years

Estimated costs for this project are \$150,000.00 and over. Minimum Hold and Useful Life Requirements: ten (10) years

Justification / Reason for Capital Improvement Project

Narrative Description (for competitive or sealed bid process): a complete, adequate, and realistic specification or capital improvement description as well as a description of the procurement process that will be used to solicit bids and select the successful bidder.

Method of Procurement

Bids/Quotes Competitive Proposal Process Sealed Bid Process

Lead Agency Certification

In submitting this request, the Lead Agency certifies on its behalf and/or is certifying on behalf of its Sub Agencies that procurement records will be on file and available for review. Lead Agency further certifies that this purchase will be in accordance with [2 CFR Part 200 Subpart D](#), and all applicable procedures and guidelines. Lead Agency is responsible for requesting approval and Annual Inventory Report tracking. An inventory must be taken and reconciled with capital improvement records at least once every two years.

WSDA FA Review Decision (for WSDA use only)

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Required Documentation:	Date: _____ Reviewer: _____ Comments: <input type="checkbox"/> Required bids/quotes <input type="checkbox"/> Proof of publicized requests in case of competitive proposal or sealed bid process <input type="checkbox"/> Lease documentation (if applicable) – approval letter and lease agreement <input type="checkbox"/> Lease end date meets Minimum Hold and Useful Life requirements (if applicable) <input type="checkbox"/> Exception Granted Explanation of exception: Extended use period for this project:
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Post-Project Verification of Reimbursement (for Lead Agency use only)

The Lead Agency must submit this completed form with the invoice voucher. All fields are required. The Program Index is in most cases listed on the invoice voucher. Please contact your FA Representative with any questions.

Finalized Total Cost	Food Assistance Funding Source				Total Reimbursed by FA
Total Project Cost + Ancillary Charges	Program Index and Dollar Value	Program Index and Dollar Value	Program Index and Dollar Value	Program Index and Dollar Value	