

CAPITAL OUTLAY BUDGET CHANGE PROPOSAL

3044

(Sept. 1999)

The planning efforts are documented in a Capital Outlay Budget Change Proposal (COBCP). This is a very important document that serves several purposes. COBCPs define what is needed in the project, why it's needed, the estimated cost of the project, what other options are available, and what the consequences of inaction will be.

The following are the two primary audiences of the COBCP:

- Those who make decisions on funding priorities (CDF headquarters, Department of Finance, the Legislature).
- Those who will be involved in the technical development of the project (estimators and designers in Headquarters, The Department of General Services (DGS) and consulting firms).

The relative priority of a project is based on the need or justification for it. Thus, the justification statements in a COBCP must be carefully written to clearly state why the project is needed. If a project is driven by fire and life safety violations, it is good practice to have the need verified by an inspection by the Fire Marshal, Department of Health, Cal/OSHA, etc. The inspection report should be included in the COBCP.

Technical information, such as what materials of construction are to be used or how to accomplish the project as well as cost estimates, are to be provided by the regional engineers. Additional assistance can be obtained from the Technical Services staff if necessary.

Photographs are very helpful in demonstrating the conditions at an existing facility or at a new site. Good quality black and white prints are best.

The last thing to develop for a COBCP is the front page summary. This is developed on a Department of Finance form and contains information needed to decide what projects get funded. Therefore, be sure to aim the statements included in the summary at the Department of Finance people who make the final funding choices.

A copy of the latest summary form can be obtained from your Technical Services Engineer or Technical Services. Detailed instructions for completing COBCP's are updated and distributed annually to the Regions. Contact your Region Technical Services for assistance in preparing Capital Outlay requests.

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