



Food Assistance
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Olympia, WA 98504-2560
foodassistance@agr.wa.gov

Food Assistance — FA Core Programs
Capital Improvement Procurement Request / Approval Form

This form is for the prior approval of capital improvement procurement ("project") in the amount of \$10,000.00 or more per project, to be funded entirely or in part with WSDA FA Core Program funding. Before completing this form, review the FA Core Programs Capital Improvement Procurement Guidelines (AGR8-2608-020) to learn more about capital improvements, including definitions. Requests will not be approved without all required documentation.

Contact Information			
Lead Agency Name			Date of Submittal
Sub Agency Name:		Contact Person's Name	
Contact Person's Email:			Contact Phone

Project Estimates (for Lead Agency use only):

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

*Amount charged to FA Core Programs: CSFP, EFAP, EFAP-T, TEFAP, TEFAP FTFB, and associated funding. Does not include amount charged to Resiliency Grants, if any.

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

Period of Use (POU): Organizations must hold and use projects funded by WSDA FA Core Programs for an additional length of time ***beyond*** the period of performance, based on project cost charged to FA Core Programs defined below.

Period of Use (POU) selection: check the appropriate box.

☐ Estimated costs for this project \$10,000.00 - \$19,999.99. Period of Use: one (1) year

☐ Estimated costs for this project \$20,000.00 - \$49,999.99. Period of use: four (4) years

☐ Estimated costs for this project \$50,000.00 - \$149,999.99. Period of Use: seven (7) years

☐ Estimated costs for this project \$150,000.00 and over. Period of Use: ten (10) years

Justification / Reason for Capital Improvement Project:

Please respond below

Comments:

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.

Please respond below

Comments:

Method of Procurement:

☐ Direct Buy ☐ 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 procurement records will be on file and available for review through the records retention period. If using Federal funding, the Lead Agency further certifies that this purchase will be in accordance with [2 CFR § 200 Subpart D](#), and all applicable procedures and guidelines. The Lead Agency is responsible for requesting approval prior to making a purchase and for submitting the Annual Capital Improvements Inventory Report Form (AGR-2614), used for tracking. A physical inventory must be taken and reconciled with capital improvement records at least once every two years.

Lead Agency Name: _____

Name: _____ Title: _____

WSDA FA Core Programs Review Decision (for FA Core Program use only):

☐ Approved ☐ Not Approved Date: _____ Reviewer: _____

Comments:

Required Documentation:

- ☐ Meets Direct Buy (purchase from small business or state certified veteran-owned business)
☐ Required bids/quotes
☐ Proof of publicized requests in case of competitive proposal or sealed bid process
☐ Lease documentation (if applicable) – approval letter and lease agreement
☐ Lease end date meets Minimum Hold and Useful Life requirements (if applicable)
☐ Exception Granted
Explanation of exception: _____

How to determine the Period of Use (POU) End Date:

- For TEFAP and CSFP: use the end date of current biennium and add the number of years according to the period of use chart above. (TEFAP and CSFP are permanent programs).
- For all other FA Core programs: use the end date of the Agreement and add the number of years according to the period of use selection above (page 1).

Period of Use (POU) End Date: _____

Post-Project Verification of Reimbursement (for Lead Agency use only):

The Lead Agency must submit this completed form with the invoice voucher. All fields below must be completed. The Program Index is typically listed on the invoice voucher. Please contact your FA Core Programs Representative with any questions.

Finalized Total Cost	WSDA FA Core Programs Funding Source				Amount Paid by *FA Core Programs
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	

*Amount charged to FA Core Programs: CSFP, EFAP, EFAP-T, TEFAP, TEFAP FTFB, and associated funding. Does not include amount charged to Resiliency Grants, if any.